



SCHOOLS BOARD MEETING

AGENDA – 23 November 2016

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

Guests: Darren Meakins (Chair: Yanchep PS Board), Lara Warner, Jared Brotherston and Penny McNish.

Chair: Michael Jenkin Apologies: Lorena Rock

Scribe: Michael Jenkin Meeting opened: 1901 h Meeting closed: 2033 h Next Meeting: 01 Mar 17

| Agenda Item | Details / Discussion | Notes |
|--|---|--|
| <p>1. Welcome & Previous Minutes</p> <p><i>Michael Jenkin</i></p> | <p>1.1 Welcome: Michael welcomed everyone including a special welcome to Darren Meakins (Chair of the Yanchep PS Board) and Board candidates Jared Brotherston, Lara Warner and Penny McNish. Michael also welcomed Katherine Nash who was attending her first Board meeting as ESC representative.</p> <p>1.2 Minutes of last Meeting: Michael tabled the minutes of the Board's meeting on 02 Nov 16. It was moved Kaye Ward, seconded John Siamos that the minutes be accepted as a true and accurate account of the meeting.</p> <p>1.3 Business Arising from previous minutes:</p> <ul style="list-style-type: none"> • Bullying Survey has been distributed • Nut Aware Policy published in Newsletter • Use of footbridge reminder published in Newsletter and at Assembly • Matt Jarman advised he has begun his review of the Monitoring tool <p>1.4 Correspondence:</p> <p>In: Marlene Kornides (email) re ICT program: 23 Nov 16. Out: John Carey re PP build: 23 Nov 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. Board Vacancies</p> <p><i>Michael Jenkin I</i></p> | <p>2.1 Election of ESC parent representative: Ed Greaves advised that he was resigning from the Board. Michael Jenkin thanked Ed for his outstanding contribution to the Board and asked Alison Harman whether any nominations had been received. Alison advised that one nomination had, from Katherine Nash. As Katherine was the only nomination for the position, Michael declared that Katherine was duly elected to fill the casual vacancy created by Ed's resignation and welcomed her to the Board. Katherine's term expires at the end of Term 1, 2018.</p> | <p>2.1 Board members thanked Ed for his service and welcomed Katherine to the Board.</p> |

| | | |
|--|---|---|
| <p>2. Board Vacancies</p> <p><i>(Continued)</i></p> <p><i>Michael Jenkin</i></p> | <p>2.1 Casual vacancies: Michael Jenkin tabled Shari McKeown's resignation from the Board and thanked her for her service. Michael noted that there were now two parent representative vacancies on Board and that five candidates had expressed interest in these positions. After discussion, the Board agreed that the voting process would be as follows: each parent of children at the school was entitled to one vote. Voting slips and information about candidates and the election timeline would be emailed to Liaison Parents and be published in the Newsletter. Parents would vote by sending their slips to the front office. Vicki Roberts was appointed as Returning Officer. Michael noted that as the vacancies were casual vacancies, the terms of the new members would expire at the end of Term 1, 2018. After discussion, the Board agreed to the following timeline for the election:</p> <ul style="list-style-type: none"> * 25 Nov 16: Nominations close and individual statements due * 29 Nov 16: Voting starts (sent out via Liaison Parents and Newsletter) * 02 Dec 16: Voting closes * 06 Dec 16: Results announced | <p>2.2 Noted.</p> |
| <p>3. Principals' Reports</p> <p><i>Alison Harman</i></p> <p><i>Matt Jarman</i></p> | <p>3.1 ESC Principal's Report: Alison Harman tabled her report. Key points included: a new manager of Corporate Services has been appointed and the handover process has been completed. The ESC is full for 2017 and already, some potential students have had to be turned away.</p> <p>3.2 MHPS Principal's Report: Matt Jarman tabled his report. Key points included: the MHPS IPS review is now scheduled for 04 and 05 April 2017. The Board noted that the information flow from DES about the review had been poor and noted with alarm, information suggesting that the "cluster" targets are no longer part of the IPS review process. Alex noted that IPS schools are supposed to receive 12 months notice of the review process and that the timing of the review meant that we were being assessed 2 years into our 3-year Business Plan. It was agreed that the Board would write to DES to request clarification about the change in approach to cluster schools like ours.</p> <p>Matt tabled the Workforce planning document for 2017. Scott Bywaters asked whether information about teacher/student ratios could be included in the document and Matt said this would be considered.</p> <p>Matt also tabled the classroom plan for 2017. Alex Castle asked about class numbers and Matt explained the departmental formula for maximum class sizes. Enrolments will be carefully monitored and adjustments will be made as appropriate. Matt will meet with parents whose children will be slated to be placed in split classes.</p> | <p>3.1 Report noted.</p> <p>3.1 Report noted. Michael will write to DES for clarification about the current approach to clusters.</p> |

