


MINUTES – Board Meeting 21 AUGUST 2019

Subject:	Schools Board Meeting		
Time:	7.00pm – 9.07pm		
Date:	21 August 2019		
Location:	Mount Hawthorn Primary School Conference Room		
Chair:	John Siamos	Scribe:	Katharine Nash
Attendees:	John Siamos (Board Chair), Dale Mackesey (Principal MHPS), Lorena Rock (Acting Principal MHPS), Alison Harman (Principal ESC), Tracy Denham, Amanda Derbyshire, Sarah Kalebic, Marlene Kornides, Shoni Lewis, Katharine Nash, Tom Norman, Emily Reeve, Cailie Spencer, Jools Spon-Smith, Kaye Ward, Scott Yelland		
Guests:	Jennifer Meyer, Ailsa Moore		
Apologies:			
Approved by:	Jools Spon-Smith, Kaye Ward		
Signed by:	 Date: 10/9/19 John Siamos, Board Chair		

Time	Item	Summary of discussion	Actions
7.00pm	Appreciation and Correspondence	<p>Acknowledge that the Board Meeting Minutes of 29 May 2019 were endorsed via electronic communication.</p> <p>Chair expresses appreciation to Larissa Fraser's for her Board service; email of appreciation sent.</p> <p>Confirmation that outgoing correspondence is in Dropbox.</p>	-
7:10pm	2019-2021 Business Plan	<p>DM informs that Business Plan has been presented to parent liaisons; staff will receive copy next week; broad community launch expected in Term 4 with notification through the newsletter.</p> <p>Brief discussion on the hierarchal structure of the Business Plan, Operational Plans and Policy documents, and intent that all documents have a similar format.</p> <p>MK suggests that an "Acknowledgement of Country" be included in the Business Plan. Board concurred and verbiage to be proposed.</p> <p>Board ratifies 2019-2021 Business Plan.</p>	<p>Action 1: Confirm protocol surrounding "Acknowledgement of Country" in Business Plan and propose verbiage. <i>(Dale Mackesey)</i></p> <p>Action 2: Improve the ability to search for the Business Plan on the school's website. <i>(Katharine Nash)</i></p>

7:07pm	Principals Reports - School and Financial	<p>MHESC Report and Financial Summary: <i>Report circulated and reviewed in advance by Board members.</i> General information provided: (1) Water tank removal; (2) Ceilings internal to MHESC main building repaired; (3) Value of MHPS buddies for MHESC students.</p> <p>Financial Summary discussion highlights that there is a sizeable variance between income and expenditure to account for MHPS's front entrance redevelopment, <i>Soft Fall</i> play surface replacement and Outside Classroom construction. Acknowledgement that project management of the Outside Classroom necessitates involvement by the Department of Education's (DoE) <i>Programme</i> division.</p> <p>MHESC student number forecast for 2020 is stable. However, individual student funding is declining.</p> <p>MHESC is increasing 2019 capital spend to account for expected capital restriction in future years.</p> <p>MHPS Report and Financial Summary: <i>Report circulated and reviewed in advance by Board members.</i> General information provided: (1) Student numbers stable for 2020 at 877, compared to 874 for 2019. Kindy waitlist will be managed for 2020 to optimise number of classes and class size. Waiting to confirm Year 5 and Year 6 enrolments to determine class sizes and configurations. (2) Staff head count summarised. Endeavouring to increase staff's permanency fraction without triggering re-application process. Vacancies will be advertised and attract DoE referred candidates; a consultant will be employed to review and high-grade applications. (3) Specialist teacher Jennifer Meyer introduced and Board advised that she will be assuming some of Perrise's responsibilities in Perrise's absence.</p>	
--------	--	---	--

		<p>(4) Sarah Kalebic congratulated by Board for completing Phase 1 of the Level 3 teacher qualification. Kay Ward, Cailie Spencer and Emily Reeve are also working towards the Level 3 qualification, and Lorena Rock mentors aspirants.</p> <p>(5) Kiss and Ride: Waiting on architect designs for structures, signage and rubbish bin containment.</p> <p>(6) Year 4, Semester 2 tablet proposal: Initiated by teachers to enhance curriculum delivery. A discussion with Year 3 Parent Liaisons will be forthcoming followed by a discussion with all Year 3 parents.</p> <p>Financial Summary discussion highlights that there is limited variance between income and expenditure streams.</p> <p>Reserves account has been itemised and includes allocations for salaries, tiger turf repair, Outside Classroom construction, LED lighting, and classroom painting and carpeting.</p> <p>Board advised that Tiger Turf replacement can be delayed and monies advanced for Outside Classroom construction. Additionally, the Richmond Street Kindergarten site has been inspected and waiting on recommended list of repairs and funding.</p>	
--	--	---	--

