



SCHOOLS BOARD MEETING

MINUTES – 02 November 2016

Present: Matt Jarman, Alison Harman, Michael Jenkin, Lorena Rock, Kaye Ward, Shari McKeown, Alex Castle, John Siamos, Catrina Campbell-Fraser, Edward Greaves, Jane Gillies and Elishia Vearing, Vicki Roberts

Chair: Michael Jenkin

Apologies: Scott Bywaters

Scribe: Michael Jenkin

Meeting opened: 1900 h

Meeting closed: 2046 h

Next Meeting: 23 Nov 16

Agenda Item	Details / Discussion	Notes
<p>1. Welcome & Previous Minutes</p> <p><i>Michael</i></p>	<p>1.1 Welcome: Michael welcomed everyone including a special welcome to Matt Jarman who was attending his first Board meeting.</p> <p>1.2 Minutes of last Meeting: Michael tabled the minutes of the Board's last meeting on 07 Sep 16. It was moved John Siamos, seconded Shari McKeown that the minutes be accepted as a true and accurate account of the meeting.</p> <p>1.3 Business Arising from previous minutes: Nil.</p> <p>1.4 Correspondence:</p> <p>In: Eleni Evangel MLA: Pre-primary Build: 06 Oct 16; Phil Brewer DET WA: Re roofing JPS (email – 14 Sep 16); John Carey: Invite to Education Forum with Mark McGowan 05 Oct 16.</p> <p>Out: Eleni Evangel MLA re: Pre-primary Build: 12 Sep 16; David Muir re: Re roofing JPS (email – 12 Sep 16).</p>	<p>1.1 Noted</p> <p>1.2 Motion passed without dissent.</p> <p>1.3 Noted</p> <p>1.4 Noted</p>
<p>2. Finance Reports</p> <p><i>Alison / Matt</i></p>	<p>2.1 ESC Finance report: Alison Harman tabled the MHESC financial summary and noted that \$360,000 had been carried over from previous years. The MHESC has spent \$1.9 so far this year, including of portion of savings. Most of the expenditure has gone to hiring more Education Assistants. Alison noted that funding allocations for children with autism are now reviewed every year. Alison also tabled the proposed MHESC Voluntary Contributions and Charges for 2017.</p> <p>2.2 MHPS Finance report: Matt Jarman tabled the MHPS Financial Summary and noted a variance of \$200,000 which at this stage in the year is reasonable. Alex Castle asked whether the variance is appropriate. Matt advised that the Department likes to see schools expend at least 96% of their budgets, however, a variance of this amount is unlikely to raise any flags. Matt also tabled the proposed MHPS Voluntary Contributions and Charges for 2017.</p>	<p>2.1 MHESC Summary noted. The Board endorsed the MHESC Voluntary Charges for 2017.</p> <p>2.2 MHPS Summary noted. The Board endorsed the MHPS Voluntary Charges for 2017.</p>

