

Boyanup Primary School
SCHOOL BOARD MINUTES – PUBLIC MEETING
Meeting – 13th September 2018

Start:

Present	Justin Grasso, Kirsty Reely, Chantelle Jamieson, Joeri Mak, Lisa Mitchell, Kirsty Reely, Kayecy Ward, Sue Nettleton, Jenny Foale, Karen Swainson
Apologies	Belinda Bristow

Chairperson: Justin Grasso (Pending Election)

Secretary: Loretta Roberts

Business arising from previous minutes

NIL	Previous Minutes accepted by Jenny Foale and Seconded by Kirsty Reely.
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ITEM	DISCUSSION	ACTION												
1) Welcome	Chairperson Justin Grasso declared the meeting open at 3.45pm and welcomed the committee. Members were then invited to introduce themselves to the committee with a brief outline about themselves.													
2) Nominations and Election for new Chair Person	Justin Grasso explained the role of the Chairperson to the Board Members.	<i>Self-Nominated - Joeri Mak Seconded by Karen Swainson. Joeri Mak elected Board Chairperson</i>												
3) School Financial Report and Work Force Planning Update (Loretta Roberts)	<p>One Line Budget was presented to the Board as at 6th September, 2018.</p> <ul style="list-style-type: none"> ▪ Student Centred Funding (majority) - \$855,541.00 per Student Funding and \$658,842.26 Student and School Characteristics + Disability and Targeted Initiatives. ▪ Locally Raised Funds (majority) \$40,000.00 Reserves <i>Carried over 2017</i>; P & C Funds \$13,617.00; Voluntary Contributions \$4457.00; Reserves \$6233.00; Swimming \$4710.00 + Bank Interest /Commissions. 	<p>6th September 2018</p> <p>INCOME</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;"><i>Student Centred Funding</i></td> <td style="text-align: right;">\$ 1,746,689.00</td> </tr> <tr> <td><i>Locally Raised Funds</i></td> <td style="text-align: right;">\$ 81,090.00</td> </tr> <tr> <td>Total Funds</td> <td style="text-align: right;">\$ 1,827,779.00</td> </tr> </table> <p>EXPENDITURE</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;"><i>Salaries</i></td> <td style="text-align: right;">\$ 1,482,635.00</td> </tr> <tr> <td><i>Good & Services</i></td> <td style="text-align: right;">\$ 279,270.00</td> </tr> <tr> <td>Total Expenditure</td> <td style="text-align: right;">\$ 1,761,905.00</td> </tr> </table> <p>VARIANCE \$ 65,874.00 (\$4146 Cash)</p>	<i>Student Centred Funding</i>	\$ 1,746,689.00	<i>Locally Raised Funds</i>	\$ 81,090.00	Total Funds	\$ 1,827,779.00	<i>Salaries</i>	\$ 1,482,635.00	<i>Good & Services</i>	\$ 279,270.00	Total Expenditure	\$ 1,761,905.00
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	<p>Additional Information regarding P & C Funds was presented to the Board. The P & C have contributed \$82,309.00 in the past three years-</p> <ul style="list-style-type: none"> ▪ 2015 \$23,000.00 ▪ 2016 \$22,477.00 ▪ 2017 \$23,215.00 ▪ 2018 \$13,617.00 <p>Justin - Work Force 2019</p>	<p><i>The Board was presented with this information so that they were aware of the significant contribution the P & C makes to the school's finances.</i></p> <p><i>To present proposed Staff Placements for 2019 at the next board meeting. Kindergarten and Pre-Primary numbers very strong. Hoping this will maintain momentum in coming years.</i></p>
<p>4) New School Board Guidelines from DOE</p>	<p>Justin presented the following to the Board Members-</p> <ul style="list-style-type: none"> ▪ Public School Council and Board Information Package ▪ Terms of Reference and Operational Guidelines ▪ Delivery and Performance Agreement – IPS 	<p>Roles and Responsibilities of School Boards:</p> <p>Take Part In:</p> <ul style="list-style-type: none"> ▪ <i>Assessment and Reporting Documents</i> ▪ <i>Endorse Budget</i> ▪ <i>Evaluating the School Performance</i> ▪ <i>Code of Conducts (Currently PBS)</i> ▪ <i>Selection of Principal/Teaching Staff (1 Board Member on the Panel)</i> <p>Approve</p> <ul style="list-style-type: none"> ▪ <i>Endorse Charges and Contributions</i> ▪ <i>Excursion and Incursions – Costing Sheet</i> ▪ <i>Booklists</i> ▪ <i>Advertising/Sponsorship</i> <p>Determine</p> <ul style="list-style-type: none"> ▪ <i>Dress Code in consultation with students, parents and staff</i> <p>Provide Advice</p> <ul style="list-style-type: none"> ▪ <i>Religious Code</i> <p>Promote</p> <ul style="list-style-type: none"> ▪ <i>Our school in the community</i> <p>The Responsibility of a Boards are to:</p> <ul style="list-style-type: none"> ▪ <i>Comply with the board's term of reference</i> ▪ <i>Liaise with the P & C (Parents and Citizens Association)</i> ▪ <i>Hold 1 x annual public meeting at least once in every calendar year</i> <p>A Board does not:</p> <ul style="list-style-type: none"> ▪ <i>Manage the day to day running of the school</i> ▪ <i>Discuss individual issues in relation to teachers, staff, students or parents</i>