	<p>Sub Committee Reports</p>	<p>Leadership and Resources: <i>Meeting notes circulated and reviewed in advance by Board members.</i> Highlights: Discussed in MHPS Principal's Report.</p> <p>Teaching & Learning: <i>Meeting notes circulated and reviewed in advance by Board members.</i> Highlights: Reviewed the SAIS (Student Achievement Information Systems) data which illustrates the distribution of grades by year level, subject area and class. The data analysis process outlined which moderates grades at a class, year and school level, and is cross-checked with NAPLAN and PAC test results.</p> <p>The initiative to shift students on the upper margins of a grade band to the next band was discussed.</p> <p>The difference between the Gifted & Talented and the Enrichment & Extension programmes was explained.</p> <p><i>Reporting to Parents Policy</i> has been reviewed by the Teaching & Learning sub committee. Data supports that teachers are effectively communicating with parents. Considering offering parent interviews on request at designated times. Discussion on parent-teacher communication at various year levels.</p> <p>Learning Environment: <i>Meeting notes circulated and reviewed in advance by Board members.</i> Highlights: Sub committee had not met in advance of meeting. <i>Behaviour Management Policy</i> has been reviewed and the detailed supporting document will also be refined.</p> <p>The <i>Friendly Schools Plus</i> evening had mixed feedback.</p> <p>Relationships: <i>Meeting notes circulated and reviewed in advance by Board members.</i> Highlights: Social media guidelines for the P&C and Board have been written.</p>	<p>Action 3: Book lists and Charges for Academic Year 2020 to be provided to Board at Term 4 meeting for review and approval. (Kaye Ward)</p> <p>Action 4: Invite Board members to participate in Student Councillor walk on 20 09 2019. (Dale Mackesey)</p> <p>Action 5: Comment on policies ahead of sub committee reviews. (All Board Members)</p>
--	-------------------------------------	--	--

7:35pm	Sub Committee Reports	<p>Student Councillor walk with Principal and Board members is a student leadership initiative and will take place on Friday, 20 September. Board members will be invited to participate.</p> <p>Board advised that administration recommends "Special Days" in classrooms reflect inclusivity, ensure accessibility for families and are consistent between classrooms.</p> <p>All policies will be communicated to parents through the liaison parents and newsletter after circulation to staff and Board.</p>	
8:35pm	P&C Update	<p>Update provided on P&C Activity. Highlights: Outdoor classroom design and procurement proceeding; recent P&C Coffee Morning was a positive initiative; student disco is on 30 September; P&C will present 1-2 nominations for Board commendation annually.</p> <p>A Music sub committee will be created reporting to the P&C. This sub committee will manage the growing number of band students and the band camp. This arrangement, modelled after Churchlands', will enable appropriate insurance coverage and ensure consistent oversight each year.</p>	

8:45pm	General Business	<p>Commendations to Scott Bywaters, Catrina Fraser-Campbell and Chrissie Moran approved. Letters to be presented at Edudance concerts in Term 4.</p>	<p>Action 6: Review and add content to commendations as appropriate. (Dale Mackesey)</p> <p>Action 7: Provide additional content for Scott Bywaters' commendation. (Alison Harman)</p> <p>Action 8: Consider additional commendations from pool of parents exiting the school. (Dale Mackesey)</p>
8:50	<p>Board Training: Module 2 Module 3 Self Evaluation: Business Plan process</p>	<p>General reminder that MHPS Schools Board is unincorporated.</p> <p>Discussed the opportunity of adding a MHPS student alumnus to the Board in the capacity of a Community Representative.</p> <p>Discussed providing new Board members with induction materials which include the training modules.</p> <p>Agreed that the recommended procedure in developing a Business Plan as outlined in Module 3 is consistent with the approach used in creating the 2019-2021 Business Plan.</p>	<p>Action 9: Consider revising Board's Terms of Reference to reflect a maximum of two consecutive allowable absences from Board meetings. (John Siamos)</p> <p>Action 10: Identify potential alumnus Board candidates. (John Siamos)</p> <p>Action 11: Develop Board member induction materials which include training modules. (John Siamos)</p>

9:00pm	Summary of meeting / Board reflection	<p>Board advised that the School Review Day is on 14 October and members are encouraged to attend from 10:00 to 12:00. Operational plans, priorities, school strengths and areas for improvement will be discussed.</p> <p>Board Chair reflects on the pride that Thai students take in their schooling, and the high regard for teachers in the culture.</p>	
9.07pm	Meeting Close	Next Board Meeting will be on 13 November 2019.	