



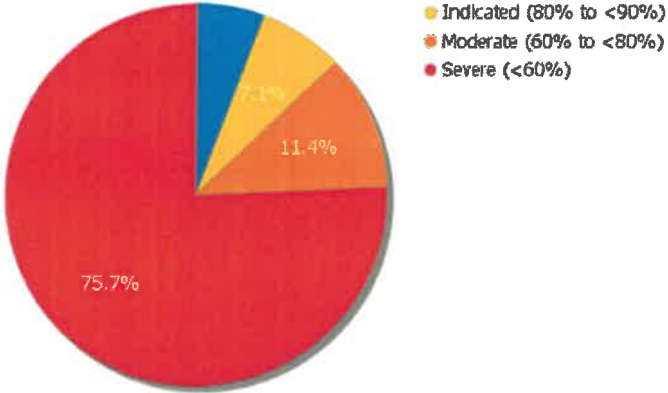
2023 Working Group Meeting Term 3 Roebourne District High School

DATE:	13 Sept 2023	CHAIR PERSON:	<i>Natasha Walker</i>
TIME:	3:00pm	MINUTE SECRETARY:	<i>MCS: Suzanne Evans</i>

ATTENDEES: STAFF	Elizabeth Ritchie, Beth Smith, Suzanne Evans, Kelly Brierty, Marion Cheedy and Sonya Wilson
COMMUNITY/PARENTS/GUARDIAN	Natasha Walker, Matt Hewitson, Ross Humphries, Matt Warth
APOLOGIES:	<i>Susan Grylls, Atanas Dimitrov</i>

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Check in			
2.	Welcome Acknowledgement to Country	Chairperson	<i>Natasha Walker</i>	
3.	Business from Previous Meeting	Chairperson	<p><i>Training for Chair and Principal dates for remainder of the year online: 12 Oct, 17 Oct and 2 November.</i></p> <p><i>Beautifying outdoor areas: Lawn to be laid over holidays in front of Admin office. Play equipment has been ordered.</i></p> <p><i>ADCO have offered to donate any artwork to be printed onto shade cloth for fences.</i></p> <p><i>Woodside funding still in process, know signed by the Department as one agreement to be distributed to KSHS, RDHS and Karratha Primary schools.</i></p> <p><i>School Review dates: Term 4 2023 Week 5</i></p>	<i>Tash and Liz to register for a date</i>

			<i>School Bus (Term 1 minutes) Bus has been advertised locally and WA public schools with no interest. Plan to drive to Perth in November to Yutong Bus services for a sale. Cost for bus this year of annual inspection, services etc. \$10361. Bus used once for school excursion this year.</i>	
4.	2024 Charges and Contributions	Principal	<i>Percentage of contributions received 11.9.23 Kindy – 33.33% Pre-Primary – 16.67% Primary – 8.33% K-6 Combined – 12.12% Year 7-10 - 17.24% Year 11-12 – 11.42%</i>	<i>2023 Invoices posted to families who have not yet paid Week 9 Term 3. 2024 Contribution to be considered if these are requested from Parents/Carers or not due to the workload and cost to deliver invoices verses C&C received. Discussed the charges to continue. These will only be requested from families with time to allow families to pay. Change Secondary charges wording on Camps.</i>
5.	2024 Student Book lists		<i>Same as 2022 but have added a backpack valued \$10 from Kmart K-P \$50 1-6 \$60 7-12 \$88 School will have stationery packs available for sale at beginning of year</i>	<i>All in favour to continue with book lists for families to provide for their students. The school can support families by sending invoices to the nominated ACG</i>
6.	2023 School budget to term 3		<i>Salary forecast variance \$575,880. Cash forecast variance \$113,933</i>	

