



## SCHOOLS BOARD MEETING

### MINUTES – 11 November 2015

Present: Dale Mackesey, Alison Harman, Michael Jenkin, Lorena Rock, Jane Gillies, Shari McKeown, Alex Castle, Kaye Ward, Kimberley Mann, John Siamos  
Edward Greaves and Scott Bywaters, Visitors: Les Day (Wembley Primary School) and Fiona Kelly (West Leederville Primary School).

Chair: Michael Jenkin

Apologies: Vicki Roberts

Scribe: Michael Jenkin      Meeting opened: 1903 h      Meeting closed: 2105 h      Next Meeting: TBA

Agenda Item	Details / Discussion	Notes
<p><b>1. Welcome &amp; Previous Minutes</b></p> <p><i>Dale / Alison</i></p>	<p><b>1.1 Welcome:</b> Michael welcomed Board members and in particular noted the presence of Ms Les Day (Wembley PS) and Ms Fiona Kelly (West Leederville PS).</p> <p><b>1.2 Minutes of Meeting 19 August 2015:</b> the minutes of the last meeting were tabled. It was moved Kaye, seconded Lorena that the minutes be accepted as true and correct. Motion passed without dissent.</p> <p><b>1.3 Business Arising from previous minutes:</b> Nil.</p> <p><b>1.4 Correspondence:</b></p> <p><i>In:</i> Sharyn O’Neill – Approving our Delivery &amp; Performance Agreements for ESC and MHPS.</p> <p><i>Out:</i> To Department of Education &amp; Training seeking a meeting re campus facilities.</p>	<p>1.1 Noted.</p> <p>1.2 Minutes accepted.</p> <p>1.3 N/A</p> <p>1.4 Noted</p>
<p><b>2. Principals’ Finance Reports</b></p> <p><i>Alison / Dale</i></p>	<p><b>2.1 ESC Finance report:</b> Alison tabled her Financial Report dated 10 Nov 15. A pie chart attached as part of the report shows the school’s expenditure of the Alison noted that the “variance” (ie: surplus) was \$253,000, however, only \$4,460 of which remains unallocated. A major expense this term has been installing air conditioning in all rooms. In 2016, four classrooms will operate. Alison tabled the proposed voluntary contribution list for 2016. Edward Greaves asked about the statement that referred to “P&amp;C contribution” and it was agreed that this line would be removed.</p> <p><b>2.2 MHPS Finance Report:</b> Dale tabled the latest MHPS Financial Summary dated 10 Nov 15 and noted a variance of \$126,000 of which \$93,000 is unallocated. Approximately \$47,000 has been transferred to the Reserve accounts for expenditure such as TigerTurf and laptop replacement. Dale noted that there had been an 86% return rate for the voluntary contribution which is slightly lower than 2015. The Board noted that Voluntary Contributions &amp; Charges need to be ratified at the August meeting.</p>	<p>2.1 Report noted. The Board ratified the MHESC Voluntary Contribution 2016.</p> <p>2.2 Report noted. The Board ratified the MHPS Voluntary Contribution &amp; Charges for 2016.</p>

<p><b>3. Principals' Reports</b></p> <p><i>Alison / Dale</i></p>	<p><b>3.1 ESC Principal's report:</b> Alison tabled her report. She noted that a survey had been conducted and that the feedback was generally very positive. Ideas and comments have been discussed at a staff meeting and where possible, suggestions have been implemented. Kimberley asked when the survey had been issued and Alison advised last term. Edward noted that there were two comments about school funding. Alison explained the context of these comments and it would appear they relate to specific circumstances rather than a general theme. Scott asked whether parents at both schools felt "over surveyed". Alex will take this into account when planning surveys for 2016.</p> <p><b>3.2 MHPS Principal's report:</b> Dale tabled his report and a document which tracks our progress towards the targets set out in the Operational Plan. Dale highlighted areas which will be focussed on for 2016. Lorena spoke about "on entry" student assessments which use "progression points" to create a "snapshot" sample for students coming into particular years. This data helps to profile the year cohort and this helps to guide the delivery of curriculum during the forthcoming year. Kimberley and Alex asked questions about the assessment process and there was discussion about the process. Jane noted that in 2015, a new textbook had been used in Maths. However, the school is not doing as well as expected in this area. In 2016, other techniques will be used to enhance curriculum delivery in this area. Our specialist programs demonstrate breadth and depth in terms of content and delivery. The Students at Risk program has been assessed as appropriate. Kimberley asked about those targets which have not yet been met. Alex noted that amendments can be made to the Operational Plan to deal with the situation where goals and/or targets change.</p> <p>Enrolments for 2016 currently sit at 846 students. Dale briefed the Board on the structure for 2016. This equates to 34 classrooms with the possibility of a Year 2/3 class. Two demountable classrooms will be on site for 2016 and will be placed adjacent to the oval side of the Senior School building (but they will <b>not</b> be located on the oval). Dale advised that a build (ie: classrooms) at the campus is highly likely for 2016.</p> <p>Staffing for 2016 is almost complete with about 38.7 FTE teaching staff and 3.4 FTE Admin staff. Alex asked whether any staff will be retiring and Dale advised that there will be several, to be announced in due course. Kimberley noted that with a number of staff will be taking Long Service Leave consistency may be an issue for 2016. Dale advised that this will be addressed by placing these staff in support roles. Edward asked whether one of the positions could be filled by a full year contract and Dale advised that this was being considered.</p>	<p>3.1 Report noted.</p> <p>3.2 Report noted.</p>
<p><b>4. School Development Days 2016</b></p> <p><i>Dale</i></p>	<p><b>4. School Development Days 2016:</b> the Board noted the following development days for 2016: Thu 28 Jan; Fri 29 Jan; Fri 03 Jun; Mon 18 Jul; Mon 10 Oct; Fri 16 Dec. Note: Tue 26 Apr is Parent Interview Day.</p>	<p>4. Dates noted.</p>

