



SCHOOLS BOARD MEETING

28 March 2018 MINUTES

Present: Dale Mackesey (DM), Alison Harman (AH), Michael Jenkin (MJ), Perisse Pitsikas (PP), Kaye Ward (KW), John Siamos (JS), Jane Gillies (JG), Elishia Vearing (EV), Katherine Nash (KN), Marlene Kornides (MK), Catrina Campbell-Fraser (CCF), Amanda Derbyshire (AD), Shelley Blechynden (SB), Ailsa Moore (AM), Marjorie Commijs (MC) and Vicki Roberts (VR).

Chair: Michael Jenkin

Apologies: Scott Bywaters, Bruce Webber, Tina Watkins, Lorena Rock and Alex Castle

Scribe: Catrina Campbell-Fraser **Meeting opened:** 7pm **Meeting closed:** 8:27pm **Next Meeting:** 30 May

Agenda Item	Details / Discussion	Notes
<p>1. Welcome & Previous Minutes</p> <p><i>Michael</i></p>	<p>*Prior to the official start of the board meeting, Board Chair Michael Jenkin presented the following individuals with commendations on behalf of the schools:</p> <ul style="list-style-type: none"> • Helen Davey • Rochelle Phipps • Katherine Richardson • Lisa Gleeson • Graeme Gleeson <p>Dale Mackesey offered all recipients a vote of thanks on behalf of the school community for their contribution to the campus over many years.</p> <p>1.1. Welcome: MJ opened the meeting and welcomed all attendees, with a special welcome to AD and MK attending their first Board Meeting.</p> <p>1.2. Minutes of Meeting 8 November 2017: Moved that the Minutes be accepted.</p> <p>1.3. Business arising from previous minutes: Nil</p> <p>1.4 Correspondence: In: Email Beatrice Jones 25 March 18 (Re: Campus Safety) DM advised a meeting had been arranged with Beatrice to discuss the concerns, with board members MJ and CCF also invited to attend. Education Department: MHPS and MHESC – DES Review Findings</p> <p>Out: Nil</p>	<p>1.1 Apologies noted</p> <p>1.2 Moved: KN, Seconded: JS CARRIED</p> <p>1.4 Noted.</p>