7.	2024 Preliminary budget and projected enrolment numbers		<p>2024 Projected enrolment numbers 149</p> <p>Total baseline for budget considering numbers \$3315,316.</p>	
8.	Attendance		<p>Attendance Profile 2023 Semester 2 Compulsory</p>  <p> <ul style="list-style-type: none"> ● Regular (90% or greater) ● Indicated (80% to <90%) ● Moderate (60% to <80%) ● Severe (<60%) </p> <p> Wednesday 30 August – Whole school attendance present 30.3% Wednesday 6 September – Whole attendance present 32.73% Wednesday 13 September - Whole School Attendance 46.67% </p> <p> Primary school attendance is sitting in severe 67% Secondary attendance is sitting in severe 90% </p>	<p>Attendance information for staff will be presented at the next staff meeting outlining what the Department expect.</p> <p>An Attendance Officer has now been employed and working with the AIEO's visiting families with severe attendance.</p> <p>The school has other service providers who support the attendance issues:</p> <p>Swans STARS RSAS</p>
9.	<p>General Business</p> <p>School Business Plan Health Therapy services RUOK Day Thursday 14 September Term 4 Career Camp Senior years Annual contracts for services</p>		<p>Development of the 2024 – 2026 School Business Plan</p> <p>Creating Communities Quote: \$49625 excl gst. This quote was outsourced to build a Business Plan by discussions with community engagements to reflect the context of the school community and direction of the school improvements.</p>	<p>Liz has made the decision to collect this information at the school level due to the high cost.</p>

	<p>New member – Welcome to Matt Warth</p>		<p><i>Health Therapy Services to provide Occupational Therapy and Speech services with outcomes of reporting, assessments and NDIS Access forms. Therapist to work alongside students, Teachers and support services to help gain required support required potential. Quotes provided for 2023 Term 4. This is to provide extra support for the early year's students and provide support if eligible for NDIS funding.</i></p> <p><i>Pilbara Therapy Services - Funding via MOIDCP for Occupational therapy. Discounted Speech Therapy \$10000.</i></p> <p><i>Connect Paediatric Services - \$14558.50</i></p> <p>RUOK Day Whole school attending at Cossack</p> <p>ACTIVITIES: Whole day event, with students to rotate through 4 main activities.</p> <ul style="list-style-type: none"> ● Art- working alongside members of the four local community art groups to create a 'tapestry' of work representing the theme of Stronger Together. ● Song writing- workshop with Kendall and Josh to create lyrics to express feelings/reflect on family etc ● Connection to Country- fishing with local community members ● Flower making- with local businesswoman, with the goal of (relevant families) taking flowers to the cemetery on the way back to school. <p>The day will include a Welcome to Country, feed (tbc source), and a closing session with presentation of Artwork.</p> <p>Career Taster camp schedules for term 4 for students to participate in various activities relating to careers. The camp is held in Perth in October. A targeted Initiative for Career Taster and VET funding will be allocated to support students to attend.</p>	<p><i>Liz in the process of checking with the Department the school can enter into an agreement with another health service. The Department has a memorandum of understanding (MOU) with the Child and Adolescent Health Service (CAHS) and WA Country Health Service (WACHS).</i></p> <p><i>The Working with Children Checks have changed. For Parents, a form is required to be signed by Parents if they wish to volunteer at their child's school. The form is an annual requirement.</i></p> <p><i>When you:</i></p> <p><i>Help in a classroom or attend a day excursion</i></p> <p><i>Assist at a sports carnival</i></p> <p><i>Present an award</i></p>
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			<p>Other services annual contracts will be addressed for 2024. These are STARS and Chaplaincy. There will be consideration for a student wellbeing officer through Anglicare as a youth outreach worker.</p> <p>We welcome Matt Warth to our Working Group (School Council) and appreciate Matts experience from his previous work on other Pilbara school councils and his work as a Chaplain for WPS, KPS and now the prison.</p>	
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Middle 22/9/23

NEXT MEETING:	Term 4 2023	MEETING CLOSED:	4.11pm	SIGNED:	<i>[Signature]</i> ^{nw}	15/9/23 ^{nw}
					CHAIRPERSON	DATE
				SIGNED:	<i>[Signature]</i>	22/9/23
					PRINCIPAL	DATE