



MINUTES – Board Meeting 07 November 2018

Subject:	Schools Board Meeting		
Time:	7.00pm – 8.30pm		
Date:	07 November 2018		
Location:	Primary School Admin Conference Room		
Chair:	John Siamos	Scribe:	Katharine Nash
Attendees:	Dale Mackesey, Alison Harman, Scott Bywaters, Catrina Campbell-Fraser, Amanda Derbyshire, Jane Gillies, Michael Jenkin; Marlene Kornides (from 8:00), Ailsa Moore, Perisse Pitsikas, Vicki Roberts, Callie Spencer, Elishia Vearing, Kaye Ward, Bruce Webber; Donna Snow (Principal Wembley Primary School)		
Apologies:	Shelley Blechynden		

Time	Item	Recommendations	Summary of discussion	Actions
7:00pm	Welcome	-	<p>Donna Snow, the principal of Wembley Primary School, introduced. Principals of MHPS, Wembley and Leederville work as a coaching triad.</p> <p>Minutes of 15 August 2018 meeting approved by CCF and BW.</p> <p>JS recommended that meeting minutes be electronically circulated, revised and approved within 2 weeks of meeting date to enable timely publication on school website.</p> <p>JS informs board of letter from Board and P&C to City of Vincent regarding E&D Litus Stadium usage. Discussion held for Sub-Committee reports.</p>	<ul style="list-style-type: none"> • JS with KN, VR, DM will confirm time frame and mechanisms for electronic circulation and approval of minutes.
7:05pm	Board Training	-	Board training deferred until 2019 with new board members.	

7:10pm	<p>Principals Reports - School and Financial</p>		<p>ESC Report and Financial Summary: Report circulated and reviewed in advance by Board members. Discussion regarding the contraction of Early ASD Intervention facilities in the region in favour of ASD-specific K-12 schools. Mount Hawthorn Early Intervention programme unchanged. Mount Hawthorn ESC enrolment numbers for 2019 are unchanged.</p> <p>MHPS Report and Financial Summary: Report circulated and reviewed in advance by Board members. Principal clarifies that financial variance provides optionality to hire an additional teacher in year. Budget line items were reduced by 30% in 2018 and supplemented through a “request, justify and receive” system. Priority areas of mathematics and Talk4Writing received supplemental funds. Principal forecasts tighter cost environment in subsequent years, (eg. rising utility costs which are not indexed).</p> <p>Annual Report to be published by year end and reflects the revisioning of values. Incidentally, values have remained largely unchanged over 6 years.</p> <p>Principal informs Board that integration of curriculum across subject areas is essential to meet increasing curriculum requirements.</p> <p>Principal reports that the School Review was “a solid result overall” with the following key observations: Writing improved its longitudinal decline; Year 3 mathematics is a concern; On Entry results have plateaued, and Specialist Programmes were recognised. Henceforth, the School Review process will be conducted every 3 years with annual self reviews utilising an online evaluation tool. Grades of “Satisfactory” or “Unsatisfactory” will be issued.</p>	
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			<p>New building construction ahead of schedule. Handover estimated December 2018 ahead of official handover in January 2019 and removal of demountables at end of Term 1.</p> <p>Discussion regarding increased constraints placed on MHPS in hiring teachers given applicants referred from Central Office.</p> <p>2019 class structures are dynamic and finalised class lists will be provided in January.</p>	
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7:30pm	Sub-committee Reports	<p>Contribution and Charges schedule approved</p> <p>Book List approved</p>	<p>Sub-committee reports were circulated and reviewed in advance by Board members.</p> <p>Leadership: Principal informs that focus is on the performance management process.</p> <p>Relationships: Board advised that volunteer registry is live and named SchoolLink6016; it is intended to strengthen relationships in the community and capture members' skill sets.</p> <p>Survey results are consistent with "like" schools.</p> <p>MHPS has requested access to E&D Litas Stadium for Little Athletics Club. Request to be reviewed by E&D Litas' Board. Subject to E&D Litas' Board approval, a trial Little Athletics program will commence.</p> <p>The student recognition programme in the community, "Catch Me at My Best", has commenced and recognitions have been forthcoming.</p> <p>Teaching and Learning: The area of teaching focus in 2019 will be mathematics following a successful Talk4Writing campaign.</p> <p>Learning Environment: Acknowledgement that subcommittee has strong representation from qualified parents and a current focus on student mental health. Bullying Survey Results are improved. "Positive Behaviours" and "Friendly Kids, Friendly Classrooms" will be rolled out in 2019 with a briefing at Parents' Night.</p> <p>Resources: The 2019 Contribution and Charges schedule was reviewed and increases justified. Ratified by MJ and KW. Band programme will be overseen by parent group rather than school administration in future.</p>	
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			<p>Minimal changes to cost and content of 2019 Book List with the exception of a math text book and tracking book to align with the introduction of the iMath curriculum. Ratified by EV and KN.</p> <p>Volunteer contributions for 2018 were reported at 83%.</p>	
8:05pm	P&C Update		<p>Informed that MHPS Fair will be held every 3 years with the next fair in 2020. \$23,000 was raised from recent Lapathon. The services of an auditor is requested for the P&C accounts.</p>	
8:10pm	Commendations	Commendation Approved	<p>Propose commendation for Alisa Selley approved and to be presented at Educa Dance concert.</p>	
8:10pm	2019 PD Days	PD Days Approved	<p>The following staff personal development days were proposed by DM and endorsed by the Board.</p> <p>Day 1 Thursday 31 January Day 2 Friday 1 February Day 3 Friday 31 May (End Week 5, Term 2) Day 4 Monday 22 July (Day 1, Week 1 term 3) Day 5 Monday 14 October (Day 1, Week 1, Term 4) Day 6 Friday 20 December (Week 10, Term 4)</p>	
8:15pm	Board Vacancies		<p>JS informs that 3 Board vacancies exist for 2019 and encourages existing Board members to solicit qualified candidates. MJ reminds Board that vacancies can be filled through existing procedure.</p>	

8:20pm	2019 Meeting Dates		<p>The following Board meeting dates are proposed for 2019.</p> <p>Term 1 - Wednesday 6 March 2019 Term 2 – Wednesday 29 May 2019 Term 3 – Wednesday 21 August 2019 Term 4 – Wednesday 13 November 2019</p>	
8:20pm	General Business		Board Self Review online survey to be sent shortly and Board members are encouraged to complete.	Board Members to complete Board Review survey
8:25pm	Summary of meeting / Board reflection		Donna Snow offered feedback on MHPS Board meeting: Document structure strong; Members well prepared; Equal voice amongst members; Trust evident; Subcommittee culture positive.	
8:30	Meeting Close		Next Board Meeting will be on 06 March 2019.	