



SCHOOLS BOARD MEETING

AGENDA – 16 August 2017

Present: Dale Mackesey, Alison Harman, Michael Jenkin, Lorena Rock, Kaye Ward, Alex Castle, John Siamos, Scott Bywaters, Jane Gillies, Elishia Vearing, Katherine Nash, Tina Watkins, Bruce Webber and Vicki Roberts, Naomi O'Shea, Shelley Blechynden, Jodie Ferdinando

Chair: Michael Jenkin

Apologies: Catrina Campbell-Fraser

Scribe: Michael Jenkin Meeting opened: 1900 h Meeting closed: 2143 h Next Meeting: 8 November 2017

Agenda Item	Details / Discussion	Notes
<p>1. Welcome & Previous Minutes</p> <p><i>Michael</i></p>	<p>1.1 Welcome: Michael opened the meeting at 1900 h and welcomed all present including representatives from the group "Trees for Vincent".</p> <p>1.2 Minutes of last meeting: it was moved Tina seconded Katharine that the minutes of the Board's meeting on 24 May be accepted.</p> <p>1.3 Business Arising:</p> <p>1.3.1: Board Update Template: Michael noted that a template had been devised by Alex for Board "Term Updates" – the first of which was issued as an attachment to the Newsletter issued in May 17.</p> <p>1.3.2 Kindy Days survey: Lorena advised that the team had looked carefully at alternative models for Kindy days and decided to make no change for 2018. Thus, no survey was issued.</p> <p>1.3.3. Bullying Policy flowchart: Dale advised that the flowchart had been added to the website to make it easier to find. A minor issue with displaying the flowchart on tablets will be addressed ASAP by Alex. More broadly, the Positive Behaviour policy is currently under review by the school leadership team.</p> <p>1.3.4 Board election procedure: Bruce advised that the draft procedure was not yet ready for the Board's review. He suggested that this issue be progressed at the Committee level and that when ready, the draft be circulated by email for feedback. The Board agreed.</p> <p>1.4 Correspondence</p> <p>In: Hon Sue Ellery MLC re: Funding for PP Build (31 May 17); Jamie McElroy re WA Education Award nominations (09 Jun 17)</p> <p>Out: Nil</p>	<p>1.1 Noted.</p> <p>1.2 Minutes accepted.</p> <p>1.3 Updates noted.</p> <p>1.4 Corro noted.</p>

<p>2. Finance Reports</p> <p><i>Alison / Dale</i></p>	<p>2.1 ESC Financial Summary: Alisa tabled the 2017 ESC budget update. Voluntary contributions total \$2,000 which is pleasing. A State Government grant has been obtained for the installation of an Indigenous themed painting. Ailsa noted recent purchases included new chairs and tables.</p> <p>2.2 MHPS Financial Summary: Dale tabled the MHPS Budget update and talked the Board through the detail. Dale explained variances in the amounts for the Salaries and Reserve budgets. Locally raised funds included voluntary contributions of \$50,580 (which equates to about 90% -a very good result). A new gardener has been engaged (0.9 FTE). Dale noted that curriculum spending will be completed by the end of Term 3. Workforce planning (ie: staffing for 2018) is well underway.</p> <p>Funding levels for 2018 (student-centred funding) has not yet been released by Treasury. Katharine asked about what level of variance there could be in the budget allocation for the Kindy. Lorena explained how Federal funding has been provided to assist with Kindy hours. Bruce asked how long the Federal funding had been in place and Lorena advised this model had been around since 2010. Dale noted that about \$50,000 from Reserve accounts had been spent on curriculum support and minor works and furniture. Bruce asked about funding for ongoing Oval maintenance. Dale advised that the Finance Committee has approved an additional \$6,000 for oval maintenance to match the P&C contribution.</p> <p>John noted that the contributions and charges for 2018 had been reviewed by the Capable & Responsive Workforce Committee. Tina asked how the maximum amounts under each category are set and Kaye advised these were set by the School's Admin. Team and reviewed by the Finance Committee. The Board endorsed the proposed fees and charges for 2018.</p>	<p>2.1 Summary noted.</p> <p>2.2 Summary noted. Board endorsed the proposed PS Fees & Charges for 2018.</p>
<p>3. Principals' Reports</p> <p><i>Alison / Dale</i></p>	<p>3.1 ESC Report: Alison tabled her report. Key points: the new Mural erected up today and the result is spectacular. ESC roof damaged by vandals has caused leaking and needs repair. A demountable toilet to be installed during the PP build. A PS parent had reported a concern about a "disregulated" child in sensory area. The concern was that the child was alone. Alison reassured the Board that in fact, the child was supervised at all times. For the benefit of parents, Information on "dis-regulated children" will be issued via PS Liaison parents. Minutes of last ESC Committee meeting tabled and in placed Dropbox.</p> <p>3.2 PS Principal Report: Dale tabled his report. Key points include: the IPS review will occur 15-16 Nov 17 and Board members will be invited to participate in this process. Dale congratulated Board members on their participation in Business Plan Committees (see Item 4).</p>	<p>3.1 Report noted</p> <p>3.2 Report noted.</p>

