




MINUTES – Board Meeting 13 NOVEMBER 2019

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| Subject: | Schools Board Meeting | | |
| Time: | 7.02pm – 9.04pm | | |
| Date: | 13 November 2019 | | |
| Location: | Mount Hawthorn Primary School Conference Room | | |
| Chair: | John Siamos | Scribe: | Katharine Nash |
| Attendees: | John Siamos (Board Chair), Dale Mackesey (Principal MHPS), Alison Harman (Principal ESC), 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, Vicki Roberts | | |
| Apologies: | Lorena Rock (Acting Principal MHPS), Tracy Denham | | |
| Approved by: | Emily Reeve, Tom Norman | | |
| Signed by: |  John Siamos, Board Chair | | |

| Time | Item | Summary of discussion | Actions |
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| 7.02 pm | Correspondence | <p>Acknowledge that the Board Meeting Minutes of 21 August 2019 were endorsed via electronic communication.</p> <p>No Correspondence to record.</p> | <p>Action 1: Send congenial letter to MHPS residential neighbours advising that unsavoury behaviour on campus should be reported to school security and Principal. <i>(John Siamos)</i></p> |

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| 7:05om | 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) 2020 Enrolments at maximum; (2) Remediation of grounds where water tank was situated is in progress; (3) The Department of Education's (DoE) <i>Programme</i> division has been engaged regarding the Outdoor Classroom design, but the proposed location is compromised by a gas fixture and asbestos; (4) ESC and MHPS student interactions have been especially positive.</p> <p>Financial Summary highlights that there is a sizeable variance between income and expenditure to account for MHPS's front entrance redevelopment, Outside Classroom construction and the provision of an additional teacher in 2020.</p> <p>Voluntary Contributions and Charges List for 2020 for the Early Intervention students and for the ESC students were reviewed. Charges are unchanged from 2019.</p> <p>Professional Development Days for ESC staff in 2020 were reviewed. Selected days allow for attendance at a conference.</p> <p>Ratified "Voluntary Contributions and Charges List" for Early Intervention students in 2020.</p> <p>Ratified "Voluntary Contributions and Charges List" for ESC students in 2020.</p> <p>Ratified "Professional Development Days" for ESC staff in 2020.</p> | <p>Action 2: Request that Department of Education's funding for car parking be reallocated to maintenance. <i>(John Siamos, Dale Mackesey)</i></p> |
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MHPS Financial Summary and Report:

Report circulated and reviewed in advance by Board members.

Financial discussion highlights that there is limited variance between income and expenditure streams, and is less than historic averages. Financial pressure associated with rising utility costs. Less funding available for programmes. Financial reserves have not been accessed. Principal reports that carry over from prior year was spent prudently.

Principal reports that Department of Education has allocated funding for painting and car parking. Given that there is no requirement for additional car parking, Principal and Board will request re-allocation of funds to maintenance projects.

General discussion on the following topics -

- (1) Standardised Testing Results: Principal and Jennifer Meyer report that NAPLAN results are positive in all areas with the exception of "punctuation and grammar". Strong longitudinal progress is noted and consistency in performance year on year. Strong performance attributed to whole school processes. On-entry testing data is largely unchanged relative to prior years. Many students achieved high / maximum results in PAT testing; students have been offered higher level tests to better quantify capability. Standardised test results have been incorporated into teacher planning for Term 4 2019 and 2020.
- (2) Holistic achievement summary: Principal acknowledges that school performance is best represented by achievement in academic and specialist programmes, as well as wellness, Aboriginal culture and development of staff. The school performs well across these broad metrics.
- (3) Class placement policy: The proposed criteria for placement of students in a class and placement at Margaret Kindergarten or at the Killarney Street campus was discussed.

