



## SCHOOLS BOARD MEETING

### AGENDA – 8 November 2017

Present: Dale Mackesey (DM), Alison Harman (AH), Michael Jenkin (MJ), Lorena Rock (LR), Kaye Ward (KW), Alex Castle (AC), John Siamos (JS), Scott Bywaters (SB), Jane Gillies (JG), Elishia Vearing (EV), Katherine Nash (KN), Tina Watkins (TW), Bruce Webber (BW), Catrina Campbell-Fraser (CCF), Vicki Roberts (VR), Perisse Pitsikas and Shelley Blechynden.

Chair: Michael Jenkin

Apologies:

Scribe: Catrina Campbell-Fraser

Meeting opened: 7pm

Meeting closed: 8:52

Next Meeting: 2018 (TB)

Agenda Item	Details / Discussion	Notes
<b>1. Welcome &amp; Previous Minutes</b>  <i>Michael</i>	<p><b>1.1. Welcome:</b> MJ opened meeting and welcomed members including Shelley Blechynden representing 'Trees for Vincent.'</p> <p><b>1.1.1</b> MJ congratulated AC on election to North Ward Councillor for the City of Vincent. DM congratulated AV on elevation to Level 3 Teacher status. Board members conveyed congratulations to both.</p> <p><b>1.1.2</b> MJ invited Shelley Blechynden from the group <i>Trees4Vincent</i> to read a prepared statement to the Board:</p> <ul style="list-style-type: none"> <li>An apology was conveyed to AH regarding a petition circulated to the community about the PP build, specifically the reference to the toilet for the MHESC. Shelley apologised to Dr Harman and the MHESC staff for not taking on-board the advice they had provided.</li> <li>Advised <i>Trees4Vincent</i> no longer intend to lodge the petition in Parliament.</li> <li>On reflection, the group believes it is the responsibility of the Department for Education – not the School Board - to consult with parents and the broader community about school buildings in general (via schools networks).</li> <li>The group intends to lobby the Minister for Education directly about the broader issue of consultation.</li> <li>The group is pleased the landscaping budget for the build has increased.</li> </ul> <p>MJ acknowledged the courteous and courageous apology provided and noted Shelley's ongoing passion for the issue. MJ advised the statement was appreciated by the Board.</p> <p><b>1.2. Minutes of Meeting 16 August 2017:</b> MJ advised of the corrections to the previous minutes by BW, MJ and TW, as circulated via email to Members. <b>Motion: That the minutes as amended by BW, MJ and TW be accepted. Moved: KN, Seconded JS.</b></p> <p><b>1.2.1</b> Discussion held re: process for approving Minutes in the future. CCF suggested draft minutes be circulated to members no later than two weeks after a meeting.</p>	<p>1.1 Noted</p> <p>1.1.1 Noted</p> <p>1.1.2 Noted</p> <p>1.2 Motion Carried</p>

