

BOARD MEETING

MINUTES – 9th August 2016

Present Alison Luobikis (Chair), Jason Beeley, Anne-Sophie Deleflie, Richard Bostwick, Sharon Morris (P&C Representative), Kate Yeomans, Vicki Jack (Principal), Carolyn Cook (Executive Officer)

Apologies Celeste Franklin, Katie Andrew

Additional:

Meeting opened: 6:30pm

Previous minutes:- Moved - Richard Bostwick, Seconded - Jason Beeley

Issue	Discussion	Action/s	Response	Comments
Board resignation Celeste Franklin	2 staff members have nominated. Veronica Wood and Kirsten Dicker	Staff to vote at staff meeting 17 th August. Executive Officer to tally votes	Results will be e-mailed to Board	Celeste Franklin moving to Rottnest
Previous minutes	Omission of Richard Bostwick's name	Minutes corrected. Otherwise no amendments	Passed	

General Business

Issue	Discussion	Action/s	Response	Comments
P& C Report (Anne-Sophie Deleflie)	Meeting at 9:45 to try and improve attendance. New canteen manager Working to reduce financial management cost Quiz night sold out Cake stall and sausage sizzle did well raising about \$2000.00	None	INFORMATION ONLY	Concern raised that the canteen has dropped prices and will need to maintain levels of support from volunteers

Issue	Discussion	Action/s	Response	Comments
Changes to Constitution	The Board to amend the Board's Constitution to ensure proceedings of Board meetings are made available to the School community.	<p>Motion</p> <p><i>Clause 28a:</i> <i>The chair of the Board is to ensure:</i> a) a draft Agenda for the Board's upcoming meeting is available to the School community before the meeting</p> <p><i>Clause 28b:</i> <i>The chair of the Board is to ensure that minutes of a Board meeting once approved by the Board are made available to the School community.</i></p>	Passed	There was no feedback from the school website or the app.
Principal's Report	<p>Refer attachments.</p> <p>Leave Management Policy & Procedures.</p> <p>There are concerns in the school community regarding the high turnover of staff and its negative effect on students.</p> <p>School Development Day 29th August. Board members invited. NAPLAN data and Achievement Standard re grades.</p> <p>The vision to move the library and resource centre closer to administration so they can be better utilised. Year 5 and 6 move to current library block area.</p>	<p>Leave Management Policy & Procedures tabled.</p> <p>Workshop at next Board meeting re performance data including NAPLAN</p> <p>None at this point</p>	<p>Noted</p> <p>None</p>	<p>Until the backlog of LSL is cleared this will continue. Every effort will be made to inform parents of staff changes.</p> <p>Positive response to better library use.</p>
National Schools Opinion Survey - Parent	Parent Survey made available on Website, app and a parent put the link on the facebook page.	Next time have a comments box.	FEEDBACK SOUGHT	Survey with staff, students and parents closes 30 th August. Report results in Term 4

	SMS reminders have been and will continue to be sent. Over 60 responses to date. All year 5 and 6 students have been tested (10 to go)			
Stakeholder Engagement Plan	Versions of a scaffold were presented to the Board.	Scaffolds will be e-mailed to Board members for more input. Executive Officer, School and parent representative will continue to work on this.	CONSISTENT AGENDA ITEM	Need to list stakeholders

Other Business

Issue	Discussion	Action/s	Response	Comments
Extension Maths	Eliza delivering	Continuing	INFORMATION ONLY	
Literacy Support	Remediation 3 days per week. 15 mins per day.	Continuing	INFORMATION ONLY	
Clubs	Culture Club Gardening Club Loose parts play Tinker Club Running Club Choir	Starts Thursday Week 6. 3:15 – 4:40pm	INFORMATION ONLY	
Board Business Plan	There is a need to revisit the Board Business Plan	To be placed on an agenda		
Community Involvement	Discussion regarding excursions and incursions	Incursions are occurring at a class level.	None	Classes are currently inviting parents and community member in. eg Architect, Poet

MEETING CLOSED – 8:30PM

PRINCIPAL'S REPORT
9 August 2016

Student Learning

Student Performance Data

Student Attendance

A short term position, Student Support Officer, has been created for the remainder of this term and next term to focus on supporting the attendance in pre-primary classes:

Indicated risk (80-90%) = 8 students

Moderate risk (60-80%) = 1 student

Severe risk (less than 60%) = 1 student

The Student Support Officer will work with parents and their child to improve attendance.

NAPLAN data

The student report package should arrive in schools from the 17 August 2016.

Learning Environment

Facilities

Doors between rooms

Programmed Facilities Management (PFM) visited the school in week 1 and advised:

- that a structural engineer will cost approx. \$3000.00 (\$800.00 initial fee to determine extent of works required and then approx. another \$2000 to proceed further).
- all rooms will require structural engineer drawings; and
- then PFM will get quotes on the work required, which may push the doors above our budget limit.
ACTION: School has requested a structural engineer visit the site.

Playgrounds

PFM has suggested that the school doesn't go through PFM if its wants two new playgrounds within a reasonable timeframe.

The Corporate Services Manager has followed all the steps contacting:

- Fremantle Council,
- Department of Education DoE Playground Contract Manager;
- Building Management & Works (for maps on underground services etc);
- Strategic Planning to ensure we are following all the correct financial procedures; and
- Forpark to advise them that we wish to go ahead with 2 of their structures. If all goes well Forpark are booking installation in for the next school holidays or as close to as possible.

ACTION: School will progress the installation of the cubby house (pre-primary) and climbing frame (side oval) with the support of the Department of Education.

Professional Learning

School Board members are invited to attend the next School Development Day on Monday, 29 August 2016 (Week 7) where the focus will be on student performance data including NAPLAN.

The fortnightly Beaconsfield PS Coffee Club with White Gum Valley PS, Hilton PS and Fremantle PS commenced in week 2 of this term. The focus of the workshop was on 'teaching STEM in your classroom'. Thank you to the presenters, Brett Morellini and Jo Stalley.

The next workshop is on Wednesday, 10 August and will focus on 'HASS (Humanities and Social Sciences)'. Thank you to Kirsten Dicker.

Sustainability

Workforce

Leave or new opportunity

- ✚ Nurul Casotti – Mid Phase 2 IEC (departing Week 5)
- ✚ Celeste Franklin – moving to the Rottnest Campus (departing Week 5)
- ✚ Jennifer Premius – Rottnest (departing Week 5)
- ✚ Emma Semple – Year 4 (returning in Term 4)
- ✚ Tim Mangano – Year 3 (returning Week 9&10)

Returning from leave

- ✚ Caroline Freel – Year 3 (Week3)
- ✚ Anne Kay – Year 4 (Week 6)

New staff

- ✚ Ben Brooke – Mid Phase 2 IEC (Week 6)
- ✚ Lauren Osborne – Senior Phase 2 IEC (Week 5)

Policies

Policy currently under review – *Leave Management Policy and Procedures*

Rottnest

New teacher, Celeste Franklin, commencing Term 3, Week 5.

Board

Resignation of Celeste Franklin due to new role as teacher, Rottnest Campus.

Two nominations from staff: Kirsten Dicker and Veronica Wood. Staff to vote at next staff meeting (17 August 2016).

Key events

- ✓ 29 July 2016 – Governor's visit
- ✓ 5 August 2016 – NED Assembly (School Values)
- ✓ 26 August 2016 – Science Tabloid
- ✓ 2 September 2016 – Minister of Education