	<p>Code of Conduct for School Boards Please see attached – Information Package Page 25</p>	<ul style="list-style-type: none"> ▪ Represent specific interest groups – conflict of interest ▪ Intervene in the control or management of the school ▪ Intervene in the educational instructions to students ▪ Borrow money or obtain funds ▪ Purchase property ▪ Exercise authority over teaching staff or other school employees ▪ Performance Manage the Principal <p>Role of Board Members</p> <ul style="list-style-type: none"> ▪ Parent members of the board bring their experience as parents at the school, and the views and context of the wider school community ▪ Community members may bring expertise such as business skills that the board is looking for at that time ▪ Department of Education employees bring their educational expertise. <p>Justin read out the Code of Conduct to the Board Members. Please note:</p> <ul style="list-style-type: none"> ▪ The primary consideration is that the school's values are in the best interests of students ▪ Board members respect the need for confidentiality and privacy in regard to matters that might arise at meetings. ▪ The Board Members 'speak as one voice' in the public arena once a decision has been made. ▪ If members are unable to attend a meeting, they are requested to submit an apology before the meeting.
<p>5) New School Review Process</p>	<p>This is now an online process. Data is added to the Review Program online over a three-year time frame by the Principal. A team of auditors will then attend the school and speak to the Principal, Staff and Board Members.</p>	<p><i>This information will then be analysed and a written report will be presented to the school.</i></p>
<p>6) Endorsement of 2017 School Annual Report (Attached for Members)</p>	<p>The 2017 Annual Report was presented to the Board for endorsement. (Due to time restraints the report has already been published)</p>	<p>Moved – Jenny Foale Seconded – Chantelle Jamieson Endorsed by Board Members</p>

