



MINUTES SCHOOLS BOARD MEETING TERM 4, 2022

Held in the Harbeck Centre

On 9 November 2022 at 7.00 PM

INVITEES

Chair:	Katharine Nash (KN)
Principals:	Leon Wilson (MHPS) LW and Alison Harman (ESC) AH
Staff Representatives:	Kylie Grace KG , Melanie Cross MC , Jennifer Meyer JM , Thomas Norman TN , Cailie Spencer CS ,
Parent Representatives:	Scott Yelland SY , Julia Wilcox JW , Belinda Owen BO , Glenn Savage GS
Community Representatives:	
Guests:	Ailsa Moore AM , Carmen Lopez CL
Apologies:	Brandon Munro BM , Jools Spon-Smith JS ,

SUPPORTING DOCUMENTATION: Located in Dropbox / Schools Board / Meetings / 2022 / 4. 9 NOV 2022

Signed:	Chair		Katharine Nash, Board	Date: 09 DEC 2022
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Meeting called to order at 7.00pm

	Welcome, Agenda and Actions relating to the previous meeting.
1.1	Opening and Welcome: KN introduced and welcomed Carmen Lopez who has been acting as ESC Principal 1-2 days/week in terms 3 and 4.
1.2	Acknowledgement of the Passing of Karen Lockett: KN on behalf of the board, offered condolences on the passing of Karen Lockett, a long-standing parent volunteer in both the canteen and the uniform shop. Karen received a board commendation in 2021 and KN provided an overview of her outstanding contribution to the school community.
1.3	Acknowledgement of Country: A personal Acknowledgement of Country was offered by TN.
1.4	Confirmation of Agenda and Minutes: <ul style="list-style-type: none"> Meeting minutes of 17 August 2022 were approved and signed on 22 August 2022 as circulated. Confirmation that the meeting agenda is Term 4, 2022 Schools Board meeting v2.0.
1.5	Confirmation of business conducted out of meeting: <ul style="list-style-type: none"> The 2023 MHPS School Development days have been endorsed as 29 January, 3 March, 24 April, 2 June and 15 December. The MHPS Kindy and Pre-Primary book lists have been approved. <p>Documentation relating to both is available in Dropbox.</p>

1.6	<p>Conflicts of Interests Recorded: KN referred to item 5.4 of the agenda to be discussed and requested BO and JW note their previous dealings with Ms Tilmouth in their capacity as P&C Executives which lead to her expulsion from the P&C. Potential conflict was noted.</p>								
1.7	<p>Key Board Actions from Term 3:</p> <table border="1" data-bbox="256 309 1495 696"> <tr> <td data-bbox="256 309 1086 398">1. Improve readability of Charges and Contributions letter to parents.</td> <td data-bbox="1086 309 1495 398">Complete.</td> </tr> <tr> <td data-bbox="256 398 1086 488">2. Communication to Year 3 parents regarding 2023 class sizes.</td> <td data-bbox="1086 398 1495 488">In progress. Parent information evening scheduled 16/11/22.</td> </tr> <tr> <td data-bbox="256 488 1086 577">3. Increase visibility of ESC.</td> <td data-bbox="1086 488 1495 577">Deferred to 2023 to align with incoming substantive principal.</td> </tr> <tr> <td data-bbox="256 577 1086 696">4. Monitor student attendance.</td> <td data-bbox="1086 577 1495 696">Deferred. Term 1, 2023 agenda to provide full year assessment of 2022 attendance.</td> </tr> </table>	1. Improve readability of Charges and Contributions letter to parents.	Complete.	2. Communication to Year 3 parents regarding 2023 class sizes.	In progress. Parent information evening scheduled 16/11/22.	3. Increase visibility of ESC.	Deferred to 2023 to align with incoming substantive principal.	4. Monitor student attendance.	Deferred. Term 1, 2023 agenda to provide full year assessment of 2022 attendance.
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1.8	<p>Correspondence:</p> <ul data-bbox="316 745 1469 965" style="list-style-type: none"> • Anne Chapple of ANZAC Cottage, letter of thank you in support of recent WA History Council award. • Ms Elizabeth Tilmouth, correspondence between Ms Tilmouth and KN (refer to item 5.4) • Joanne Harris and KN, correspondence between the Director of Education, Department of Education North Metropolitan Education Region and KN regarding the selection of the ESC Principal. 								
2	MHESC Board Briefing: led by Alison Harman								
2.1	<p>Principal's Report: was noted as circulated.</p> <p>AH provided the following update in relation to the Principals report:</p> <ul data-bbox="316 1137 1469 1391" style="list-style-type: none"> • Teachers' performance management was undertaken online to accommodate AH's recent injury preventing her from attending in person. • Application process for 2023 has commenced, concluding in early December. AH commented on the delays in children receiving diagnoses in relation to autism were impacting on the Kindy intake with many families on waitlists. ESC and Department of Education are accepting the evidence of waitlist to gain entry and obtain interim funding whilst awaiting further assessment. 								
2.2	<p>Public School Review: KN outlined the outcome of the Public School Review and noted the areas of improvement:</p> <ul data-bbox="316 1496 1398 1671" style="list-style-type: none"> • Evidence based performance criteria for measuring student achievement and teaching efficacy. • Reporting to parents, namely around student behaviour. • Monitoring safety with respect to students and staff. <p>KN advised that the outcome of the review was to continue with ongoing practices. LW commented that the ratio of commendations vs recommendations was high.</p> <p>The board noted the outcome of the Public School review.</p>								