| | | |
|---|--|---|
| <p>4. Surveys</p> <p><i>Matt Jarman</i></p> | <p>4. Current Surveys: Matt Jarman noted that the following surveys were underway or had been completed:</p> <ul style="list-style-type: none"> * Bullying * Tablet program * Professional Learning - Staff <p>Penny McNish asked for clarification about the bullying survey. Alex Castle explained that students and parents in Years 2, 4 and 6 are surveyed annual so that over a 3 year cycle all students in the school are surveyed. Results are used to identify any trends and for education purposes.</p> <p>Matt explained that the data from the Tablet survey had been carefully evaluated by the ICT committee and was being used to guide the program's future development.</p> | <p>4. Noted</p> |
| <p>5. Board Commendations</p> <p><i>Michael Jenkin</i></p> | <p>5. Nominations for Board Commendations: Michael Jenkin noted an email circulated to Board members calling for nominations for Board Commendations. Alex Castle tabled a nomination and after discussion, the Board unanimously approved it. Michael and Vicki Roberts will prepare the Commendation certificate and letter which will be presented to the recipient at a suitable occasion.</p> | <p>5. Nomination approved. Michael and Vicki to prepare documents.</p> |
| <p>6. Policy Review</p> <p><i>Jane Gillies</i></p> | <p>6. Policy Review Process: Jane Gillies tabled a list of policies which the Board will review in 2017. The first policies to be reviewed will be:</p> <ul style="list-style-type: none"> * Behaviour Management * Class placement * Emergency & Critical Incident management <p>Scott Bywaters asked whether there was a process to ensure that if departmental policies changed, those changes were reflected in campus policies. Matt Jarman explained that there is an email alert system which advises policy changes and these are discussed at the HHPS weekly Admin team meetings. Alex Castle suggested that the policy list be published in date order and Jane said she would address this. Shari McKeown asked a question about the ICT "fair use" policy and Matt noted that currently this is not made a condition of enrolment but that in other schools this is the case. It was suggested that this be considered for implementation in 2017. Shari McKeown noted that the Board's Code of Conduct document was overdue for review. Michael Jenkin suggested that the Code be added to the list of policies to be reviewed at the Board's first meeting in 2017.</p> | <p>6. Noted. Jane to ensure policy list is updated so that the Board can review several policies at each meeting in 2017.</p> |

| | | |
|---|---|--|
| <p>7. P&C Update</p> <p><i>Alex Castle</i></p> | <p>7. P&C Update: Alex Castle noted that the Art Auction conducted by the P&C last Friday has been very successful and had raised approximately \$8,500. The Board noted its thanks to the parent community and the class teachers for their outstanding support of the Art Auction and also the hard work of Rosiie Edmiston. Alex also noted that 2017 is a Fair year and that a Organising team is being put together.</p> <p>The major item on the P&C's agenda at present is the proposed upgrade to the campus oval. This has been costed at approximately \$100,000, of which the Dept of Education has committed \$40,000. The key aim of the project is to protect the green space at the campus. Matt Jarman noted a meeting with the departmental rep and P&C reps would take place on Thu, 24 Nov 16.</p> | <p>7. Noted.</p> |
| <p>8. General Business</p> <p><i>All</i></p> | <p>8.1 Class sizes: Matt Jarman explained the departmental policy on class sizes. Alex Castle noted that Matt had said he was uncomfortable about some aspects of the classroom plan for 2017. Matt clarified that his concern related to the fact that the projected numbers didn't give much scope for spare capacity. Shari McKeown asked what happened if a child was enrolled whilst living in the local intake area and then moved out. Matt said that once enrolled the child was entitled to continue at the school. Jared Brotherston asked about the principles that guide the distribution of students between classes and Matt advised that placements were made in accordance with the School's policy and that consistency was an important factor. Scott Bywaters asked whether there was an evidence of fraud with respect to student addresses to gain a position at the school. Matt noted that there was a process of due diligence to check enrolment details and that no evidence of fraud had been identified.</p> <p>8.2 Inner City High School Update: for the benefit of visitors at the meeting, Alex Castle gave the Board an update on the recent Education Forum conducted by John Carey. Michael Jenkin noted that a summary of the Forum had been circulated to Board members on 04 Nov 16. The Inner North and Western Coastal Schools Network met on 09 Nov 16 and amongst other things confirmed its support for a high school on the old City Beach HS site and an inner-city high school – to cope with rising student numbers and take pressure off Mount Lawley and Churchlands SHS.</p> <p>8.3 Facilities update: Matt Jarman noted that the roof replacement for the junior school block was on-track for completion in the 2016/17 Summer holidays. Michael Jenkin suggested that he email Eleni Evangel, MLA for an update on whether the proposed PP build had made it into the mid-year budget review and the Board agreed.</p> <p>8.4 Farewell to Shari McKeown & Ed Greaves: Michael noted that both Ed and Shari had made an outstanding contribution to the Board and that both would be missed.</p> | <p>8.1 Noted.</p> <p>8.2 Noted</p> <p>8.3 Noted. Michael to email Ms Evangel.</p> <p>8.4 The Board thanks both Ed and Shari for their service.</p> |

Meeting closed: 2033 h

Next Meeting: 01 Mar 17