<p><b>5. Visiting Principals</b></p> <p><i>Dale</i></p>	<p><b>5. Visiting Principals – Observations:</b></p> <p><b>5.1 Wembley PS:</b> Les discussed the way that the Board operates at Wembley PS. The Board Chair deals with the Finance reports. Key indicators are set for the year and reviewed at each meeting. Scott asked how many members were on the Board. Les advised that there are 10 parents and 4 staff on her Board and there are 2 meetings per term (8 per year). Subcommittees work on policy issues.</p> <p><b>5.2 West Leederville PS:</b> Fiona discussed the way that the Board operates at Leederville PS. Fiona advised that there are 16 members on the Board. Key indicators are set for the year and reviewed at each meeting. There are 2 meetings per term (8 per year).</p> <p>Kimberley asked Les and Fiona how their respective Boards were viewed at their schools. It would appear that similar issues in terms of lack of clarity around the Boards' roles apply to Wembley and West Leederville Primary Schools.</p>	<p>5.1 Noted.</p> <p>5.2 Noted.</p>
<p><b>6. Operational Plan 2016</b></p> <p><i>Kimberley Mann</i></p>	<p><b>6. Operational Plan 2016:</b> Kimberley briefed the Board on the meetings that she and Dale have had about monitoring progress towards the achievement of targets and goals. A timetable is being developed to enable the Board to systematically review policies and targets. Kimberley suggested that Board members nominate for one of each of the subcommittees that relate to the areas of the school's performance.</p> <p>The relevant Board member could then report on progress at the relevant Board meeting. Scott and Shari asked what the Board member would be required to commit to and what attributes the Board member would require. There was discussion about these issues and Board members were invited to nominate the performance areas that interest them.</p>	<p>6. The Board agreed with Kimberley's suggested. Kimberley will circulate an email to Board members seeking nominations from Board members before the end of November 15.</p>
<p><b>7. P&amp;C Update</b></p> <p><i>Alex</i></p>	<p><b>7. P&amp;C Activities:</b> Alex advised that the fair was an outstanding success. Final figures are pending. Shari noted that feedback about the Fair had been very positive. The latest stages of the Friendship garden are being completed with panels about to be installed on the shelter.</p> <p>A school parent has proposed a crossing guard for Matlock Street (near Woodstock Street). This issue is being progressed with the City of Vincent. The P &amp; C is considering a revamp of the fundraising efforts being allocated to year levels. This issue will be further discussed.</p>	<p>7. Noted.</p>
<p><b>8. General Business</b></p> <p><i>All</i></p>	<p><b>8.1 Commendations:</b> Dale advised that he will be making some nominations for commendations. These will be presented at an appropriate function. Any other nominations need to be sent to Michael by the end of November 2015.</p>	<p>8.1 Dale will forward the nominations to Michael ASAP who will circulate Board members for approval.</p>

<p><b>8. General Business</b></p> <p><i>All</i></p>	<p><b>8.2 Surveys:</b> Alex reported on two surveys that were conducted recently. The Tablet survey received generally positive feedback. This program will be continued in 2016. The Bullying survey has been completed and the results are consistent with previous years. The major area of concern was cyber-bullying. It was noted that three sessions on this issue were conducted in 2015 but only 15 people had attended.</p> <p><b>8.3 Board website:</b> Kimberley suggested that Board members review their blurbs so that the website can be updated. Alex will take fresh Board photos at the start of 2016.</p>	<p>8.2 Noted.</p> <p>8.3 Board members to review their blurbs and provide to Alex ASAP.</p>
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