<p>3. Principals' Reports</p> <p><i>Alison / Dale</i></p>	<p>3.2 PS Principal Report: <i>(continued)</i> Dale noted that the "Talk for Writing" project will be fully implemented in Term 3. The Coding Club will be restarted with a plan to ensure its longevity. Enrolments for 2018 currently stand at 889! Noting Kindy enrolments of 118 students, classroom models are being developed. Class sizes will be compliant with DoE guidelines but will be large. The P&C have kindly agreed to allocate funds raised at the 2017 Fair to enclosing the small undercover area (indicative costs are \$72,000). This will provide a very useful space for Band / Orchestra rehearsals as well as Dance and Drama. Scott asked how the undercover area will be enclosed. Dale advised that the plan is to use roller doors and skylights. Bruce asked if the area would be primarily open but with the ability to be closed and Dale said this was the plan. For further points – see Dale's report.</p>	<p>3.2 Report noted.</p>
<p>4. Business Plan Committee Reports</p> <p><i>All</i></p>	<p>4.1 Successful Students: Tina tabled graphs assessing student performance in key learning areas. Tina said she was impressed by the rigour of the data and assessment processes being used. Dale will seek data from like schools for comparison purposes. Alex asked whether the Australian Curriculum has had an effect on scores. Lorena felt that universal Kindy access was a more pertinent driver. Generally speaking, the data is showing that standards have remained much the same since 2011. John asked about targets – Tina said we should be one progression point above State average in each of the learning areas for each cohorts. Further analysis of data when received should allow the longitudinal data will allow targets to be set with a greater degree of confidence. Jane tabled data derived from semester reports when compared to like schools. The aim is to achieve grades with a variance of +/- 6%. The tables presented allow grades to be moderated. Data from the NAPLAN scores (when available) will allow further moderation.</p> <p>4.2 Distinctive Schools: Dale noted that Board members have been invited to present Merit Certificates at Assemblies. Bruce reported on Science Week activities undertaken. With respect to science education more broadly, Bruce noted that the priority was to harness expertise available in the school community by way of a register of skills. The aim is to provide teachers with a resource they can draw on. Katharine asked what this might look like in practice. Bruce explained that this could include provision of information, assistance with design of lessons and/or experts assisting or teaching information. The aim is also to looking at integrating STEAM into the curriculum in innovative ways. Kaye explained the PP reporting project that Bruce will be involved in with children. Dale referred to the Coding Club which is being re-established. Alex updated the Board on a meeting that she and Dale attended to develop a model for the Coding Club which will allow for succession planning with the idea that University students can be involved in the program.</p>	<p>4.1 Report noted.</p> <p>4.2 Report noted.</p>