<p>7) Reporting to Parents 2019</p>	<p>Discussion was held regarding the 'Assessment Task Folders (Portfolios)' that have traditionally been compiled and sent home with all students at the end of Semester 1 and Semester 2.</p>	<p><i>It was proposed that the Kindergarten and Pre-Primary continue to have their portfolios as a 'keepsake'.</i></p> <p><i>Discussion was held re:</i></p> <ul style="list-style-type: none"> ▪ <i>Year 1-6 – Seesaw App; Show Portfolio</i> ▪ <i>Learning Journey to show case students work – Note: The Learning Journey is not for parent/teacher interviews</i> ▪ <i>P & C could provide afternoon tea or a sausage sizzle</i> ▪ <i>Time: Karen suggested– 4.00pm – 6.00pm</i> <i>Lisa suggested - Sunday Afternoon</i> ▪ <i>Term 3 preferable, Week 9.</i> ▪ <i>Chantelle felt that a showcase of work was more beneficial than a portfolio</i> ▪ <i>Justin said that this would also ensure more teaching time and less administration time compiling the portfolio</i> ▪ <i>Kirsty and Kayecy – The benefits of Seesaw was that positive learning outcomes could be instantly shared with families. It provided the opportunity to share 'joyous class occasions' and therefore created discussion between students and their parents about their learning as it was happening.</i> ▪ <i>Seesaw will be mandated across all classrooms</i>
<p>General Business</p>	<p>Joeri Mak – Is the school under any restraints regarding the acceptance of students outside our school boundary?</p> <p>Sue Nettleton – Queried how we turn the negative public perception about our school around that some people in the community have? What are we as a school doing?</p> <p>School Survey (Held every two years). Joeri queried the low participation rate for the last survey (10 families). Very hard to analyse data with such a low reply rate. Lisa - Is this the usual level of participation in the school community?</p>	<ul style="list-style-type: none"> ▪ <i>No Boundaries</i> ▪ <i>Parents are attracted to small country schools</i> ▪ <i>Individual needs can be catered for</i> ▪ <i>We will always endeavour to accept students</i> <p><i>The school has the potential to school 150 students whilst still maintaining a small school environment.</i></p> <p><i>Justin ensured the Board Members that he tracks why students leave and takes on the feedback from parents if the move is not due to re-location for other reasons i.e. moving due to work.</i></p> <p><i>Justin replied that this is a concern. It is very hard when people who are disgruntled have such easy access to Facebook/social media to vent without the school having any control. It was hoped that if we continue to put out positive news feeds, this can be countered.</i></p> <p><i>Board members to assist in encouraging families to complete the survey-</i></p> <ul style="list-style-type: none"> ▪ <i>Survey on line or hard copy available from office</i> ▪ <i>Email and SMS all families to encourage participation</i> ▪ <i>Encourage families at assemblies</i>

Sue Nettleton – Are NAPLAN outcomes a result of demographics? Have there been building blocks missed along the way with our students?

- Place surveys at the Post Office
- Encourage children to talk to parents re completing survey
- Send out on seesaw
- Important to make paper surveys accessible

Justin agreed that data analysis being conducted by Best Performance has shown some gaps in learning areas. Teachers have been attending extra PD/New Programs to cover these areas of concern. Justin reiterated that these changes won't be an overnight fix but that we were certainly on the right path to improvement.

Further general discussion as follows-

- Naplan – On line (First time)
- Low Results (Especially in Year 5 writing)
- Operational Plan – Teach children to use a word processor
- Year 3's will be required to type for NAPLAN – Ipad ✓ Not Keyboard
- Kayecy – Concerned, writing is important, hard to teach the students keyboard skills at such a young age
- Jenny – Will NAPLAN continue? Consensus was yes.
- Justin – Best Performance (since 2017) has been analysing data from students in off NAPLAN years using previous tests. This gives the school data to use earlier and helps students understand the terminology used in NAPLAN.
- Sue – Impressed with the information being used and utilised with Best Performance. Felt she could confidently answer any queries that people had regarding the school and the strategies that were in place regarding NAPLAN.
- Justin – MySchool data and DOE data don't correspond. This can cause harm and lead to information being interpreted wrongly.
- Justin – Would like the data to show student growth- it would be good if improvement could be included in the data.
- Joeri – How is it best to impart the data to parents?
- Justin – It would be good to be able to give results along with added information. It is anticipated that Best Performance will be able to provide assessment and reporting to teachers that can form a basis for reporting to our parents.
- Joeri – In the wider community we need to promote our school and empower our parents
- Justin – Suggested the possibility of investing in parent workshops.

	<p>Cleared site (North Side) of school (Old Milk Company) There are 5 x lots – 1 lot is allocated to the Department of Education</p> <p>Joeri Mak – Queried if the Baptist College will impact our school in 2019?</p>	<p><i>Justin is meeting with the site owner, Kevin Sorgiovanni on the 14th September. Suggestions for the site have included a Child Care Centre, Allied Health, Before and After School Care and Parking. Justin to report back to the Board with any further developments.</i></p> <p><i>Justin said it was a possibility. We have had word that two families (3 children) may possibly be leaving our school. It is having a huge impact on Tuart Forrest and Dalyellup College. Karen reported that the school had a very low fee base and was very well resourced.</i></p>
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MEETING CLOSED 5.30 pm **NEXT MEETING DATE:** TBA. **TIME:** 3.30pm

Justin Grasso
Principal

Joeri Mak
Board Chair