



MINUTES SCHOOLS BOARD MEETING TERM 1, 2023 v1.0

Held in the Harbeck Centre

On 01 March, 2023 at 7.00 PM

INVITEES

Chair:	Katharine Nash (KN)
Principals:	Leon Wilson (MHPS) LW and Anna Eason (ESC) AE
Staff Representatives:	Melanie Cross MC , Kylie Grace KG , Rebecca Miles RM , Cailie Spencer CS
Parent Representatives:	Brandon Munro BM , Belinda Owen BO , Glenn Savage GS , Andrew Whitehouse AW , Julia Wilcox JW , Scott Yelland SY
Community Representatives:	Katharine Nash (KN)
Guests:	Reece Smith RS
Apologies:	

SUPPORTING DOCUMENTATION: Located in Dropbox / Schools Board / Meetings / 2023 / 4. 01 MAR 2023

Signed:		Katharine Nash, Schools Board Chair	Date: 29 MAR 23
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Meeting called to order at 7:00 PM

	Welcome, Agenda and Actions relating to the previous meeting.
1.1	<p>Opening and Welcome:</p> <ul style="list-style-type: none"> KN welcomed Board members, provided an overview of the role of the Board. KN noted that members' contributions are highly valued in board meetings. The discussion is richer with more perspectives and the decisions better informed. KN welcomed Anna Eason, <i>ESC Substantive Principal</i>; Reece Smith, <i>MHPS Associate Principal</i>; Rebecca Miles, <i>MPHS Year 2 teacher</i>, Andrew Whitehouse, <i>parent representative with expertise in autism and neurodiversity</i>
1.2	Acknowledgement of Country: A personal Acknowledgement of Country offered by AE.
1.3	<p>Confirmation of Agenda and Minutes:</p> <ul style="list-style-type: none"> Meeting minutes of 09 November 2022 were approved and signed on 09 December 2022. Confirmed meeting agenda is <i>Agenda Schools Board Meeting Term 1, 2023 (v3)</i> as available in Dropbox.
1.4	<p>Confirmation of business conducted out of meeting:</p> <ul style="list-style-type: none"> MHPS Business Plan 2023-2025 has been finalised, published and promoted. Andrew Whitehouse elected as parent representative to the board, term 2023-2025. Rebecca Miles elected as staff representative to the board, term 2023-2025.

1.5	<p>Conflicts of Interests Recorded: JW and BO both noted their roles and potential conflict of interest as P&C Officer Bearers during 2021 with respect to issues raised by parent, Elizabeth Tilmouth.</p> <p>These were noted by the Board.</p>									
1.6	<p>Key Board Actions from Term 4, 2022:</p> <table border="1" data-bbox="225 327 1489 680"> <tr> <td data-bbox="225 327 959 378">1. Proposed revisions to Business Plan 2023-2025</td> <td data-bbox="959 327 1489 378">Complete. <i>Business Plan published</i></td> </tr> <tr> <td data-bbox="225 378 959 465">2. Schools Board Award citation</td> <td data-bbox="959 378 1489 465">Complete. <i>Award presented and perpetual trophy returned to MHPS office</i></td> </tr> <tr> <td data-bbox="225 465 959 553">3. Military and community service mural</td> <td data-bbox="959 465 1489 553">Proposed scope change and defer to 2024 to align with values and behaviour priority</td> </tr> <tr> <td data-bbox="225 553 959 680">4. Conduct Schools Board Parent Representative election</td> <td data-bbox="959 553 1489 680">Complete. Election conducted with oversight from Principal Advisor at Statewide Services</td> </tr> </table>		1. Proposed revisions to Business Plan 2023-2025	Complete. <i>Business Plan published</i>	2. Schools Board Award citation	Complete. <i>Award presented and perpetual trophy returned to MHPS office</i>	3. Military and community service mural	Proposed scope change and defer to 2024 to align with values and behaviour priority	4. Conduct Schools Board Parent Representative election	Complete. Election conducted with oversight from Principal Advisor at Statewide Services
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1.7	<p>Correspondence:</p> <ul style="list-style-type: none"> • <i>Pay It Forward Fund: Equal Access to iPads</i> announcement. • Kirsten Dicker, Principal Advisor at Statewide Services re. Schools Board election process. • Ms Elizabeth Tilmouth, correspondence re. Schools Board election process. • Ms Eve Metcalfe, correspondence re. withdrawal of Schools Board nomination. 									
1.8	<p>Mount Hawthorn Primary Schools Board Terms of Reference, led by Julia Wilcox</p> <ul style="list-style-type: none"> • JW outlined the key elements of the Terms of Reference including the membership structure and noted that there were no further changes proposed following the review conducted in August 2022. • BM queried which member represented MHESC. KN was confirmed as this member. • Request to approve the Mount Hawthorn Primary Schools Board Terms of Reference as provided Approved, BO and BM. 									
2	<p>MHESC Board Briefing: led by Anna Eason</p>									