<p>4. Business Plan Committee Reports</p> <p>All</p>	<p>4.2 Distinctive Schools: (continued) Dale referred to the Woodside demonstration on oil drilling which students had found fascinating and noted that Bruce led a whole school assembly on ecosystems. A Student councillors Community Walk is planned for Fri, 25 Aug 17 at 11.20am with the aim of engaging with local businesses. Alex updated the Board on her work on engaging with the skate-boarding community. In the short-term deterrents such as TigerTurf to the hangar stage, CCTV and signage signage will be employed. Longer-term the aim is steer skateboarders towards other locations. Bruce asked how many kids are involved. Alex said that the feeling was that numbers have grown in past 12 months. Michael mentioned community concerns received by nearby residents. Alex also mentioned drug paraphernalia on campus and damage to roof. Dale will look at engaging with local Police.</p> <p>4.3 High Quality Teaching and Learning: Catrina's report on the Talk for Writing project was tabled. Dale noted that the report (which is in the Dropbox) is an excellent piece of work that explains the links between the program and curriculum. Lorena updated the Board the self assessment process for 2018. A case management model will be used across all contexts for students and staff. This will allow for reflection on targets and areas for improvement.</p> <p>4.4 Capable and Responsive Workforce: John and Scott tabled the draft CCTV policy which they have reviewed and which is in line with Dept. of Education policy. The priority areas for cameras are: the hangar, the PP area and the Admin. Centres. After discussion it was agreed that the Hangar and PP area cameras would be active from 1700 h – 0700 h weekdays and 24/7 on weekdays. The Admin. Centre camera would be active 24/7. Signs warning of CCTV cameras would be installed. There was discussion about the most cost-effective options. The hope is that the CCTV will act as a deterrent to unlawful campus use. After discussion, the Board endorsed the installation of CCTV in accordance with the tabled policy. Dale will take this feedback on board and prioritise installation.</p> <p>Kaye advised that after a review of options, it had been decided to use Ziggy's as the 2018 book supplier. Orders can be collected from school on a date TBA, probably 24 Jan 18. A paper copy of booklist will to be returned with all orders and online ordering will be available until 31 Dec 17 with free postage. After that date, orders will attract postage of \$6 per child or \$10 for a family if more than one child. The rebate paid to the to school will be the same as 2017 and there have been price reductions on some items. Ziggy's will also provide free books to 7 families identified by the Admin. Team.</p>	<p>4.2 Update noted.</p> <p>4.3 Update noted.</p> <p>4.4 Update noted. The Board endorsed the installation of CCTV in accordance with the tabled policy. The Hangar and PP areas are to be prioritised.</p>
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<p>5. PP Build Update</p> <p><i>Michael</i></p>	<p>5. PP Build Update: Michael provided an update on the Pre-Primary building project and update members on the meeting he had attended on Mon, 14 Aug 17. Michael noted that:</p> <p>The Board's role generally: is to help set goals, review performance, input into Codes, set Dress Code and promote school in community. In the context of the PP build, the Board was not entitled to have input into the design but had advocated strongly for a design that maximised play space, given the fact that the campus was so small.</p> <p>Campus master planning began following a review by the DoE of inner-city schools in 2013/14. The DoE master plan was tabled at the Board's meeting on 26 Feb 14.</p> <p>The justification for additional facilities was based on increasing enrolments – projected to be 920 by 2025 (although it was noted that for 2018 – enrolments were already 889!).</p> <p>The Board spent much of 2015 exploring options which did not involve building facilities on the campus including the reopening of Leederville PS and using the Lesser Hall at Braithwaite Park. Ultimately, the DoE view that on-site build was the answer.</p> <p>In 2016 the Board's main focus was advocacy for funding for the Build. Michael reported to the Board on 31 Mar 16 about a meeting with the architect and departmental at which possible sites for the build were identified, namely: the Basketball Courts, the Junior PS building and demolition of the existing PP.</p> <p>The Government confirmed funding for the new PP building on 08 Dec 16.</p> <p>A feasibility study was commissioned which identified demolition of the existing PP building and building a 2-storey structure on the Scarborough Beach Road frontage as the best option. This would provide 5 classrooms (7 in the new build with 2 lost when the old PP was demolished). Removal of the Ficus tree was identified in the study. Michael provided a copy of the version of the Feasibility Study that had been provided to him (less the draft costings) to the P&C Grounds Committee by way of an email to Bruce on 07 Feb 17. Appendix A to the Feasibility Study entitled "Meeting Minutes" related to a site meeting and consultation conducted by the project Architect. Appendix A was not included in the version of the Feasibility Study that was provided to Michael and which he subsequently provided to the P&C Grounds Committee by way of an email to Bruce on 07 Feb 17. Tina, Bruce and Jodie noted that Appendix A might provide clarity on the issue, and requested that Appendix A be circulated.</p>	<p>5. Update noted. Appendix A to be requested from the Architect and circulated to Board members.</p>