	<p>Members then have one week to make any corrections to the Minutes before they are posted on the website.</p> <p>AC asked if no response from members can be taken as meaning agreement. KN asked if the draft minutes could be added to DropBox, so members can make corrections on a single document. <b>Motion: Adopt the process as put forward by CCF, noting all Board members have an obligation to view and make corrections within the time period specified. Moved: CCF, Seconded: MJ</b></p> <p><b>1.3. Business Arising from previous minutes:</b></p> <p><b>1.3.1</b> Survey Data “Bullying Surveys” – Review data collected in Term 3. DM advised not yet ready for distribution and will be sent to TW for addition of data/graphs when ready.</p> <p><b>1.4. Correspondence</b></p> <p>In: - MJ will put add the Question asked of Minister Ellery re: PP Build to Dropbox (see also <a href="http://parliament.wa.gov.au/parliament/pquest.nsf/Parliament/pquest.nsf/SrchQON/B830006378257D8B482581CD00197628?opendocument">http://parliament.wa.gov.au/parliament/pquest.nsf/Parliament/pquest.nsf/SrchQON/B830006378257D8B482581CD00197628?opendocument</a> )</p> <p>Out: Nil;</p>	<p>1.2.1 Motion Carried</p> <p>1.3 Noted</p> <p>1.4 Noted</p>
<p><b>2. Principals’ Finance Reports</b></p> <p><i>Alison / Dale</i></p>	<p><b>2.1 ESC Financial Summary</b></p> <p>Ailsa tabled the ESC budget update and discussed expenditure including: CCTV (installed but not yet paid), plumbing for art troughs, air conditioning upgrade and STEM resources. The 2018 budget was not tabled as ESC awaiting funding advice for early intervention (due next week).</p> <p>TW asked about P&amp;C contributions for the ESC. AC explained P&amp;C does take a compulsory component and gives a set amount back each year to ESC. BW asked what percentage of fees MHPS receives – Approximately 87 per cent of voluntary fees and 75% of P&amp;C contributions received.</p> <p><b>2.1.1</b> Ailsa advised the proposed voluntary contributions for K and PP added to Dropbox. TW asked how fees compared to last year. They are exactly the same. KN asked what compliance rate was like. Voluntary contributions are not great with a decrease from about 85 per cent to 70 per cent. <b>Motion: That the fees and charges for MHESC 2018 are approved.</b> Moved: LR, Seconded: KW</p> <p><b>2.2 MHPS Financial Summary</b></p> <p>DM tabled the MHPS budget update noting the November figures unavailable so looking at September figures. Noted the variance in salary resulted in a deficit a week ago (due to kindy staffing), though this has returned to the black after a reallocation of funds.</p>	<p>2.1 Noted</p> <p>2.1.1 Motion Carried</p> <p>2.2 Noted</p>

	<p>Looking at next year, preliminary planning shows \$6,900,000 for student centred funding, with a staffing model resulting in \$6,400,000 for salaries. Currently we are operating with approx 90 per cent expenditure on salaries and 10 per cent on resources/cash. Next year looking at 96 per cent on salaries and 4 per cent on resources/cash. Factors include budget cuts resulting in the discontinuation of the IPS grant to the school and an expected 8 per cent increase in utility charges (with no corresponding budget increase to cover the costs).</p> <p>DM will meet with the finance committee next year to discuss using reserve funding to transfer into salaries if needed. All IPS schools are in a similar situation, though we are fortunate we are facility rich, supportive P&amp;C, good voluntary payments. Advised staff will look to decrease spending on consumables and the school will look at energy efficiency measures to decrease utility bills. (DM will follow up with a contact at Curtin).</p> <p>TW asked what a four per cent cash school looks like. DM advised no visible impact to parents, but this was a good opportunity to focus on efficiencies. The school has always had healthy reserves so in a good position to deal with this. DM talking to P&amp;C next week to see what teaching and learning resources the P&amp;C can support.</p> <p><b>2.2.1</b> DM advised the proposed 2018 fees and contributions had been endorsed by the sub committee. With regards to the SIM program, the school has previously covered the nominal fee for the band conductor. If the conductor's costs are to be absorbed by students across the SIM program it would result in Yr3 violin students were subsidising Yr 6 band students. JS advises the sub-committee discussed the fees in detail and believe it is more equitable to increase the fees for Yr 6 band students to cover the cost of the conductor (\$170 maximum). <b>Motion: That the fees and charges for MHPS 2018 are accepted. Moved: JS, Seconded: KW.</b></p>	<p>2.2.1 Motion Carried</p>
<p><b>3. Principals' Reports</b> <i>Alison / Dale</i></p>	<p><b>3.1 Alison - ESC Report</b> AH tabled her Principal's report. AH reported current projects include the new garden shed for early intervention and the gardener to share (insulated and air conditioned). This project will allow space for the demountable toilet for early intervention students – a resource ESC has been waiting for. It is hoped ESC can keep this demountable beyond the build of PP. CCTV cameras have been installed and the air conditioning has been upgraded to refrigerated. AH also noted the ESC passed their financial compliance audit (covering the last three years) and would like to acknowledge the great job Ailsa did after only being in the job for one year.</p> <p><b>3.2 Dale - MHPS Report</b> DM tabled his Principal's report including a review of operational school planning for 2018 and the documentation compiled for the DES review.</p> <p><b>3.2.1</b> Proposed class structures tabled for 2018 are dependent on financial planning and enrolment demand. Draft class structures were provided to Board members on the understanding the dissemination of this information is for the leadership team to determine, when structures are finalised. Class lists will be sent out to parents when</p>	<p>3.1 Noted</p> <p>3.2 Noted</p> <p>3.2.1 Noted</p>

