



SCHOOLS BOARD MEETING

MINUTES – 19 August 2015

Present: Dale Mackesey, Alison Harman, Michael Jenkin, Lorena Rock, Jane Gillies, Shari McKeown, Alex Castle, Kaye Ward, John Siamos
Kimberley Mann and Vicki Roberts

Chair: Michael Jenkin

Apologies: Scott Bywaters and Edward Greaves

Scribe: Michael Jenkin

Meeting opened: 1901 hours

Meeting closed: 2038 hours

Next Meeting: 11 Nov 15

Agenda Item	Details / Discussion	Notes
<p>1. Welcome & Previous Minutes</p> <p><i>Dale / Alison</i></p>	<p>1.1 Welcome: Michael opened the meeting at 1903 hours and welcomed Board members. Apologies were noted from Scott and Edward.</p> <p>1.2 Minutes of Last Meeting: Kimberley noted an error in section 9 of the draft minutes of the Board meeting of 20 May 15. The words "...she and Kimberley" should be "...she and Kaye...". After this change was made, it was moved John seconded Kaye that the minutes of the Board meeting held on 20 May 2015 be accepted as correct.</p> <p>1.3 Business Arising from previous minutes: point 2.2 Champion has been selected as the 2016 booklist supplier – they will deliver book orders to the school.</p> <p>1.4 Correspondence: In: Nil / Out: Nil</p>	<p>1.1 Apologies noted.</p> <p>1.2 Minutes of the meeting 20 May 15 corrected and then accepted as correct.</p> <p>1.3 Noted.</p> <p>1.4 Noted.</p>
<p>2. Principals' Finance Reports</p> <p><i>Alison / Dale</i></p>	<p>2.1 Alison tabled the latest ESC Financial Summary dated 18 Aug 15. Alison noted that the "variance" (ie: surplus) was \$206,000. This variance allowed for flexibility in terms of directing resources to children who require particular assistance. To put the variance into perspective, it equates to the salaries for 1 x Teacher and 1 x EA. In response to Alex and John's questions, Alison explained the manner in which the student census and the student centred funding system interact. The system provides funding retrospectively.</p> <p>2.2 Dale tabled the latest MHPS Financial Summary dated 18 Aug 15 and noted a variance of \$70,000. The Finance Committee recently approved a transfer of \$80,000 into the operational budget for items including: Friendship Garden, curriculum areas (art, library) and professional development. In answer to a question from Michael and John, Dale explained that the Department has visibility of reserve accounts. Providing funds are earmarked for specific purposes (and there is a timeline for expending the funds), then the reserve accounts are safe. Dale will present further information about the budgeting process at the Board's next meeting.</p>	<p>2.1 The ESC Financial Summary was tabled and noted by the Board.</p> <p>2.2 The MHPS Financial Summary was tabled and noted by the Board.</p>

<p>3. Principals' Reports</p> <p><i>Alison / Dale</i></p>	<p>3.1 ESC: Alison tabled her Principal's Report, noting that the outdoor sensory area has been enhanced with new fencing and other improvements. Other recent spending included: air conditioning, carpets, painting of kitchen and improvements to the "Fort playground". - The current ESC enrolment is 33 students with 9 students in the Early Intervention program.</p> <p>3.2 MHPS: Dale tabled his Principal's Report. Anticipated enrolments for 2016 stand at 824! Staffing levels will be finalised later in the year. For 2016, there will be an extra demountable at the campus. It is likely that a classroom build will occur in 2017. Dale suggested that the Board write to the Department asking that consideration be given to options other than a build actually at the campus (eg: relocate Year 6 students at SIDE, Leederville). Kimberley suggested that we look at Census data to assess birth rates in the area.</p>	<p>3.1 Alison's report was noted.</p> <p>3.2 Dale's report was noted. Michael will write to the Department requesting population forecasts / trends and suggesting options to an on-site build. Meanwhile, Alex will check on what data City of Vincent holds on relevant population trends.</p>
<p>4. Report Data</p> <p><i>Dale / Jane</i></p>	<p>4.1 Report data: Dale and Jane gave the Board an overview of the MHPS reporting data for 2015. This data shows how well MHPS teachers are rating student progress both as against other classes within the same year level at MHPS and as between our like schools. This ensures that student performance is being rated consistently. The same process will apply for the end of semester reporting cycle. This will provide a useful basis for future monitoring.</p> <p>4.2 NAPLAN results: Dale gave the Board an overview of the most recent NAPLAN data and showed a slide comparing MHPS with its "like schools". The MHPS results are within range - although the Yr 5 writing /spelling results are of concern and warrant review. This will occur before the next Board meeting and Dale will brief the Board with a series of suggested fixes for 2016. Alex and Kimberley noted that given that "like schools" change year on year, it would also be helpful to look at MHPS "raw scores". Jane noted that the NAPLAN data can be examined very closely so that the progress of individual students can be monitored.</p>	<p>4.1 Noted.</p> <p>4.2 Noted.</p>
<p>5. Teaching and Learning</p> <p><i>Lorena</i></p>	<p>5.1 School Improvement / National Quality Standard: Lorena briefed the Board on NQS and referred to documents tabled in the Dropbox which is being used to examine quality practice in K-2.. The NQS covers seven areas (eg: Education program and practice, Children's health and safety, Physical environment etc) and allows strengths and areas for improvement to be identified. The NQS relates back to the Business plan targets and provides a mechanism for ongoing monitoring. In essence, NQS is an Audit tool and provides a very useful ongoing snapshot. Alison noted that the ESC is using this process and has found it very helpful.</p>	<p>5.1 Noted.</p>