2.1 Principal's Report and financials: Circulated in advance and report in Dropbox

AE presented the MHESC Principals report. Highlights included:

- 2023 MHESC Priorities: Define and implement whole school, evidence-based practice with improved assessment and reporting.
- Key risks to MHESC operations and delivery:
 - (1) Physical suitability of the learning environment and outside areas; AE commented on the poor infrastructure and the lack of space both to perform current functions and space to grow as demand increases.
 - (2) Staff capability and access to training; AE noted that the ESC is looking at a fresh approach to how things are done, providing realistic valuable information for parents and up-skilling staff.
 - (3) Work Health and Safety vulnerability; AE expressed concerns with regards to workers' compensation exposure, improvements required with availability of PPE and more broadly the physical safety risk.
- Issues were noted by the board and supported. AW spoke to his experience and why more work was needed to support the ESC.

Action: AE to raise issues at the upcoming Assistant Director meeting 7 March 2023.

- 2023 Budget highlights and variance to 2022: Expend: \$2.32 M (+17%) / Income: \$2.40M (+4%) / Cash: \$0.25M / Variance: \$0.08M / 29 students (+26%)
- AE noted the preliminary budget based on **28 students**. Highlights include:
 - An additional EA 0.8FTE and other staff movements have contributed including an additional teacher and 6 month cross over with EAss as a result of maternity leave coverage.
 - Budget accounts for funds payable to MHPS.
 - EALD reporting resulted in an increase in students of approx. 26%, however funding increase was 4%. MHESC actively reviewing the census data to ensure correct funding is provided. It was noted that at \$83,000 per student the budget represented a teacher intensive model which is required with current infrastructure limitations.

<p>2.2</p>	<p>MHESC Governance:</p> <ul style="list-style-type: none"> • <i>MHESC Annual Budget 2023</i> Noted and endorsed, BM and KN • <i>2022 MHESC Annual Report with financials</i> <ul style="list-style-type: none"> • AE requested that the Annual Report not be endorsed as it required further review with the change of Principal. <p>Action: AE to resubmit 2022 Annual Report to the Board out of session by Term 1, Week 10.</p> <ul style="list-style-type: none"> • Community consultation of ESC uniforms: <ul style="list-style-type: none"> • AE requested the board consider a review of an ESC uniform rather than the use of the MHPS uniform. • Discussion was held in relation to the building of school spirit through a uniform, cost implications as the current practice allowed the uniform to benefit from economies of scale, and parent experience where the MHPS offered unity, anonymity and a sense of inclusion. Consideration of a more inclusive option for both schools was also discussed. <p>The Board endorsed AE undertaking community consultation to review the MHESC uniform.</p> <ul style="list-style-type: none"> • <i>Updated 2023 School Development Days:</i> <ul style="list-style-type: none"> • AE requested that the MHESC School Development Days be updated to 30, 31 JAN, 22 MAY, 17 JUL, 09 OCT, 15 DEC Approved, JW and LW • <i>Updated Statement of Expectations 2021-2024</i> <ul style="list-style-type: none"> • KN noted the Statement of Expectations signed by the previous principal. KN noted that the document supports the themes discussed in the Principal's report. Endorsed, MC and BO • Other updates: <ul style="list-style-type: none"> • AE advised that MHESC are moving to Compass for parent communication. This will also allow MHESC parents to interact with MHPS services such as the canteen. • LW noted that whilst AE was at her previous school, Joondaup ESC they were voted the Primary School of the Year and congratulated her on this achievement.
<p>3</p>	<p>MHPS Board Briefing: led by Leon Wilson</p>

