



SCHOOLS BOARD MEETING Minutes 25 July 2012

Present: Dale Mackesey, Alison Harman, Michael Jenkin, Anthony Ellis, Jodi Taylor, Lorena Rock, Peter Ficko, Yvonne Leonzini and Shari McKeown

Chair: Michael Jenkin

Apologies: Scott Bywaters and Kerrily Waters

Scribe: Vicki Roberts

| Agenda Item | Details / Discussion | Action |
|---|---|--|
| <p>1. Welcome & Previous Minutes <i>Dale</i></p> | <p>1.1 Welcome: Michael welcomed everyone and opened the meeting at 1907 h</p> <p>1.2 Minutes of Last Meeting: It was moved Yvonne, seconded Shari that the Minutes of meeting on 23 May 12 be accepted as correct.</p> <p>1.3 Business Arising from previous minutes:</p> <p>1.4 Correspondence: Michael tabled: Corro out to: Mt Lawley PS, Craig Wilson CoV and local schools re traffic management sign project and a draft letter to local business proprietors introducing the Board; Corro in from: Sharyn O'Neill re DPA Acceptance. Michael also reported on contact with the new Principal of Kyilla PS Carol Selley.</p> <p>1.5 Principal's Reports – Curriculum, Buildings update: Brett outlined the ICT draft plan for implementation in 2103. Dale updated the Board on the building program including ECE playground, OSCA, P&C/Uniform Service Office and SPS classroom conversions. Lorena spoke about the Teacher Development Program (TDS). Alison spoke about ESC initiatives including the possibility of building a retaining wall and a metal cover for the sandpit.</p> | <p>1.1 Noted</p> <p>1.2 Carried without dissent</p> <p>1.3 None</p> <p>1.4 Letters noted Dale will contact Carol to discuss possible joint activities with Kyilla PS.</p> <p>1.5 Noted</p> |
| <p>2. Terms of Reference <i>Michael</i></p> | <p>2.1 Amendments to the Terms of Reference: Michael noted that the Board is applying to the Department to be a Joint Board, servicing both the PS and the ESC. As part of this process, minor amendments are required to the Board's Terms of Reference to specifically state that the Board is a Joint Board and to define the Board's structure. It was moved Michael, seconded Shari that the amended Terms of Reference tabled by Michael be adopted.</p> | <p>2.1 Amendment to Terms of Reference endorsed unanimously.</p> |
| <p>3. Self Assessment Framework <i>Dale</i></p> | <p>3.1 MHPS School Self- Assessment Framework 3.2 Semester One Report Data Review 3.3 Policy Review Timeline –Reporting to Parents Policy</p> <p>Dale tabled the above documents for the Board's consideration. Dale advised that he is forming a committee to review these documents and suggest amendments. He will approach liaison parents and asked if any Board members wished to get involved. Jodi kindly agreed to assist.</p> | <p>3.1 Report Noted 3.2 Report Noted 3.3 Report Noted</p> <p>Jodi volunteered for this committee.</p> |

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| <p>4. Enrolments 2013</p> <p><i>Dale</i></p> | <p>4.1 Kindergarten applications: 105 in-boundary applications have been received from children wishing to start Kindy in 2013. to date – Applications close 3 August 2012</p> <p>4.2 Demountable classroom at Margaret Kindy: Dale updated the Board on the Dept of Education's plan to place a demountable on the Margaret Kindy site to accommodate all in-boundary applications in 2013. City of Vincent delegates are meeting with departmental representatives to attempt to resolve this issue.</p> <p>4.3 Modelling structures for 2013. Dale outlined the process and timeline for this planning.</p> | <p>4.1 Noted</p> <p>4.2 Michael will write to CoV if the matter is not resolved and raise Board concerns with the alternative plan – a demountable on the Killarney Street Campus.</p> <p>4.3 Noted</p> |
| <p>5. Update on Board Committees</p> <p><i>Michael and Shari</i></p> | <p>5.1 Governance Committee: Peter reported that the Committee examined the Board's Terms of Reference and confirmed that it complies with the Act. The Committee will identify areas of the Board's area that would benefit from some policies. The Committee will meet again on Wed, 01 Aug 12 to flesh out the framework for the Governance Plan.</p> <p>5.2 Public Affairs Committee: Shari advised that Tony Monaghan (a PR professional and parent) had kindly met with the Committee to give some guidance about how to develop an effective Communication Plan. Michael tabled drafts of the Plan and a letter for distribution to local traders.</p> | <p>5.1 Report Noted</p> <p>5.2 It was agreed that the draft letter should be sent out to the list of local traders compiled by Shari.</p> |
| <p>6. Education Awards 2012</p> <p><i>Dale</i></p> | <p>6.1 School Board Recognition of nominated staff: Dale noted that parents have nominated four teachers for awards in the WA Education Awards 2012.</p> | <p>6.1 Michael will write to the nominated teachers to congratulate them on their respective nominations.</p> |
| <p>7. Finance Reports</p> <p><i>Alison / Dale</i></p> | <p>7.1 School Planning Flexibilities Term 2: Dale and Alison updated the Board on the present financial positions of their schools. Approximately \$50,000 worth of projects have been submitted by Cost Centre Managers the schools applications. Approval will be required from the respective school's Finance Committees. The projects include: Support Semester 2 – EWB Support; ICT Infrastructure; SWPBS Support (Teacher relief for the implementation of the project); and furniture (additional needs).</p> | <p>7.1 Report noted</p> |
| <p>8. P & C Update</p> <p><i>Anthony</i></p> | <p>8.1 Report on P & C initiatives: Anthony advised that the P&C have given \$20,000 to the school. He reported that the new P&C Office and the OSCA and Uniform Service conversions were complete. The P&C is investigating the possible extension to the Undercover Area.</p> | <p>8.1 Report noted.</p> |
| <p>9. General Business</p> <p>All</p> | <p>9.1 Mount Lawley Primary School Fundraiser: Dale advised that MHPS is holding a Free Dress day on Fri, 26 Jul 12 to raise funds for the Mt Lawley PS P&C. Curriculum resources have been offered and we are accommodating the Mt Lawley community choir for rehearsals in the music room.</p> | <p>9.1 Michael will write to the Department to congratulate them on speedy relocation of Mt Lawley PS.</p> |

Meeting closed: 2023 h

Next Meeting: 05 Sep 12

Recorded by: _____

Date: _____

Approved by: _____

Date: _____