

BOARD MEETING

MINUTES – 21 March 2017

Present Alison Luobikis (Chair), Kirsten Dicker (Deputy Principal), Vicki Jack (Principal – by telephone), Richard Bostwick (Parent), Sharon Morris (Parent), Myles Draper (Community Member), Christine Robinson (Community Member), and Carolyn Cook (Executive Officer), Bronwyn Denman (taking minutes)

Apologies: Katie Yeomans (Teacher), Katie Andrew (Deputy Principal), Peta Wootton (Community Member)

Conflict of Interest: 0

Meeting opened: 6:30pm

Previous minutes: Endorsed - Richard Bostwick, Seconded – Kirsten Dicker

Issue	Discussion	Action/s	Response	Comments
Previous minutes	nil	nil		

General Business

Issue	Discussion	Action/s	Response	Comments
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Introduction	Alison welcomed everyone, including new community members. <ul style="list-style-type: none">• Richard – parent• Sharon – parent• Christine Robinson– University of Notre Dame (Early Childhood Specialist) – Community Member• Myles Draper – Fremantle College Principal – Community Member• Carolyn Cook – Executive Officer for the board• Kirsten Dicker – Deputy Principal• Vicki Jack – Principal of school	Principal to advertise for Parent nominations		

	<p>Absent Board Members and their roles:</p> <ul style="list-style-type: none"> • Katie Andrew (Deputy Principal) • Katie Yeomans (Teacher) • Peta Wootton (Fremantle Multicultural Society – Community Member). <p>We currently have two parent vacancies and are asking for nominations. (Nominations close on the 7th April 2017).</p>			
P & C	The Board want to establish a link with the P & C. The Principal informed the Board that she has approached the President of the P & C to encourage a parent member to nominate for the Board.			
Role and Responsibilities of the Board	<ul style="list-style-type: none"> • The Executive Officer distributed a copy of the Terms of Reference. The Principal informed members that there is summarised information in the Principals report outlining the roles and responsibilities for the School Board. • The school is scheduled to have an IPS review in October 2017. • Board members are invited to the school's professional development days when we are analysing student achievement data. • The school encourages board members to attend our assemblies so that the students get to know you. It was discussed and agreed that emails would be sent to the school informing when they are able to attend an assembly. • It was discussed that it is important to understand the difference between an Incorporated and Unincorporated Board. The School Board is Unincorporated. 	Please send confirmation when members are able to attend Assemblies.	A schedule will be sent out by the school with dates of assemblies.	
Strategic Plan	The Board's Strategic Plan was given out to members. It was agreed that with the IPS review in October it is important for the Board to understand their role and that we will have a standing item on the agenda to review and discuss progress of the strategic plan.		There will be a standing item on the agenda to address progress of Strategic Plan	
Principal's Report	<ul style="list-style-type: none"> • We have created a timeline to invite parents to nominate for the Board. It closes on the 7th April 2017 (last day of term 1) • Student Performance – we were concerned that we weren't adding value as students moved from year 3 to year 5. Our school plan focused on adding value to this cohort. Our data has shown that we have performed above like schools and have shifted our results significantly. This is a pleasing result. We have met our target – with students performing at a high level. Our ICSEA has increase to 1107. This information is available on My School website. 	Executive Officer to send out Emergency and Critical Incident Policy. Tutoring has been sent		

	<ul style="list-style-type: none"> • We had our NQS review for Early Childhood. Thank you to Bronwyn and staff who prepared for this. The reviewers commended the school for our playgrounds. They were pleased with the Early Year's classrooms. The only question was "<i>Is there enough play in the year 1 and 2 classrooms?</i>" We are expecting the report at the beginning of next term. • The role of NQS reviewers was to establish whether we endorsed our rating for the NQS. We marked ourselves as working towards all standards except standard 5, which we marked as being met (Relationships with Children). The reviewers also included IEC centre during their review. We did receive verbal feedback that they felt we had rated ourselves low. • Our <i>Emergency and Critical Incident</i> and <i>Private Tutoring</i> Policies have been reviewed. • To improve the quality of teaching we have whole school approaches to reading and spelling. As we progress we will include approaches to writing and HASS. We use data to make comparisons and map student's progress. In the IEC all students will be required to be mapped (using the progress map) on how the teacher is working towards targeted levels (IEP) and these will be monitored through random checks on the census information. • We are progressing with our partnership with Notre Dame. This project will provide reflection and feedback data to improve the quality teaching. "<i>What value am I adding to every child that comes to this school and what are student's performance levels?</i>" • Improving quality teaching has commenced with the implementation and whole school approach to assessment to give a starting point to where students are performing. The data is being kept on a shared drive so that at the beginning of a new year it is available to teachers. • There was some discussion of Notre Dame's partnership and when it will start. The Executive Officer reported that we are still in discussions with regards to a start date but we believe it will be 2018 which is in line with the beginning of our new Business Plan (with the review at the end of this year). • The Principal reported that the three substantive deputy principals are returning to the school in term 2 (Lisa Gannon, Kathy MacPhee and Bhav Singh) and teacher Brett Morellini. This means that a number of staff on fixed term contracts will not be getting contracts for next term. We will continue to keep our focus on our students. 			
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Annual Report	We now have the ACARA data which will contribute to our Annual Report. We can send it around by email to get feedback and to get it approved by the Board.	Executive Officer to circulate Annual Report for review		
Proposed Board Schedule	<ul style="list-style-type: none"> Board dates have been considered and entered into a timeline. A new meeting start time was considered. Do we want to stay with 2 meetings or do you want shorter meetings with increased number of meetings? It was agreed that we would have 2 meetings and send things around electronically. People need to be committed to reading material that is disseminated. 		It was agreed that Week 3 and 7 of each term would be scheduled – with new starting time of 5:30pm	The Executive Officer will liaise with Peta Wootton to check for clashes.
School targets	<ul style="list-style-type: none"> The school has set targets in our strategic plan in all areas except for literacy and numeracy. Now that we have ACARA data we will use this to determine targets for literacy and numeracy. The Principal will send out a copy of our Strategic Plan. We have met all of our targets from last year. Attendance – if you missed a certain amount of days during the term your child can be disadvantaged in reaching their potential attainment levels. This was a strong message sent to parents last year and feedback from parents suggests they understand this now. 	The Principal to send out a copy of the school Strategic Plan.		

Other Business

Issue	Discussion	Action/s	Response	Comments
Anzac Assembly	The school extended an invitation to all board members to attend our Anzac Assembly on the 7 th April 2017.	Executive Officer to send out invitations.		Board Members are asked to RSVP

Terms of Reference	This document has been edited to bring it in line with the Education Act and reflect an Unincorporated Board. The Executive Officer requested Board members to review and provide feedback before the next meeting. We want to endorse at the next meeting and then publish on school app and website.	Board members to review Terms of Reference	Send feedback to Carolyn via email before next meeting.	Carolyn to present the document and feedback at next meeting.
Invitation to school	The Principal extended an invitation to new Board members to have a tour of the school, including Rottnest.	Board members to inform Principal if they would like a tour of the school		
Progress on Parent Contributions	A request was made to provide some feedback at the next Board meeting on progress of parent contributions.	Provide progress on parent contributions to next meeting.		

MEETING CLOSED – 7:45pm

Chair: _____ **Principal:** _____ **Date:** _____