<p>3.1</p>	<p>Principal's presentation and financials: <i>Circulated in advance</i></p> <p>LW presented the Term 1 Principal's report. Highlights includes:</p> <ul style="list-style-type: none"> • LW welcomed RS to MHPS and commented that he was the standout applicant for the role of Associate Principal. • Confirmed the current leadership structure. Staff representatives noted that this was having a positive impact. Discussion held related to escalation of issues which will be communicated via parent liaisons. SY suggested an escalation quick guide be used to assist parents and teachers. • Shaping Minds professional development session scheduled for early March. Let's Decode showing positive outcomes in K-Yr1 and Spelling Mastery has commenced for Yr3-6. • Daily Review and Engagement Strategies enhanced with instructional coaching. RM noted the building of confidence as this progresses. • Homework policy was outlined in the parent information sessions. GS commented that this is supported by the research. General discussion held as to the welcomed inclusion of this policy and how this is being implemented across the various year groups. • NAPLAN has been moved to Term 1. LW noted the recent article authored by GS (circulated in advance) who provided a short overview. Changes relating to levels of achievement and the testing being done online across the country for the first time were noted. MHPS preparations has included improved timetabling, trials, testing of bandwidth and the use of familiar devices. • 2023 MHPS Budget with variance to 2022: Expend: \$9.08 M (+5%) / Income: \$9.24M (+5%) / Cash: \$0.87M / Variance: \$0.17M / 962 students (+4%). Budget impacts include: <ul style="list-style-type: none"> • Removal of the additional class has allowed for an acceptable variance. • Budgeting for potential return of staff who have left with remaining employment contracts. • \$190,000 related to the replacing of the tiger turf, outdoor classroom and paving of kiss and drive. • Increase in salaries largely due to CPI increase of 6%. • Saving made for Professional Development through the more effective use of staff development days. Allowance for ad hoc PD included. • Outlined new positions for 2023 and the impact improvements of requests for IDA funding has had.
<p>3.2</p>	<p>MHPS Governance:</p> <ul style="list-style-type: none"> • <i>MHPS Annual Budget 2023</i>: BM thanked LW for the clarity provided in the explanation of the budget and the improvements made through the reduction of miscellaneous items. MHPS Annual Budget 2023 was Noted and Endorsed, KN and BM. • Updated <i>Statement of Expectations 2021-2024</i>. Noted and Endorsed: KN and BM • <i>2022 MHPS Annual Report</i> <ul style="list-style-type: none"> • LW requested that the Annual Report be submitted to the Board for endorsement offline. Action: LW to resubmit 2022 Annual Report to the Board out of session by Term 1, Week 10 <p>Other items for noting:</p> <ul style="list-style-type: none"> • LW noted that schools are currently in an Enterprise Agreement bargaining year and are adopting a collaborative approach with the union. • JW queried the outcome of the Parent Survey action from the previous board meeting. LW provided an overview noting that parents were wanting a continuation of the School Swimming program, 2 separate athletics carnivals, were in support of a play first, then eat policy and the Our Story shirt to form a larger part of the School uniform. Actions to address the feedback are to follow.
<p>4</p>	<p>Board Education: <i>Supporting the Learning of Autistic Children</i>, by Andrew Whitehouse</p>
<p>4.1</p>	<ul style="list-style-type: none"> • AW provided the Board with an overview of the <i>National Guideline for supporting the learning, participation, and wellbeing of autistic children and their families in Australia</i>. • Outlined the guiding principles on how schools can best support neurodiverse children related to qualifications, experience, skills, practice and environment with the upskilling of mainstream teachers.