2.3	<p>Substantive Principal Selection Update: KN provided an update on the selection of the new MHESC Principal and asked CL to provide the board with her impressions whilst acting in the role. A summary of CL's observations are provided below:</p> <ul style="list-style-type: none"> • ESC staff have been welcoming and showing a strong willingness to learn • ESC has good systems in place to support operations • Recommendations for improvements were made relating to parent communication, staff Professional Development, Evidence Based practices and recording of behaviour. <p>KN thanked CL for her expertise provided to date.</p>
2.4	<p>MHESC Financials: AM provided the board with an overview of the ESC Financials and noted the impact of COVID still being a factor with salaries.</p> <p>The November Operational One Line Budget Statement and November Cash Report were tabled. Noted and supported.</p>
2.5	<p>MHESC Governance: The following charges were presented to the board.</p> <ul style="list-style-type: none"> • 2023 MHESC booklists. A \$20-50 increase was noted as a result of the change in student demographics and inflation pressures. Reviewed and approved, KN and AH • 2023 Contributions and Charges. Reviewed and approved, KN and AH
3	<p>MHPS Board Briefing: led by Leon Wilson</p>
3.1	<p>Principals report and Financials:</p> <p>LW presented to the board the presentation provided in Dropbox. The following highlights were noted</p> <p><u>Financials</u></p> <ul style="list-style-type: none"> • An error had occurred in reporting the financials submissions whilst the salaries were up to date the remaining figures were as reflected in the Sept report. • An overview of the 2023 budget was tabled noting the significant salary component and the impact of 1 fewer year 4 classes enabling a positive variance <p><u>School Leadership</u></p> <ul style="list-style-type: none"> • LW acknowledged the contribution of JM and LR following their recent opportunities at other schools. • Outlined the leadership structure for the remainder of 2022 and the changes for 2024 including the appointment of Associate Principal Reece Smith. <p><u>BYO Device program</u></p> <ul style="list-style-type: none"> • Support was sought for changes to the BYOD program stemming from complexities associated with a wide variety of devices currently used. TN and MC provided background on a long list of issues including misuse and the impact on teaching. Proposed iPads (minimum v9) to commence in yr 4 in 2024 and yr 5 in 2023. Discussion was held with issues raised related to communication to parents, support provided and cost. Suggested made to improve timely communication to parents outlining the issues and benefits. The board provided support for the proposed change to the BYOD program. <p><u>NAPLAN</u></p> <ul style="list-style-type: none"> • 2022 NAPLAN results presented. Data is generally behind like schools and results were as expected. <p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> • An overview was provided on the work undertaken to date to review the spelling program. • The Board acknowledged the issues with spelling and supported the shift to evidence based teaching using Spelling Mastery effective Term 1, week 4, 2023. • Report on parent survey will be provided at the Term 1 board meeting.