<p>3. Principals' Reports</p> <p><i>Alison / Matt</i></p>	<p>3.1 ESC Principal's Report: Alison tabled her report. Key points included: the Kitchen reno has been completed and the Admin area upgrade (to enclose the verandah) will now proceed. Alison raised the issue of a student with a serious health issue. The parents of the child do not wish medication to be given nor for the child to be transported to hospital via Ambulance. However, the child does not currently have a health action plan and so the MHESC is required to act in the child's best interests. The Department has advised that an Ambulance should be called whenever staff are concerned. Alison intends to convene a meeting with the child's parents so that the requirement for a health action plan (in accordance with departmental policy) can be explained. Board members discussed the situation and fully supported and endorsed the action that Alison proposes to take.</p> <p>3.2 MHPS Principal's Report: Matt tabled his report. Key points included: the MHPS IPS review is scheduled for the end of Term 1 in 2017. Alex noted that IPS schools are supposed to receive 12 months' notice and that the proposed review is occurring before the end of the current Business Plan. Matt noted that "clusters" like ours are no longer being review as clusters and that the Department's position is that the IPS review is now a "point in time" assessment – so there is no need to wait until the end of the Business Plan. What is important is that the school demonstrates a quality self-review process. The IPS reviews now consist of commendations and recommendations. Matt suggested a Board meeting in Week 8 of this term to begin preparations for the Review. Matt tabled a classroom model (with five split classes) that would remove the need for demountables at the campus in 2017. Remaining concerns are the need for extra furniture and the requirement for timetable amendments.</p> <p>Matt tabled a Parent Communication Charter which was intended to clarify existing communication processes and also manage expectations with around teacher interactions with parents and caregivers. Following discussion amongst Board members, the Board agreed to strongly support the Charter. Alex suggested that the P& C be approached and asked to consider endorsing the Charter. Ed Greaves noted that the campus community is close-knit and a number of parents attended before and after school. The benefit of the Charter was that regularises contact between teachers and parents and caregivers. Kaye Ward suggested that parents and caregivers be advised of the relevant contact person when a teacher is on long service leave. Lorena Rock raised the issue of the School Newsletter and noted it operated on an "opt-out" system. Alex noted that in terms of contact with parents and caregivers, the email list maintained by the Parent Liaison reps was the most up-to-date.</p> <p>Finally, Matt raised the issue of School Development Days for 2017. Matt asked the Board to review its Aug 16 decision and proposed the following dates: 30 & 31 Jan; 24 Apr, 26 May, 02 Jun, 17 Jul and 15 Dec. This would involve staff "trading out 2 days (ie: 24 Apr 16 and 02 Jun 16). The 13 hours traded out in this way would mean that a total of 33 hours of PD can be offered and further that PD can then be mandated at one hour per week. This is a move away from all day PD which is often less effective. After discussion, the Board endorsed the revised PD Plan.</p>	<p>3.1 Report noted. The Board endorsed Alison's proposed management of the student with a serious health issue.</p> <p>3.1 Report noted. The Board endorsed the Communication Charter and the revised PD Program for 2017.</p>
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<p>4. Surveys</p> <p><i>Matt</i></p>	<p>4. Surveys: Matt noted that 70 responses had been received from the recent National Schools Opinion Survey. Generally, the results are positive and a summary has been placed in Dropbox. Alex noted that the existing survey cycle will continue and noted that the Bullying survey (which seeks responses from parents/caregivers and students in years 2, 4 & 6) ought to be conducted along with the follow up survey on the tablet program. Matt asked to view the bullying survey and Alex will facilitate this.</p>	<p>4. Survey results and planned surveys noted.</p>
<p>5. Business Plan 2016 Targets</p>	<p>5. Business Plan 2016 Targets: Matt has not yet had an opportunity to review the monitoring tool created by Scott Bywaters and former Board member Kimberley Mann. He will do so and the matter will be included on the agenda for the Board's next meeting.</p>	<p>5. Item deferred until next Board meeting.</p>
<p>6. P&C Update</p> <p><i>Alex</i></p>	<p>6. P&C Update: Alex updated the Board on P&C activities. Main points included: a Group of parents have done a Master plan for the oval with retaining walls around the banked area and paths to direct traffic. The plan to be further developed and a survey has been commissioned to provide further detail. Matt advised the Department is aware of the plan and will allocate funding of \$40,000. The Canteen upgrade will occur in the Summer holidays. A morning crosswalk attendant (Matlock Street) has been identified. The P&C will pay for the trial with the hope that the crosswalk will be designated Category A – and the Department will take over funding. The Art Auction is coming up and it has been decided not to have a paid Fair Coordinator for the Fair in 2017 – instead the job is to be shared.</p>	<p>6. P&C Updates noted. The Board endorsed the Oval master plan.</p>
<p>8. General Business</p> <p><i>All</i></p>	<p>8.1 Policy review: Shari McKeown noted that the issue of "Policy Review" needs to be a standing agenda item. A list of campus policies has been prepared along with a timetable for review. It was noted that the Homework policy and the Sun policies had both been reviewed at the Board's last meeting. As noted above, the Communication Charter was endorsed at this meeting.</p> <p>Shari also noted that a parent had expressed concern about a staff member at the school being unaware that the campus policy on nuts is "Nut aware" not "Nut free". Matt said he would broadcast the message to parents and staff. Matt agreed to look closely at the existing policy. It was agreed that the issue will be reviewed by the Board.</p>	<p>8.1 Policy review will now appear as a standing agenda item. The campus nut policy will be reviewed by the Board.</p>

<p>8. General Business</p> <p>All</p>	<p>8.2 Board vacancies: Michael Jenkin noted that in view of Kimberley Mann's resignation, there was a vacancy on the Board for a parent representative. Michael noted that Penny McNiff had contacted him to express interest in the position. It was agreed that a notice seeking expressions of interest would be placed in Newsletter. Ed noted that his position (as MHESC parent rep) comes up for election at the end of Term 1 in 2017 and that whilst he is happy to renominate, if another person was interested in the position, then he would stand down. Alison said she would place an expression of interest in the next MHESC Newsletter.</p> <p>8.3 Education forum: Michael noted that Opposition Leader Mark McGowan was holding an Education Forum on 03 Nov 16. Michael advised the Board that he was planning to attend and to ask Mr McGowan what commitment he was prepared to give the campus community about the PP Classroom block proposed at the campus. Alex said she intended to raise the issue of City Beach High School, the Inner-City High School and any resultant boundary changes. Catrina Campbell-Fraser noted that she is working on John Carey's election campaign for the State seat of Perth. Michael noted that this was not a matter where any conflict of interest (as that concept is defined in the Board's Code of Conduct) was likely to arise, but thanked Catrina for her disclosure.</p> <p>8.4 Fathering project: Elishia Vearing briefed the Board on this initiative which involves a small committee of dads working together to build a network at the campus to encourage dads to be more involved with their kids. Regular meetings and fun activities are planned. This is a work in progress at the campus. More details to follow.</p> <p>8.5 Footbridge use: Ed observed that he was amazed at the number of people with children who cross Scarborough Beach Road rather than using the footbridge. It was agreed that matter would again be mentioned in the Newsletters of both schools and that various strategies had been tried to encourage greater use of the bridge.</p>	<p>8.2 Board vacancies to be advertised in the Newsletters at both schools.</p> <p>8.3 Noted.</p> <p>8.4 Noted.</p> <p>8.5 Safety notice to be placed in the Newsletters at both schools.</p>
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Meeting closed: 2046 h

Next Meeting: 23 Nov 2016

Recorded by: _____ Date: _____