<p>4.2</p>	<p>KN led a discussion questioning: Does the board support the premise of the Guideline: <i>“Many autistic children experience challenges to learning, participation and wellbeing. These challenges are most effectively addressed through supporting children’s development.”</i></p> <p>Discussion: Does the board encourage our schools to consult the Guideline in supporting autistic students? For example:</p> <ul style="list-style-type: none"> • Goal Setting: With respect to IEPs, increased engagement from family and student (R22) and improved accessibility and meaningfulness of documentation (R26) • Planning Supports: Supports should be evidence-based (R10) and neurodiversity-affirming (R14). With respect to the learning environment, students’ sensory needs should be met (R28) and supports should help the student acquire academic skills that optimise learning (R32). • Qualified Practitioners: Those selecting and planning supports should have professional experience (R42). <p>The Board supported exploring opportunities to better support neurodiverse students, making MHPS and MHESC a gold standard, noting competing priorities with the current business plan.</p> <p>Action: Board to engage in further discussion including detailed consultation with AW, identification of focus areas and consideration of a pilot program.</p>
<p>5 General Business</p>	
<p>5.1</p>	<p>Board Planning 2023, tabled by Katharine Nash</p> <p><i>KN provided an overview of the Strategic Priority 2023 document circulated to Board members prior to the meeting.</i></p> <ul style="list-style-type: none"> • The key priority from the business plan is <i>“enhancing student outcomes through whole school, evidence-based teaching practices”</i>. Targets outlined in this document align to these priorities. Levers to achieve = leadership, teaching practice and staff & parent engagement. • KN outlined the Board’s role as one to support and verify as detailed in the document. • KN noted that Parent representatives are tagged to each of the strategic areas. Expectation is the tagged representative consults and progresses the initiative. This has the advantage of leveraging whole board's capability, provides school leadership with multiple points of view, broadens institutional knowledge amongst board members, and distributes responsibility.
<p>5.2</p>	<p>MHPS Uniform Faction Shirts, led by Rebecca Miles</p> <ul style="list-style-type: none"> • RM read letter from the RAP committee requesting a review of the MHPS Faction names and subsequent change to the School Uniform. • Discussion was held in relation to ensuring: <ul style="list-style-type: none"> • A clear narrative for the change • Genuine co-design is undertaken with elders assisted by Board Representative • MHPS P&C uniform shop consideration, including contractual and financial obligations form part of the decision making . <p>The Board endorsed a community consultation process with the inclusion of a Board member (GS) and MHPS P&C Representative as active members of the Working Party.</p>
<p>5.3</p>	<p>Pay It Forward: Equal Access to iPads fund, led by Reece Smith</p> <ul style="list-style-type: none"> • RS provided the Board with the context of fund, monies raised and the distribution plan. <ul style="list-style-type: none"> • 2 students will qualify for the program and a third iPad to be purchased as a backup. • Extend the program to year 6 students also requiring assistance. • Noted that LW contact each family who kindly donated to thank them for their generosity. Confidentiality maintained for both the recipients and those making the donations. • Discussion was held as to the future funding strategy for iPads. Proposed a philanthropic donation be added to the contribution charges when they are approved by the Board in the future that will consider any items where students in need require assistance including but not limited to iPads, camps and booklists. Endorsed, all.

5.4	<p>Schools Board Commendation, led by Julia Wilcox</p> <ul style="list-style-type: none"> Request to approve a Board Commendation for Vicki Roberts who was instrumental in the governance processes to support the school becoming independent. Timing to coincide with Vicki's recent retirement announcement. Approved, all
5.5	<p>Mural Update, led by Scott Yelland</p> <ul style="list-style-type: none"> Recommendation to shift mural focus to <i>behaviour and values</i> to align with a whole school priority on positive behaviours and wellbeing in 2024 Defer development of mural until 2024 – Approved, all
5.6	<p>P&C Update, including financials, led by Julia Wilcox</p> <p>JW provided an update on behalf of the P&C President and Treasurer:</p> <ul style="list-style-type: none"> Parent teacher nights were a success with greater attendance and followers on social media with new parents coming forward to volunteer. Pay it forward donations continue to be received. 2023 Sundowner event raised approximately \$1100 after expenses. Recruitment ongoing in the lead up to the March AGM. Canteen ordering has successfully moved to Compass, after a few minor teething issues this has been a positive transition. 2022 was a challenging year for fundraising as a result of COVID-19 restrictions and inflationary pressures, however despite this, the P&C ran a surplus of \$38,541 after contributions of \$33,714 were made back to the school to fund grounds projects, curriculum support and school equipment purchases. Current cash reserves at approx. \$99,000, 2023 budget is forecasting a surplus of \$22,733 and should allow for \$25,000 of funding to be returned to the school in the form of \$10,000 contribution for oval maintenance and \$15,000 for curriculum support. Current concern relates to the impact on the budget with a \$6,000 reduction following the removal of the milo cookie as a result of a parent complaint.
5.7	<p>Executive Session (unminuted)</p>
5.8	<p>Revision of School Board nomination Form</p> <ul style="list-style-type: none"> KN proposed a review of the Schools Board nomination process to ensure that nominees reflect the community's values and behaviours. Proposed wording be added to the nomination for questioning whether a <i>nominee been disciplined, suspended or expelled from a school's volunteer organisation</i>. Suggested that once the Schools Board process has been amended that a recommendation be made to support partner schools to include similar verification. Approved, all.
6	<p>Meeting Close</p>
6.1	<p>Term 2 Meeting on WED 24 MAY @ 19:00</p>