

BOARD MEETING

MINUTES – 1 November 2016

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

Apologies: 0

Conflict of Interest: 0

Meeting opened: 6:30pm

Previous minutes: Endorsed - Katie Andrew, Seconded – Kirsten Dicker

Issue	Discussion	Action/s	Response	Comments
Previous minutes	nil	nil	Passed	

General Business

Issue	Discussion	Action/s	Response	Comments
P& C Report (Anne-Sophie Deleflie)	Anne-Sophie did not attend the P&C meeting. School returning \$20,000.00 125 th book to proceed. No formal update	None	INFORMATION ONLY	Amount returned changed from \$22,000.00 to \$20,000.00. Minutes corrected at Board meeting 29/11/16
Issue	Discussion	Action/s	Response	Comments
Conflicts of interest		None		

Voluntary Contributions	P&C charge the only change.	Motion: The School Board endorse the voluntary contributions and charges for 2016. Proposer: Vicki Jack Seconder: Katie Andrew	Passed - Unanimous	
Role & structure of the Board	A lengthy discussion was had regarding the Board not being representative of the whole community and not adhering to the School’s Education Act 1999 in all aspects. Four motions were recommended to rectify this.	1. The School Board will refer to its Constitution as Terms of Reference. Proposer: Vicki Jack Seconder: Katie Andrew 2. The School Board will adjust its Terms of Reference to reflect the requirements of the Education Act and Regulations. Proposer: Vicki Jack Seconder: Kate Yeomans 3. To comply with the Education Act and Regulations, the School Board will invite members of the general community to join the Board. Proposer: Vicki Jack Seconder: Kirsten Dicker 4. The School Board invites general community members from the following areas to join the School Board – multicultural community, Rottnest community, education community, business community. Proposer: Vicki Jack Seconder: Katie Andrew	Passed – Majority Passed - Majority Passed - Majority Passed - Majority	For the next meeting, on Tuesday 29 November 2016, each Board member is to bring a suggestion regarding the type of community group that may add value or broaden the skill set of the Board.

Business Plan 2015 - 2017	Vicki Jack walked the Board through the Business plan explaining IEP's, targeted support and group plans and how they have been used to reach NAPLAN targets		Information	
Vision Screening	Free vision screening is available if the school would like it.	Motion: The school invite parents who wish to participate in a voluntary vision screening service. Proposer: Vicki Jack Seconder: Sharon Morris	Passed - Unanimous	
Healthy Food & Drink Policy	The Policy was presented for the Board's endorsement.	Motion: The Board endorse the school's Healthy Food & Drink Policy Proposer: Vicki Jack Seconder: Richard Boswick	Passed - Unanimous	
Parent question referred by Richard Boswick	What has happened to the school chaplain and what is the school's position?	Vicki Jack conveyed this information to parents in the recent 'Letter to the Parents' (dated 31 October 2016). The funds (\$15,000 – one day per week) will be returned this month as no suitable applicant was sourced. Interviews were undertaken but the two applicants were deemed unsuitable by the selection panel.	Information	
Principal's Report	Refer to the attachments for detail. Naplan Targets Students support Professional learning Key events		Information	

Stakeholder Engagement Plan	Alison will help progress this project	.	CONSISTENT AGENDA ITEM	Before the next meeting, on Tuesday 29 November 2016, Board members on the working group will provide feedback and suggestions to the Executive Officer.
------------------------------------	--	---	------------------------	--

Other Business

Issue	Discussion	Action/s	Response	Comments

MEETING CLOSED – 8:45PM

PRINCIPAL'S REPORT

1 November 2016

Student Learning

Numeracy

Stretch Targets

- By 2017, the numeracy performance of the Year 3 cohort is Equal to or Above that of Like Schools.
- By 2017, the numeracy performance of the Year 5 cohort is Equal to or Above that of Like Schools.

Annual Targets

- By 2016, the numeracy performance of the Year 3 cohort in the Top 20% State is within 10% of Like Schools.
- By 2016, the numeracy performance of the Year 5 cohort in the Top 20% State is within 10% of Like Schools.
- By 2016, the numeracy performance of the Year 5 cohort in the Bottom 20% State is within 5% of Like Schools.

WA Public Schools	Year 3 Numeracy					
	School			Like Schools		
	2014	2015	2016	2014	2015	2016
Top 20%	38%	21%	39%	35%	41%	43%
Middle 60%	51%	72%	57%	59%	54%	53%
Bottom 20%	11%	7%	5%	6%	6%	5%

WA Public Schools	Year 5 Numeracy					
	School			Like Schools		
	2014	2015	2016	2014	2015	2016
Top 20%	28%	27%	50%	38%	43%	37%
Middle 60%	58%	58%	39%	56%	53%	57%
Bottom 20%	14%	15%	11%	6%	4%	6%

Spelling

Stretch Targets

- By 2017, the spelling performance of the Year 3 cohort is Equal to or Above that of Like Schools.
- By 2017, the spelling performance of the Year 5 cohort is Equal to or Above that of Like Schools.