	<p>they are ready.</p> <p><b>3.2.2</b> AC asked about physical space on campus. DM explained the LOTE class will be converted to a classroom, three new demountable on basketball courts will accommodate Year 4 classes; and two PPs will use the existing demountable near the oval (so they remain close to the PP playground).</p> <p><b>3.2.3</b> BW asked about the outdoor play area of PP students in 2018. Advised they will be on the oval area and room near ESC will be available. KW advised the PP classes stagger their play so they will not be all out at same time.</p> <p><b>3.2.4</b> Noted in line with directive from the Education Department , IPS schools are required to consider referred teachers when filling school vacancies.</p> <p><b>6.1.1</b> Homework for Board Members. DM asked all members to read the hand-out re: School/Community Partnerships (one of the nine domains of effective schools). Members to provide an on-balance rating considering all elements (the dot points). KN asked if we rate as individual schools or as a cluster.</p> <p><b>3.2.6</b> School earned 72,000 Woolworths Earn and Learn points. Will be used to provide STEM resources.</p> <p><b>3.2.7</b> LR outlined communications with Kindy parents. Parents have been invited to meet and discuss the transition with the new PP Build. New FAQ's are being produced as a result of parental discussions and queries.</p>	<p>3.2.2 Noted</p> <p>3.2.3 Noted</p> <p>3.2.4 Noted</p> <p><b>3.2.5 ACTION</b> – On Balance rating re School/Community Partnerships domain. Look at the operational planning self-review tools in dropbox. Also look at the DES review. Rank each of the elements (dot point) as O,H,M,L THEN – give your judgement – e.g. mostly H(igh) or M(edium). Due date is for the IPS review.</p> <p>3.2.6 – 3.2.7 Noted</p>
<p><b>4. DES Review</b></p> <p><i>Dale and Alison</i></p>	<p><b>4.1</b> The agenda for the two days was tabled and the availability of Board Members was discussed.</p> <p><b>ESC Review</b> – Alison discussed the DES Review re: ESC</p> <p><b>MHPS Review</b> – Dale discussed the DES Review re: MHPS noting:</p> <ul style="list-style-type: none"> <li>• Overall ratings against targets</li> <li>• Review Data against Operational Plan</li> <li>• NAPLAN and Data (Report from Tina Watkins and Jane Gillies)</li> </ul> <p>DM: Happy to have review. Acknowledged the work of LR and the leadership team who have been working collaboratively with staff. Files have gone to DES to review.</p> <p>It has been a good process. Good data shows us where we need to improve, and is useful for planning and resource purposes. DM noted a number of schools have been having issues with the maintaining levels of achievement when Yr 3 to Yr 5 data comparison is conducted. . This could be due to a focus on (crowded) content and not enough focus on deeper learning. The deeper learning will be a focus for our school.</p> <p>We have some ongoing challenges, e.g. longitudinal planning (we are not where we said we</p>	