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<p>5. PP Build Update</p> <p><i>Michael</i></p>	<p>5. PP Build Update: (continued)</p> <p>Bruce noted that on 23 Feb 17, at a meeting of the Grounds Committee at Tim Swart's house it was decided that Tim would write to the Board & the then Principal Matt Jarman setting out the Ground's committee's views on the Feasibility Study but that this letter had not been sent. Following a Grounds Committee Meeting on 15 Jun 17 a letter outlining these views was sent to the MHPS Principal and the P&C President and Secretary, but was not copied to Board members.</p> <p>There was discussion about the Ground Committee proposal to move the Ficus to an area within the courtyard created by the new PP building. Indicative costing for the move was \$50,000. Scott and Katharine asked whether the \$50,000 could be better spent and in any event, questioned how the funds would be raised.</p> <p>Bruce noted that the Grounds Committee plan was to obtain information from the Architect re options etc and then formulate a plan for consideration by the departmental design committee.</p> <p>Naomi suggested that moving the tree was not an option because a 12 months lead time was required. She asked whether the design process had considered the fact that playing under trees is cooler than a man-made structure, asked how much play space is being gained by removing the tree compared to a build that retains the tree and noted that the benefits of mature trees on kids' mental health are well established.</p> <p>Michael noted that at the meeting he attended with departmental reps, Travis Lithgow had advised that the Arbor Centre had said they could move the tree given a six month window and Bruce made a similar point – although the issue was that with a shorter timeframe, the tree may be compromised.</p> <p>Tina raised the point that it is important to know what is the Board's role in this process, asking is it our role to advocate around the specifics of the building design.</p> <p>Jodie asked about the Board's role in the design process and Michael explained that as this is a DoE site and a DoE building, the Board's role had been necessarily constrained to advocating strongly for the build (whilst requesting play space be maximised consistent with the Board and P & C's long held view) and then, to advocate strongly for the project to be funded.</p> <p>With respect to communication with the school community, Dale noted that as soon as the project received funding approval information on this approval was shared with the Board. At the next available Board meeting (24 May 17) the Architect attended and explained the design brief. That meeting was attended by representatives of the P&C and the Grounds Committee. Information was then shared in the School Newsletter.</p>	<p>5. Update noted.</p>
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<p>6. Welcome to Country</p> <p><i>Tina</i></p>	<p>6. Update on Totem / Plaque: Tina advised that the plan had progressed with the help of and Brett McKenzie's class. Members of the local Indigenous community and the Wadjuk Community Arts Network have been contacted re providing education on the Welcome to Country process as well as artistic advice.</p>	<p>6. Update noted.</p>
<p>7. P&C Update</p> <p><i>Alex</i></p>	<p>7. P&C Updates: Alex noted the upcoming Disco (18 Aug 17) and advised that planning for the Fair was well in hand with this year's proceeds earmarked for enclosure of Undercover area.</p>	<p>7. Update noted.</p>
<p>8. General Business</p> <p><i>All</i></p>	<p>8. School Grounds Vision: Bruce tabled a document entitled "School ground vision March 2017" compiled by the P&C's Grounds Committee. He explained that the document will allow the Greenspace Alliance to adopt the school as "Demonstration School". Scott asked who should sign it and Bruce said the intention was that it be signed by the Board, the P&C and the Schools. Michael asked for clarification about the targets contained in the document and Bruce said that these targets were "aspirational" in nature. Dale said he would need to have the document reviewed by the DoE to see if it would be possible for the Schools to sign it.</p> <p>There being no further business, Michael closed the meeting at 2143 h.</p>	<p>8. Document noted. Dale to seek clarification from DoE. Bruce to resend the plan to Dale and Michael for circulation to Board members to seek feedback.</p>

Meeting closed: 2143 h

Next Meeting: 08 November 2017