

SCHOOLS BOARD MEETING

30 May 2018 MINUTES

Present: Dale Mackesey, Alison Harman, Shelley Blechynden, Scott Bywaters, Catrina Campbell-Fraser, Amanda Derbyshire, Michael Jenkin, Marlene Kornides, Ailsa Moore, Katharine Nash, Perisse Pitsikas, Vicki Roberts, John Siamos, Cailie Spencer, Kaye Ward, and Bruce Webber

Chair: Dale Mackesey and John Siamos

Apologies: Elishia Veering and Jane Gillies

Scribe: Katharine Nash

Meeting opened: 7:00

Meeting closed: 9:15

Next Meeting: 15 AUG 2018

Agenda Item	Details / Discussion	Notes
1. Welcome	Meeting is initially chaired by Dale Mackesey. Roundtable introductions.	1.1
Election of new Chair	Dale expresses intent to leverage school community expertise to advance school agenda.	1.2
<i>Dale & Alison</i>	<ul style="list-style-type: none">• Call for nominations for Chair / Nominations: John Siamos Vote - Appointment of new Chair / Approved John Siamos• Call for nominations for Secretary / Nominations: Katharine Nash Vote - Appointment of new Secretary / Approved Katharine Nash	

<p>2. Previous Minutes</p> <p><i>Chair</i></p>	<p>Meeting is subsequently chaired by John Siamos</p> <p>2.1 <u>Minutes of Meeting 28 March 2018:</u></p> <ul style="list-style-type: none"> • <i>Detail of Minutes:</i> Scott Bywaters requests clarity on degree of detail required in minutes; Catrina Campbell-Fraser will provide template per School Governance framework. <p>2.2 <u>Business arising from previous minutes:</u> None</p> <p>2.3 <u>Correspondence:</u></p> <ul style="list-style-type: none"> • <i>WA Education Awards:</i> Explanation of award process, value and implications. Board endorsement would be beneficial. Discussion on whether to nominate. Dale Mackesey and Alison Harman are not in favour of nominating. Agree to defer submission consideration until next school year. <p><i>Correspondence In:</i> Sharyn O'Neill – WA Education Awards and Linking Schools and Communities Letters <i>Correspondence Out:</i> Election documents provided to Wembley Primary School.</p>	<p>2.1</p> <p>Moved: Michael Jenkin</p> <p>Seconded: Dale Mackesey</p> <p>ACTION: Catrina Cambell-Fraser to provide template for meeting notes.</p>
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<p>3. Principals' Reports including Finance Reports</p> <p><i>Alison / Dale</i></p>	<p>3.1 <u>ESC Report</u></p> <p>ESC Principal Report was tabled. Key points include:</p> <ul style="list-style-type: none"> • New school build has had limited impact on ESC operations • Year 6 buddy student arrangement is positive • Zoomba activity is well received • Builder agreed to move play equipment • Business plan content is complete; finalising format • ESC and Early Intervention operating at capacity • ESC staff toilet facilities to be upgraded • ESC will make a financial contribution to tiger turf upgrade <p>Board members are encouraged to visit ESC.</p> <p>3.2 <u>MHPS Report</u></p> <p>MHPS Principal Report was tabled. Key points include:</p> <ul style="list-style-type: none"> • Budget is tight; shifted P&C funds of \$35,000 • <i>Elimination of Single Interview Day</i>: Feedback generally positive. Teachers surveyed and informal parent feedback sought. Broad request to standardise appointment procedure for ad hoc parent-teacher interviews. Dale Mackesey reiterated that a "no surprises" policy on reports is in place. <p>3.3 <u>Funding Agreements</u> Signed by principals and Michael Jenkin as Chair and noted by Board.</p>	<p>3.1</p> <p>3.2</p> <p>3.3 Endorsed via email (10 APR 2010)</p>
<p>4. Delivery Performance Agreements (DPA) ESC and MHPS</p> <p><i>Dale and Alison</i></p>	<p>4.1</p> <ul style="list-style-type: none"> • Available for review and minuted. See above. • 2 copies of each signed by Principals and Board Chair • Both returned to Strategic Initiatives by 30 June 2018 	<p>4.1</p>