<p>2. Finance Reports</p> <p><i>Ailsa / Alison</i></p> <p><i>Marjorie / Dale</i></p>	<p>2.1 ESC Financial Summary AM tabled the ESC Financial Report.</p> <p>2.1.1 2018 ESC Budget Key points include:</p> <ul style="list-style-type: none"> • ESC has a total of 25 students in 2018. • The majority of expenditure (79 per cent) is allocated to salaries. • A large Cash Carry Forward from 2017 is due to the bills for expenditure on the shed and toilets not being received until Feb 2018. • A 5% budget surplus has been forecast for 2018. <p>2.2 MHPS Financial Summary DM tabled the MHPS Financial Report.</p> <p>2.2.1 2018 MHPS Budget DM discussed the budget process for 2018 and explained the role played by the Finance Committee. Explained 2017 YTD expenditure was the starting point for 2018. Costs will be reduced by 30 per cent where possible in areas such as minor works, furniture. Learning hubs asked to advice of priorities for funding.</p> <p>Key points of the budget include:</p> <ul style="list-style-type: none"> • MHPS has a total of 879 students in 2018. • The majority of expenditure (95.5 per cent) is allocated to salaries. Usually salaries would account for approximately 90 per cent, but the increase is due to the decision to have no split classes in 2018. • \$100,000 reserves was transferred from Reserves to fund extra classes. • Funding going into reserves has been reduced considerably. • A 4% budget surplus has been forecast for 2018. <p>2.2.2 2018 Voluntary contributions</p> <p>MC advises 85 per cent of voluntary contributions were traditionally the norm. 81 per cent of contributions received in 2017. Budgeting on 80 per cent in in 2018.</p> <p>2.2.3 Other Budget items</p> <p>MJ noted \$110,000 expenditure on utilities and discussion held re: making this expenditure a priority area to reduce.</p> <p>Expenditure on professional development has been reduce by \$13,500. This will be monitored. AD asked was the expenditure was last year on professional development? DM advised it was \$27,000 due to the school wide training on the 'Talk for Writing' program. DM also advised the</p>	<p>2.1 ESC report noted.</p> <p>2.1.1.The board NOTED the 2018 ESC budget.</p> <p>2.2 MHPS report noted.</p> <p>2.2.1 The board NOTED the 2018 school budget.</p> <p>2.2.2. Noted</p> <p>2.2.3 Noted</p>
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	<p>focus this year was to build capacity in school leaders and to share resources with West Leederville PS. DM advised we are looking to change the focus to look for quality maths professional development, noting funding was tight across the board.</p> <p>Fee hire for OSCA. In the past the school has usually indexed the cost per annum. However, we may ask for a bit more due to budget constraints. Currently speaking to OSCA committee.</p>	
<p>3. Principals' Reports</p> <p><i>Alison / Dale</i></p>	<p>3.1 ESC Report ESC Principal Report was tabled. Key points include:</p> <ul style="list-style-type: none"> • Annual Report completed. • Main Centre has had a slight reduction in enrolments (due to students going overseas/High school). Two full classrooms will run in 2018. • A music therapist will be available in Semester 1 and dance teacher for Semester 2 as well as a speech therapist one day a week all year. • Early intervention is full in 2018 with inquires already received for the 2019 program. • Illness and family issues has effected staffing. A few relief teachers have been utilise and the staffing situation is now stable. • The new shed and demountable toilets are both now in use. • No major building program for 2018 other than the PP build next door. The play equipment and large playground roof in the current Pre Primary area has been dismantled and is due to be relocated to the playground in front of the education support centre <p>3.2 MHPS Report MHPS Principal Report tabled.</p> <p>3.2.1 Planning Structure 2018/20 2018 Operational Plan and DRAFT Whole School Targets discussed. Our sub-committee structure is being adjusted so committees reflect the "Plan for Public Schools Model." Noted the Leadership & Relationships sub-committee and the Teaching & Learning sub-committee have already met, with the others scheduled to meet soon.</p> <p>3.2.2 Board Priorities for 2018</p> <ul style="list-style-type: none"> • Developing the next Strategic Plan (Business Plan) considering recommendations of the IPS Review conducted in 2017 • School Board Training • Sub Committee involvement in self-assessment • Building program • Parent Skill Register • Kiss & Ride proposed changes in near future including full consultation with City of Vincent/ Schools Board and P&C 	<p>3.1 ESC Principal's report noted.</p> <p>ACTION: Everyone to read the Annual Report of MHESC by Friday and provide feedback if any issues.</p> <p>3.2 MHPS Principal's report noted.</p> <p>3.2.1. Noted</p> <p>3.2.2. Noted</p>

	<p>3.2.3. Parent Interviews The decision was made not to proceed with the interview days after initially being informed schools could only apply for two half days instead of a whole day as in previous years. Information will be communicated to the school community in the next newsletter. It will include an invitation to parents to contact teachers for interviews at mutually convenient times if required.</p>	3.2.3. Noted
<p>4. PP Build Update <i>Dale and Alison</i></p>	<p>4.1 Update on timeline and consultation DM advised the timeline was for completion in Nov 2018. The process is taking longer as both DM and AH requested no demolition be undertaken during school hours. Completion of the building is still planned for the commencement of 2019 school year. MK asked when the Board will be advised on final time line? DM advised as the builders advised the Department, then the Department will inform the school and he will inform the Board.</p>	4.1 Noted
<p>5. Sub-committee Reports and Operational Plans</p>	<p>5.1 Business arising from the sub-committee meetings:</p> <p>5.1.1 Leadership and Relationships : Bruce Update Written report by BW tabled. Key points include:</p> <ul style="list-style-type: none"> Update on the MPHS Volunteer Taskforce Register. L&R Board sub-committee to drive the register scoping and development, P&C and Board to help gather the knowledge, School to maintain and curate the list. Document should be available in June 2018. <p>5.1.2 Teaching and Learning: Kaye Update Working towards targets in the Business Plan. Looking at on-entry data analysis.</p> <p>5.1.3 Learning Environment: Dale Yet to meet Term 1 / 2 Agenda</p> <p>5.1.4 Resources: John Reported during tabling of financial report re: budget review and planning input.</p>	5.1.1 – 5.1.4 Noted
<p>6. Board Elections 2018 <i>Michael</i></p>	<p>6.1</p> <ul style="list-style-type: none"> Update Co-opted members working in sub-committees <p>Michael provided the Board with an update on the recent election process.</p> <p>6.1.1 Election results The following nominations were received in each membership category:</p> <ul style="list-style-type: none"> Parents: 7 positions available / 7 nominations received Staff: 5 positions available / 5 nominations received Community: 1 position available / 1 nomination received 	<p>6.1 Noted</p> <p>6.1.1 Noted Refer to Minutes to see the formal motions per membership category.</p>