<p>5. Teaching and Learning</p> <p><i>Lorena</i></p>	<p>5.2 Staff Professional Development: Lorena noted professional development is now the responsibility of schools. The Department provides modules in each curriculum area to help guide the PD process in schools and ensure consistency. Dale noted that the approach at MHPS is aligned with school targets and the modules are promoted to ensure “action learning”. Shari asked whether teachers are able to deliver curriculum in particular ways. Dale explained that broad outlines are provided to teachers (eg: 2 x 25 minutes mental maths lessons per week in a year stream). The actual delivery of the curriculum is up to the teacher but is reviewed by peer observation and feedback. Junior teachers have “coaches” to monitor their development.</p>	<p>5.2 Noted.</p>
<p>6. 2015 National Opinion Survey</p> <p>Alex</p>	<p>Alex tabled the results of the National Opinion Survey which was conducted recently. Overall, the results were pleasing – the satisfaction levels across all areas are generally high. Although the survey is rather generic but captures the “mood” of the school. It is a departmental requirement that this survey be conducted every 2 years.</p>	<p>6. Noted.</p>
<p>7. Meeting Agendas 2015/2016</p>	<p>Dale advised that he and Kimberley will meet soon to finalise the Board’s “Key Indicators” checklist that will assist in guiding the Board’s future deliberations.</p>	<p>7. Dale and Kimberley to meet to finalise the “Key Indicators” document.</p>
<p>8. P&C Update</p>	<p>Alex updated the Board on recent successful P&C events: Quiz Night (profit = \$7,000), Thermomix raffle and the School Disco. A City of Vincent environmental grant (\$2,000) has been received for the garden outside the computer area. The Friendship Garden has been funded (\$50,000) and will be a great asset to the campus. Another “campout” will be held on 10 Oct 15 on the School Oval. Planning for the Fair is well advanced. Another cup-cake fundraiser is planned and a Year 6 Yearbook will be published again this year. Two online systems are about to be launched that will support sales in the Uniform Shop. This will streamline stocktakes and stock management.</p>	<p>8. Noted.</p>
<p>9. General Business</p>	<p>9.1 Principal Forum: Dale noted ongoing liaison with Principals from Wembley and West Leederville. Both principals will be invited to the next Board meeting to share ideas.</p> <p>9.2 Commendations: Dale asked Board members to consider suitable nominations for Board Commendations with a view to these being presented at the end of Term 4.</p> <p>9.3 Board PR: it was suggested that the Board make a contribution to the next Newsletter. Including the Board’s role in developing the Business Plan. It was noted that Kimberly and Shari do not have photos on the School website. This will be fixed before the next meeting.</p>	<p>9.1 Dale to extend invite to Principals to attend next Board meeting.</p> <p>9.2 Board members to consider making nominations.</p> <p>9.3 Shari and Kimberley to have photos taken by Alex ASAP.</p>

Recorded by: _____ Date: _____

Approved by: _____ Date: _____