Annual Targets

- By 2016, the spelling performance of the Year 3 cohort in the Top 20% State is within 10% of Like Schools.
- By 2016, the spelling performance of the Year 5 cohort in the Top 20% State is within 10% of Like Schools.
- By 2016, the spelling performance of the Year 3 cohort in the Bottom 20% State is within 5% of Like Schools.
- By 2016, the spelling performance of the Year 5 cohort in the Bottom 20% State is within 5% of Like Schools.

WA Public Schools	Year 3 Spelling					
	School			Like Schools		
	2014	2015	2016	2014	2015	2016
Top 20%	21%	27%	32%	33%	34%	31%
Middle 60%	74%	57%	59%	60%	59%	63%
Bottom 20%	4%	16%	9%	7%	7%	6%

WA Public Schools	Year 5 Spelling					
	School			Like Schools		
	2014	2015	2016	2014	2015	2016
Top 20%	22%	24%	36%	38%	38%	32%
Middle 60%	76%	64%	51%	54%	58%	60%
Bottom 20%	2%	13%	13%	8%	4%	8%

Writing

Stretch Targets

- By 2017, the writing performance of the Year 3 cohort is Equal to or Above that of Like Schools.
- By 2017, the writing performance of the Year 5 cohort is Equal to or Above that of Like Schools.

Annual Targets

- By 2016, the writing performance of the Year 3 cohort in the Top 20% State is within 10% of Like Schools.
- By 2016, the writing performance of the Year 5 cohort in the Top 20% State is within 10% of Like Schools.
- By 2016, the writing performance of the Year 3 cohort in the Bottom 20% State is within 5% of Like Schools.
- By 2016, the writing performance of the Year 5 cohort in the Bottom 20% State is within 5% of Like Schools.

Reading

Stretch Targets

- By 2017, the reading performance of the Year 3 cohort is Equal to or Above that of Like Schools.
- By 2017, the reading performance of the Year 5 cohort is Equal to or Above that of Like Schools.

Annual Targets

- By 2016, the reading performance of the Year 3 cohort in the Top 20% State is within 10% of Like Schools.
- By 2016, the reading performance of the Year 5 cohort in the Top 20% State is within 10% of Like Schools.
- By 2016, the reading performance of the Year 3 cohort in the Bottom 20% State is within 5% of Like Schools.
- By 2016, the reading performance of the Year 5 cohort in the Bottom 20% State is within 5% of Like Schools.

WA Public Schools	Year 3 Reading					
	School			Like Schools		
	2014	2015	2016	2014	2015	2016
Top 20%	43%	55%	39%	36%	43%	39%
Middle 60%	55%	34%	52%	57%	49%	55%
Bottom 20%	2%	11%	9%	6%	7%	6%

WA Public Schools	Year 5 Reading					
	School			Like Schools		
	2014	2015	2016	2014	2015	2016
Top 20%	33%	44%	41%	39%	42%	35%
Middle 60%	63%	47%	49%	54%	54%	60%
Bottom 20%	4%	9%	10%	6%	4%	5%

Student Support

Students were identified by a variety of sources such as the classroom teacher, NAPLAN results, PEAC testing results and personalised learning plans.

Year 2 students

The program commenced on Tuesday, 18 October 2016 with Ms Adrienne Nunn. The program is 20 mins per week.

- ✓ 5 students – Grammar & Punctuation support
- ✓ 6 students – Grammar & Punctuation extension
- ✓ 7 students – Spelling support
- ✓ 6 students – Writing extension

Year 3 students

The program commenced on Monday, 24 October 2016 with Ms Caroline Freel. The program is 30 mins per week.

- ✓ 3 students – Writing support
- ✓ 11 students – Maths extension

Year 4 students

The program commenced on Tuesday, 1 November 2016 with Ms Janette Tuttle. The program is 20-40 mins per week.

- ✓ 4 students – Maths support
- ✓ 12 students – Maths tuition
- ✓ 8 students – Maths extension
- ✓ 6 students – English support
- ✓ 9 students – English tuition
- ✓ 12 students – English extension

Year 5 students

The program commenced on Tuesday, 1 November 2016 with Ms Janette Tuttle. The program is 20 - 40 mins per week.

- ✓ 9 students – Maths support
- ✓ 9 students – Maths extension
- ✓ 9 students – English support
- ✓ 5 students – English extension

Year 6 students

The program commenced on Tuesday, 1 November 2016 with Ms Janette Tuttle. The program is 60 mins per week.

Learning Environment

Facilities

- New fences around early years area – finished 14 October 2016
- Fence along front wall – finished 14 October 2016
- Playground in the early years area – finished 24 October 2016
- Climbing Frame – contractor waiting on the arrival of the climbing net. Proposed timeline: fortnight.

