



MANJIMUP SENIOR HIGH SCHOOL

Manjimup Senior High School SCHOOL BOARD MEETING MINUTES

Seminar Room
10 May 2022 - Meeting 3

ATTENDEES: Donette Edwards (Chair), Ben Lagana, Robyn McCracken, Susan Dawson Vidovic, Adam Chapman, Domenica Daniels, Josh Rayson, Ruth Seymour, Jessica Gill

1.0	Welcome and Apologies	Actions
1.1	Opening and welcome. The meeting opened at 3:30pm by Donette Edwards Acknowledgement of Country was read by Jessica Gill	Noted
1.2	Apologies: Sharon Austin, Sarah Baker, Kim Crotty, Phoebe Kordic, Ian Gutheridge	Noted
2.0	Disclosure of Interest	
2.1	Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the chair before the meeting to determine the appropriate way to manage the conflict.	None identified
3.0	Minutes of previous meeting	
3.1	Review of previous meeting minutes attached: School Board Minutes Meeting 2 on 29 March 2022. The Board endorsed the minutes of the previous meeting as an accurate record. <i>Moved: Adam Chapman</i> <i>Seconded: Ruth Seymour</i> Carried	Signed by Chair
4.0	Agenda Items	
4.1	Annual Report Update: Ben advised that he is still unable to work on the Annual Report as instructed by the Principals Federation due to industrial action.	Noted by Board
4.2	2021 – 2023 Workforce Plan Update: Ben gave an overview of the existing workforce plan 2021 to 2023. The main variance is reduced student numbers and there will be 3 retirements in Design and Technology this year which is a concern in finding suitable replacements. Will look at early offers to graduates and the availability of Trainer and Assessors.	Noted by Board
4.3	2022 – 2024 Business Plan: Ben gave an overview of the business plan explaining the school focus and targets. Aiming at getting attendance back to pre-Covid figures. Country Week incentives should help with senior school attendance. <i>Moved: Adam Chapman</i> <i>Seconded: Ruth Seymour</i> Carried	Endorsed by Board
4.4	School Community Survey Update: The proposed school surveys were distributed for Upper School Students, Lower School Students, Parents and Staff. Section 1 is standard across all surveys, and we can add additional questions in Section 2 and 3. The leadership team have requested we add questions around Bullying, Cultural responsiveness and Communication. A discussion was held around P&C. Suggested we implement a Year group representative and add a question around P&C membership. Ben to investigate if the Section 4 on the parent survey can be moved to the beginning.	Noted
4.5	HoLa – English update: Unable to attend due to illness, Jen Crawley – Deputy Principal attended and gave an update on her role since she commenced late last year. Jen explained she has a Health and Phys Education background and has previously ran the Follow the Dream program which is a passion of hers. Jen looks after Years 8, 10 and 12 where Josh has Years 7, 9 and 11. This aim is to flip the years annually, so they follow the students throughout their learning years. She is enjoying life in Manjimup.	Noted
4.6	Additional CCTV The school would like to increase the amount of CCTV cameras to assist in the monitoring of vandalism and weekend visitors. A map was presented showing the proposed areas. The board approved for the school to proceed to apply to the department to obtain a quote.	Approved by Board

4.7	School Uniform: We are in the process of sourcing a standardised short to add to the current uniform. Once we have a sample, we will present it at the next board meeting.	Noted
4.8	Staffing Update: Ben advised a science teacher will be on Long Service Leave for 6 months. A recruitment process is underway for a replacement. A Cleaner in Charge has been appointed and a cleaner from the cleaning pool has been offered a part time cleaning position.	Noted
4.9	Financial Summary as at 30 April 2022: Cash Revenue: \$500,153.36 (64%) Cash Expenditure: \$329,747.98 (30%) Bank balance \$1,550,771.10 School Salary Allocation - \$7,894,418.00 with a \$2,056,672.00 year to date spend. Salary Forecast Variance - \$308,599.00 <i>Moved:</i> Susan Dawson Vidovic <i>Seconded:</i> Josh Rayson Carried	Endorsed by Board
4.10	Contributions and Charges Collection Rates: Fees collected to 30 April 2022 were \$128,351.00 being \$228.00 per student. <i>Moved:</i> Josh Rayson <i>Seconded:</i> Domenica Daniels Carried	Endorsed by Board
5.0	Other Business	
5.1	AgriFutures Australia Grant: Ben advised the grant application is progressing well, he has had a telephone interview and is positive for a favourable outcome.	Noted
6.0	Next Meeting	
6.1	Meeting date Term 2 – 10 May 2022	Noted
7.0	Meeting Closed The meeting closed at 4:55pm.	All

Signature (Chair)

Date