Michael noted that as the number of valid nominations received in the Parent and Staff categories had not exceeded the number of available positions in each category, the following persons were, subject to National Police clearances being received, deemed to be duly elected as Board members in the Parent and Staff categories respectively:

Parents: John Siamos, Scott Bywaters, Katherine Nash, Marlene Kornides, Bruce Webber, Catrina Campbell-Fraser and Michael Jenkin.

Staff: Kaye Ward, Jane Gillies, Cailie Spencer, Lorena Rock and Perisse Pitsikas.

The Board reviewed the one nomination received in the Community category, namely Shelley Blechynden. After discussion it was moved Michael seconded Dale that the nomination received from Shelley be accepted.

Carried without dissent.

Michael declared Shelley duly elected to the Board in the Community category for a term of 2 years.

6.1.2 Membership terms – Parent & Staff members

The Board had previously decided that from 2018 onwards, Board elections are to be held annually. To achieve this, in 2018 only, Board members will be allocated either 1-year or 2-year terms. Thereafter, at each election only those members whose terms expire would stand for election for a two year term.

The Board's Election Guidelines say that in the Parent category, there will be 4 one-year terms and 3 two-year terms. In the Staff category the figures for one and two year terms are 3 and 2 respectively.

The Guidelines say that the allocation of members to one or two year terms is to be done either in accordance with the number of votes each member received in the election or by drawing lots if no election is required. Given there was no election in 2018 (because the number of valid nominations did not exceed the number of available places) members would, under the current Guidelines, be allocated one or two year terms by the drawing of lots.

Michael noted that he would become ineligible to sit as a Board member on the last day of Term 4, when he no longer has a child attending the school. Michael noted it would be clearly be appropriate for him to be allocated a one-year term and that whilst this might happen by the drawing of lots, it might not. In order to overcome this potential problem and to allow for the equitable distribution of terms in the Parent and Staff categories, Michael suggested that Board amend clause 8.1.1 of the Guidelines by adding the text shown in red below:

6.1.2 Noted
Refer to Minutes to see the formal motions re: parent and staff member terms.

“8.1.1 if Board elections are not required in 2018, then four Parent representatives and three Staff representatives will be assigned two-year terms by random draw at the first Board meeting **or in such other manner as the Board shall decide**. The remainder of positions in these two categories will receive one-year terms.” (red text added)

It was moved Michael, seconded by Dale that the Board’s Election Guidelines be so amended.

Motion carried without dissent.

It was moved Michael seconded by Dale that Board members nominate whether they wished to serve a one-year term or a two-year term.

Motion carried without dissent.

Nominations for one-year and two-year terms were then received from Board members. For the sake of completeness, Michael noted that Bruce (who was an apology for this meeting) had indicated his preference in an email to Dale prior to the meeting.