<p>5. Sub-committee Reports and Operational Plans</p>	<p>5.1 <u>Business arising from the Sub-committee meetings:</u></p> <p>A. Leadership and Relationships:</p> <ul style="list-style-type: none"> • Perisse Pitsikas reports that committee has not yet met. • Focus Area: School reputation and promotion. • <i>Volunteer Plan:</i> Marlene Kornides outlines that a Volunteer Task Force to be developed to engage community; strategy and data gathering methodology to be finalised. Volunteer activities to be categorised as “Around the Grounds”, “In the Classroom”, and “Big Events”. Information collected will be held by the school (not a committee). • <i>Publicising the Board:</i> Marlene recognises value in casually photographing Board members. Dale Mackesey suggests taking photos at subcommittee meetings and possibly include children. • <i>Policy Amendments:</i> <ul style="list-style-type: none"> ○ Reporting to Parents (Policy in Drobox) to reflect removal of specifically allocated Parent/Teacher Interview Days ○ <i>Dress Uniform Policy Amendment:</i> Cost of dress is increasing and cost of piping prohibitive. Approved amendment to policy to reference “green and gold check dress” without reference to piping. ○ <i>Additional uniform clarification:</i> Scott Bywaters asks for clarification on what can be worn underneath polo shirt, jewellery allowances, and uniform arbitration. • <i>Excursion Policy Creation / Amendment:</i> Parent concern regarding usage of buses without seat belts, primarily for swimming at Beatty Park. Cost, practicability and availability are the current determinants in bus selection. Education department does not mandate seat belts. Discussion around cost vs risk analysis, journey management and appropriateness of 3-point seat-belts. Collective feedback requested from stakeholders and additional cost and availability data to be provided before next meeting. Direction from the Board is requested by Dale Mackesey at next meeting. • <i>Climate Clever Schools:</i> Bruce Webber outlines the opportunity offered by Curtin University and its potential in terms of lowering utility costs as well as its educational value for students. Bruce commits to progressing the opportunity and will report back. <p>B. Teaching and Learning:</p> <ul style="list-style-type: none"> • Kaye Ward reports that “Talk for Writing” program is complete and “Talk for Reading” is underway. <p>C. Resources:</p> <ul style="list-style-type: none"> • Dale Mackesey and John Siamos report that the fee charged to OSCA is being renegotiated and awaiting response from OSCA. Intent is to increase the fee charged in line with other schools. 	<p>5.1.</p> <p>ACTION: Marlene Kornides to arrange board photographs.</p> <p>ACTION: Catrina Campbell-Fraser to complete evaluation on bus options.</p> <p>ACTION: Agenda item on 15/08/18 regarding Excursion Policy as it relates to bus selection.</p> <p>ACTION: Bruce Webber to progress Climate Clever Schools opportunity.</p>
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<p>6. Board Training <i>Catrina / Perisse</i></p>	<p>6.1 <u>Update from Training –</u></p> <ul style="list-style-type: none"> • Opportunity for new Board members to have at school training with Perisse. • Dale Mackesey suggests systematic review of training modules to upskill Board starting with Module 1 on “Roles and Responsibilities” roll out at next meeting. 	<p>6.1 ACTION: Agenda Item 15 Aug - Module 1 training.</p>
<p>7. MHPS Business Plan Development <i>Dale / Bruce</i></p>	<p>7.1 <u>Update on MHPS Business Plan</u></p> <ul style="list-style-type: none"> • <i>Revised Mission Statement, Beliefs and Values:</i> The Board to individually review mission statement drafts and vote for the one which resonates with the member. • <i>Business Plan document:</i> Dale Mackesey reports that the construct of the business plan has been determined and the supporting information streams are in progress. <p>7.2 <u>School Tree Canopy:</u></p> <ul style="list-style-type: none"> • Michael Jenkin requests clarification on the origin of the document titled “Tree Summary” in the Dropbox. Michael takes exception at the implication therein that he “mis-represented” the Board in early scoping discussions related to the Pre-primary build and its impact on adjacent trees. He requests that the document be removed from the Dropbox. • Board agrees to remove document authored by Bruce Webber from the Dropbox. • Minutes from a feasibility study requested at August 2017 Board meeting are tabled. • Recent Arborist’s Report is referenced by John Siamos. • Dale Mackesey commits the subcommittee to developing a canopy target and/or associated tree planting objectives. 	<p>7.1 ACTION: Board members to review “Values” statements and identify a preferred version.</p> <p>ACTION: Vicki Roberts to remove “Tree Summary” document from Dropbox.</p>
<p>8. P&C Update <i>Amanda</i></p>	<p>8.1 <u>Update on P&C Activities:</u></p> <ul style="list-style-type: none"> • Forthcoming events: Movie Night, Colour Lapathon, Disco • Fundraising for an iron filtration system • Organising “Grant for Giving” • Participation at events is encouraged • Board records appreciation for P&C donation of \$35,000 	<p>8.1</p>

<p>9. General Business</p> <p><i>All</i></p>	<p>9.1 <u>E and D Litis Stadium School Use Application</u></p> <ul style="list-style-type: none"> • Current facility is under-utilised; opportunity exists to develop a multi-use facility with an athletics track to serve as a local hub for training and carnivals. • Suggestion to develop a proposal for E&D Litis stadium use in conjunction with other local schools. <p>9.1 <u>Next Meetings</u></p> <ul style="list-style-type: none"> • <i>Next meetings:</i> Wednesday 15 August and Wednesday 07 November, and the 5th Wednesday of subsequent terms. <ul style="list-style-type: none"> • Michael registers his sincere gratitude to Dale Mackesey, Vicki Roberts and Alison Harman, as well as other Board members during his tenure as Board Chair. • Board moves a vote of thanks to acknowledge Michael Jenkin's contribution as Chair. 	<p>9.1.</p> <p>ACTION: Katrina Campbell-Fraser to coordinate local schools meeting to discuss use of E&D Litis Stadium.</p>
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Next Meeting: 15 August 2018

SIGNED: _____ (BOARD CHAIR) / _____ (DATE)