	<p>would be in NAPLAN) but are making progress towards it.</p> <p>TW reported on the staff planning day stating it was a good experience for the teachers to engage with the data at a deeper level.</p> <p>DM: Advised this is last DES Review as part of a change to how IPS schools are assessed, but we will continue to self-review against Wembley and West Leederville. We will embed the DES review processes and self-reviewing processes with the school and the Board so we can continue to self-review. The Education Department will take responsibility for reviewing in future.</p>	4.1 Noted
<p><b>5. PP Build Update</b></p> <p><i>Dale</i></p>	<p><b>5.1</b> Update – Mostly covered in Principal Report.</p> <p>DM: Any Asbestos removal will take place when children are not on site.</p> <p>MJ reported the OSCA President queried the timeline. The query was referred to DM who was able to respond. OSCA pleased the demolition will take place during term one (not the holidays) as it will not interrupt their program.</p>	5.1 Noted
<p><b>6. Sub - Committee Reviews</b></p>	<p><b>6.1</b> Any Business arising from the Sub Committee Meetings. DM reported the sub-committees had been a successful initiative. Productive business is taking place between Board meetings and they should continue in 2018.</p> <p><b>6.1.1</b> Finance: KW reported the 2018 booklists had been completed following work by the sub-committee. JS stated KW did a fantastic job to reduce costs for parents noting across the board a 10-20 % savings. This was achieved with an option to retain more durable items from the previous year, in addition to a new supplier option. JS: called for a vote of thanks which was supported by the Board. <b>Motion: That the 2018 Booklists be adopted. Moved: JS, Seconded: SB.</b></p> <p><b>6.1.2</b> Finance: MHPS Calendar 2018 – MHPS Endorse School Development Days 2018 - The proposed 2018 calendar and School Development Days were tabled. AC asked if the same number of days as in previous years had been scheduled. DM advised the school still needs to make an application for a “reporting to parents day” May be added once approved. <b>Motion: The calendar for 2018 &amp; School Development Days 2018 be endorsed. Moved: CCF, Seconded: EV.</b></p> <p><b>6.1.3</b> ESC: ESC School Development Days 2018 - AH advised the ESC have group PDs and different staff development days to MHPS. <b>Motion: the scheduled ESC development days be accepted. Moved: KN, Seconded: SB.</b></p> <p><b>6.1.4</b> Board Elections: Discussion held re: Board Elections sub-committee. BW noted the draft documents in the DropBox, but Board feedback is still pending as BW is awaiting further input from Matt Osborne. MJ asked if at this point we should get</p>	<p>6.1 Noted</p> <p>6.1.1. Motion Carried</p> <p>6.1.2 Motion Carried</p> <p>6.1.3 Motion Carried</p>

	<p>some feedback from the broader Board for consideration. AC asked if the sub-committee had consulted with the P&amp;C, especially regarding the selection of a P&amp;C Board liaison. AC noted the Board must be careful not to instruct the P&amp;C how they elect their liaison person, only advise on the role of the P&amp;C rep on the Board. AC noted we must ensure a mechanism to ensure a P&amp;C liaison person is on the board (ie whether it is a co-opt, or a voting/non-voting member).</p> <p>MJ: suggested we seek no further input from Matt Osborne until the sub-committee has some further input to this, so the sub-committee can agree/determine what additional assistance we are seeking from Matt Osborne.</p> <p>SB asked if there is an expectation we have to adopt the templates put forward by Matt Osborne, or retain the right to have own. BW said that they are going to be guidelines and our templates may provide inspiration for the DOE templates.</p>	6.1.4 Noted
<p><b>7. P&amp;C Update</b></p> <p><i>Alex</i></p>	<p>7.1</p> <ul style="list-style-type: none"> <li>• P&amp;C Activities</li> </ul> <p>AC provided an update on the Fair stating it had been a great success. Noted the outstanding achievement from the entire Fair Committee. Though the final financials had not yet been released, the success of the day went far beyond the funds raised. It was a fantastic day and everyone had a good time. There were no major incidents and the Fair was a great reflection on the school.</p> <p>AC also advised the next fundraiser would take place on December 1, an adults only Casino Night.</p>	7.1 Noted
<p><b>8. General Business</b></p> <p><i>All</i></p>	<p>8.1</p> <p>Commendations – Nominations</p> <ul style="list-style-type: none"> <li>• Discussion held re: potential nominees.</li> </ul> <p>DM: Thanks all Board Members, Staff, and Committees for all their work. Noted is was great to be back at MHPS. TW: provided an update on Welcome to Country including the work of Mr McKenzie’s class, the participation of Len Collard who had met with students to discuss culture. It is anticipated students will unveil their artwork during first term 2018. DM endorses the work.</p> <p>MJ: Stated in his private capacity he would write to the Minister for Education setting out the case to rename Boards as school councils (to avoid any confusion).</p> <p>MJ: Thanked all Board Members for their hard work throughout the year.</p> <p>SB: Thanked MJ for all his work as Board Chair.</p> <p>Meeting ends.</p>	8.1 Noted