The following Board membership terms were then allocated in accordance with the nominations received:

Two-year term:

John Siamos (Parent)
Katherine Nash (Parent)
Bruce Webber (Parent)
Perisse Pitsikas (Staff)
Kaye Ward (Staff)

One-year term:

Michael Jenkin (Parent)
Scott Bywaters (Parent)
Marlene Kornides (Parent)
Catrina Campbell-Fraser (Parent)
Cailie Spencer (Staff)
Jane Gillies (Staff)
Lorena Rock (Staff)

6.1.3 P&C Liaison position

Michael noted that the at their AGM, the P&C had appointed Amanda Darbyshire to be the P&C Board Liaison person for a 12-month period. Michael noted that in order to facilitate Amanda’s participation in that role, the Board needed to agree to co-opt her to the Board. This would mean that Amanda would attend Board meetings and convey information between the Board and the P&C but would not, by virtue of being co-opted, become a Board member.

6.1.3 Noted
Refer to Minutes to see the formal motions re: co-option of P & C representative.

	<p>It was moved Michael, seconded John that Amanda be co-opted to the Board for a 12-month period in the role of P&C Board Liaison person.</p> <p>Motion carried without dissent.</p> <p>6.1.4 Board Committees</p> <p>Michael noted that at Dale's initiative, the following Board Committees had been established:</p> <ul style="list-style-type: none"> • Leadership and relationships • Teaching and Learning • Learning Environment • Resources <p>Michael noted that already, the Committees had produced excellent work and Dale's initiative has therefore been a huge success. In order to assist the ongoing work of these Committees, Dale proposed that the following people (who all have relevant skills) be co-opted to the Board for a period of 12 months in order to serve on the following Committees:</p> <p><i>Leadership and relationships</i> Chrissy Moran</p> <p><i>Teaching and Learning</i> Tina Watkins</p> <p><i>Learning Environment</i> Louise Swain Skye Bairstow Michelle Hodge Cherrie Fletcher</p> <p>It was moved Michael seconded Kaye, that the above persons be co-opted to the Board for a period of 12 months in order to serve on the above Committees.</p> <p>Motion carried without dissent.</p>	<p>6.1.4 Noted Refer to Minutes to see the formal motions re: board committees.</p>
<p>7. MHPS Business Plan Development</p> <p><i>Dale</i></p>	<p>7.1 Timeline DM acknowledged the work of EV with staff, parents, students, P&C/Board Members and ESC on the wordle project to inform the Business Plan.</p> <p>7.2 Suggested Process</p> <ul style="list-style-type: none"> • Vision and Values (Whole Board) Term 2 • Whole School Targets finalised (Whole Board) Term 2 	<p>7.1 Noted</p> <p>7.2 Sub-committee Members</p>

	<ul style="list-style-type: none"> • Sub-committees input into the four domains of the plan. These would include a general statement reflecting values followed by domain targets, broad strategies and self-assessment Terms 2 and 3 • Publication Term 4 	
8. P&C Update <i>Amanda Derbyshire</i>	8.1 P&C Activities AD reported the P&C AGM was held on 26 February, with a new Secretary and new Treasurer elected. All Executive positions have been filled. The 2018 budget was passed with \$35,000 allocated to MHPS curriculum support and \$5,000 allocated to ESC curriculum support. \$100,000 was allocated in 2017 for the enclosure of the undercover area. The safety committee is currently working on a traffic action plan to be implement in term two.	8.1 Noted
9. General Business <i>All</i>	9.1 Kiss Ride DM- Looking at a new format for Term 2. Safety Committee rep from the Relationships Committee to work with Karen Shields from the P&C. MK suggested the new arrangements should be monitored to gauge impact of any changes on surround streets. 9.2 Bus excursion request Email received requesting a meeting to discuss issue of seatbelts on school buses. MJ and CCF agreed to attend on behalf of school board. 9.3 Set next meeting date May 30	9.1 Noted 9.2 Noted 9.3 Noted

Meeting closed: 8:27pm

Next Meeting: 30 May 2018

Signed: _____ Date: _____

Board Chair John Siamos