Professional Learning

- **Dolly Bhargava, Speech Pathologist** – 3 x 2 hrs sessions (Autism, Anxiety, Oppositional Disorder).
- **Parent Workshop/s**
 - after surveying the school community, there were only a few interested parents. The numbers were not sufficient to offer a workshop. However, the Dyslexia SPELD Foundation offer weekly parent workshops. Information about these workshops can be found on their website.
 - At the request of parents, the school is looking into the possibility of offering parent workshops on Protective Behaviours delivered by the WA Police.

Sustainability

Board Update

The Delivery and Performance Agreement states:

The Principal will ensure:

- a. an effective Board is in place;
- b. the Board's membership is representative of the school community and complies with the *School Education Act 1999* and *School Education Regulations 2000* which specify the membership categories and composition;
- c. the Board understands its functions as prescribed in the *School Education Act 1999*, *School Education Regulations 2000* and Department policy.
- d. the Board fulfils its functions as prescribed in the *School Education Act 1999*, *School Education Regulations 2000* and Department policy.
- e. the Board participates in:
 - i. the endorsement of the Agreement;
 - ii. development and endorsement of the school's annual report;
 - iii. the development, endorsement and review of the school budget and Business Plan;
 - iv. processes to review school performance;
 - v. processes to determine satisfaction levels of parents, staff and students, with results reported in the school's annual report;
 - vi. the DES independent review of the school in the final year of the Agreement (with the report made public);
- f. the Board communicates with the broader school community regarding the Board's function and activities;
- g. the Board receives:
 - i. relevant monthly financial reports;
 - ii. the results of any school audits and reviews;
 - iii. advice on school performance and student improvement targets, as detailed in the school's Business Plan; and
 - iv. a copy of the DES independent review report.

b) Board's membership

BACKGROUND

The Schools Education Act 1999 states the majority of Board members should be taken from parents, community members, staff and the Principal. (127 (1)(a) (b) (c) and (2)

Extract from the Schools Education Act 1999

Note: The word Council is replaced by Board for an Independent Public School.

127. Constitution of Councils

(1) The membership of a Council for a school is to be drawn from —

(a) the parents of students at the school except where the majority of the students at the school are 18 years of age or more;

(b) other members of the general community;

(c) the staff of the school; and

(d) where the school is of a prescribed class, students at the school, but no student under 18 years of age can be a member of an incorporated Council.

(2) The principal for the time being of a school is automatically a member of the Council for that school.

(3) A person who —

(a) is the principal of, or on the staff of, a school which has a Council; and

(b) is also a person described in subsection (1)(a) or (b), can only be a member of the Council in his or her capacity as the principal or a staff member.

(4) Persons referred to in subsection (1)(a) and (b) must form the majority of members of a Council.

(5) Subject to this section —

(a) the procedure for the establishment of Councils;

(b) the number of members and composition of Councils;

(c) the manner in which persons become members;

(d) the term of office of members; and

(e) matters relating to ineligibility for, and cessation or termination of, membership, are to be as prescribed by the regulations.

(6) The Chairperson of the Council is to be elected by and from its members.

Note:

1. *The group of Community/Parent representatives must be LARGER than the group of Staff representatives.*
2. *The group of Community/Parent representatives must contain at least ONE parent.*
3. *Any staff members that have a contract with the school must be elected as part of the group representing Staff.*
4. *Any parent must be elected as part of the group representing Parents.*
5. *Community members are co-opted (not elected) to the Board.*
6. *Relief teachers may be elected to the Board as a Parent representative.*
7. *School Boards are not incorporated Boards. They do not have a Constitution. They may have Terms of Reference.*

MOTION

Beaconsfield Primary School Board invites at least four (4) members of the general community to broaden the scope of the Board's capacity.

The Board participates in the Agreement

- Board Chair signed the DPA
- Board endorsed the Annual School Report 2015
- Board participated in the development, endorsement and review of the Business Plan and the Annual budget
- Board participates in processes to review school performance (SD Day, Board Meetings)
- Board participated in the design of the School Survey 2016

The Board receives

- **Financial reports** – every meeting
- **School audits and reviews** – none to date
- **School Performance and Student improvement targets** – at Board Meeting. Board endorsed school improvement targets
- **DEC Review Report - 2017**

Workforce

- As staff are not required to confirm their employment intentions until two weeks before their proposed date of return. No further information will be available until after 8 December 2016.

Policies

Healthy Food and Drink Policy – for endorsement.

Key events

- ✓ 9 December 2016 – P&C Event {Vicki Tinley}
- ✓ 13 December 2016 – Yr 6 Dinner/Dance [Kirsten Dicker]
- ✓ 14 December 2016 – Student Reports [Bronwyn Denman]
- ✓ 15 December 2016 – End of Year Assembly [Katie Andrew]
- ✓ **DES Review – October 2017**