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| | <p>Sub Committee Reports</p> | <p>Ratified "Class Placement Policy 2019" with the addition of text similar to "<i>school placement is determined by the school and allocations are final</i>".</p> <p>(4) Class configurations: The proposed class configurations for 2020 were reviewed with discussion focussed on the merit of split year level classes. Class allocations will be communicated to parents in January 2020.</p> <p>(5) Policy Update: Discussion regarding the status of updated policies and the timing of their ratification. Parent-friendly versions of policies can be created. Style will be consistent with Business Plan and between policies.</p> <p>(7) Reporting to Parents Policy: Principal seeks parent feedback from parents on semester report content and style, especially with regard to the generalised comments.</p> <p>Leadership and Resources: <i>Meeting notes and targets circulated and reviewed in advance by Board members.</i> Highlights: See MHPS Principal's Report. Additionally, OSCA has communicated a modest price increase. The 2020 Book list has no significant changes in cost nor a change in supplier. The 2020 Charges List was reviewed and the presentation of costs and their allocation between base charges and selective program fees.</p> <p>Ratified "Voluntary Contributions and Charges List" for MHPS students in 2020.</p> <p>Ratified "Professional Development Days" for MHPS staff in 2020.</p> <p>Teaching & Learning: <i>Meeting notes and targets circulated and reviewed in advance by Board members.</i> Highlights: Discussed in MHPS Principal's Report with input from Jennifer Meyer.</p> | <p>Action 3: Revise "Class Placement Policy 2019" to include text "<i>school placement is determined by the school and allocations are final</i>". (Dale Mackesey)</p> <p>Action 4: Verify that policy versions are final: <i>Behaviour Management Community Use of Facilities Complaints Management Reporting to Parents (Sub-Committees)</i></p> <p>Action 5: Review and ratify policies: <i>Behaviour Management Community Use of Facilities Complaints Management Reporting to Parents (ALL)</i></p> <p>Action 6: Create an ad hoc committee / focus group of parents to offer feedback on semester report content and style. (Tom Norman)</p> |
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| 7:35pm | Sub Committee Reports | <p>Learning Environment: <i>Meeting notes and targets circulated and reviewed in advance by Board members.</i> Highlights: Sub-committee meeting to be held the week of 18 November. Bullying survey completed, which identified that Year 4 students need clarification around definition of “bullying”. Mindfulness is a focus area for sub-committee.</p> <p>Relationships: <i>Meeting notes and targets circulated and reviewed in advance by Board members.</i> Highlights: Suggestion to increase the visibility of SchoolLink through incorporation of targets referencing the number of parents included in database and the frequency with which the database is consulted.</p> <p>Student Councillor walk took place on Friday, 08 November and students received positive feedback from community members.</p> | |
| 8:35pm | P&C Update | <p>The following information was communicated:</p> <ul style="list-style-type: none"> • MHPS Fair to be held on 07 November 2020 • Uniform shop and canteen are accruing positive earnings. * The music sub-committee has been created. <p>Endorsement: Commendation for P&C Uniform Shop volunteers.</p> <p>Discussion regarding when to present commendations.</p> | |

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| 8:45pm | General Business | <p>General information communicated and discussion regarding:</p> <ul style="list-style-type: none"> • Transport to Bob Hawke College via Transperth bus routes; preliminary bus route map available for circulation via Parent Liaisons. • Year 6 Graduation location, duration and staff involvement • Year 6 year end events and cost • Chinese student opportunities at selected high schools and the potential for pressure on local enrolments. Discussed whether to seek clarification from Department of Education and/or Bob Hawke College. No action sought at this time. • Term 2, 2020 Board vacancies for 3 parent positions and 1 staff position. • Discussed value to the Board, and to a high school student, in the appointment of a MHPS Alum to the Board. • Confirmed that 2020 Board Meetings will be held in Week 5 of each term from 7:00 PM. | <p>Action 7: Identify potential MHPS Alum candidates for Board position. (ALL)</p> |
| 9:00pm | Summary of meeting / Board reflection | Chair reminds members of the value of music participation in education, and thanks the Board for their contributions in 2019. | |
| 9:04pm | Meeting Close | Next Board Meeting will be on 04 March 2020. | |