3.2	<p>MHPS Governance: The following charges were presented to the board.</p> <ul style="list-style-type: none"> • 2023 MHPS Contributions and Charges. LW outlined the issues identified in relation to the MH Area Band. This has resulted in a reduction in the parent contribution to \$65 which is now equal to the orchestra. The shortfall for all schools is approximately \$8000 with MHPS being responsible for approximately \$3500. Options being explored as to how the shortfall may be rectified. The contributions and charges were reviewed and approved, KN and GS noting the inclusion of iPads discussed at item 3.1. • 2023 MHPS booklists Year 1-6. CS noted the increase as a result of the inclusion of additional workbooks and increase in prices from the supplier. BO commented on the cost of items in the Yr2 booklist to be reviewed by CS and the Year 2 teaching group. On this basis the booklists were reviewed and approved, KN and BO.
4	<p>Business Plan</p>
4.1	<p>Feedback was sought from the board prior to the meeting via a survey. The following suggestions were made:</p> <ul style="list-style-type: none"> • Document is visually appealing, content appropriate and priority tables accessible • Inclusion of large group photo, photos related to music, sport and that were more fun. Include captions. • Quantify current performance relative to targets and consider a target related to child safety. • Improve readability of the Whole Child graphic and include reference to well being and SAER. <p>Further discussion was held during the meeting and highlights included:</p> <ul style="list-style-type: none"> • The suggestion of replacing the Whole Child Graphis with a tree with themes e.g. sport, science and music. <p>Action: JM to provide updated wording to incorporate Science aspect.</p> <ul style="list-style-type: none"> • Diversity that better reflected the student population in photos • Consider a balance of the messaging to suit the various audiences • Use of arrows to provide visual representation for what is aspirational achievement • Consideration of % of student participation to balance the emphasis provided on specialist activities. • LW requested a change to 2023-25 plan to reflect the timing of the plan’s commencement. <p>The board reviewed and endorsed the current iteration of the Business Plan with changes noted.</p>
5	<p>General Business</p>
5.1	<p>Student Board Award: TN provided the board with an overview of the criteria for the Student Board award. TN advised that Jasmine Smith is the recommended recipient for 2022, outlining the proposed citation. Whilst the student will be the recipient of two awards in 2022, it was acknowledged that the awards were different in nature and the Student Board Award appropriate in this circumstance.</p> <p>Reviewed and Endorsed TN and LW.</p> <p>Action: TN to revised citation for KN review.</p>
5.2	<p>Board Commendations: JW outlined the criteria for the board commendations and provided citations for the following nominees as outlined in Dropbox.</p> <ul style="list-style-type: none"> • Dr Alison Harman • Sonia Siamos • Cass Lake and Alex Timcke • Caroline Rusden • Angeline Hicks <p>Reviewed and Endorsed JW and MC..</p>

5.3	<p>Contribution, Culture and Legacy Mural Update:</p> <p>TN provided the following update :</p> <ul style="list-style-type: none"> • Original quote had been provided for \$16,000 • Discussions held with SY and KN to move to ANZAC Plaque, further quote obtained at \$1000 a panel • Suggested a more appropriate location would be the large wall heading towards ESC • Reviewed scope of works is required to set budget and review grant opportunities with P&C. <p>Action: TN to provide scope of works.</p>
5.4	<p>Ms Elizabeth Tilmouth Recent Developments and next steps: KN provided the board with the following information in relation to recent developments in relation to interactions with parent and former P&C Treasurer, Ms Elizabeth Tilmouth.</p> <ul style="list-style-type: none"> • Various correspondence sent to Board Chair, Principal and other questioning the governance practices of the School, Board and the P&C. She has identified both specific and general areas of concern. In most cases her queries have been explored and found meritless. • In the instance of payment to the band instructor, the School was found to have acted incorrectly and this has since been rectified as noted in the Principals report. • The Principal and Board Chair have sought counsel from the Department of Education and a liaison form the Department has been appointed as a third party to respond to any further concerns, noting that Ms Tilmouth, by in large, is not entitled to the level of financial detail she requests. • Ms Tilmouth has been advised that she lodge all P&C complaints through the governing body: Department of Mines, Industry Regulation and Safety, or seek mediation. She has indicated that she may proceed with mediation. <p>Board to note that all correspondence from Ms Tilmouth is to be directed to the relevant third party.</p>
5.5	<p>Board Planning 2023: KN noted the following in relation to the 2023 board members.</p> <ul style="list-style-type: none"> • CS, JM, KG and MC will be returning in 2023 as Staff Board Members • BM and GS re-nominating as Parent Members • JSS and KN are exiting parent board members with their children leaving MHPS at the end of 2022. <p>KN asked for the board to consider her for a position as community member in 2023 to help support the transition of the new board and substantive MHESC Principal. Reviewed and Endorsed.</p> <p>Nominations are required for replacement parent representatives and a call will be made to the parent community.</p> <p>Action: Request JSS to undertake the role of Election monitor.</p>
5.6	<p>Board Dinner: Saturday 3 Dec, 6:30pm hosted by KN.</p>
5.7	<p>Thank you: KN acknowledged the significant contribution of the outgoing board members AH, TN and JSS, noting that this will be their last meeting.</p> <p>LW thanked all the board members for their commitment to the role in 2022.</p>
6	<p>Meeting Close</p>
6.1	<p>Meeting Closed 9:12pm.</p>