



SCHOOLS BOARD MEETING

MINUTES – 25 May 2016

Present: Carol Selley, Alison Harman, Michael Jenkin, Jane Gillies, Kaye Ward, Alex Castle, Kimberley Mann, John Siamos, Edward Greaves, Catrina Campbell-Fraser
Campbell Baird (Chair, Kyilla PS Board: Observer)

Chair: Michael Jenkin

Apologies: Lorena Rock, Shari McKeown

Scribe: Michael Jenkin

Meeting opened: 1900 h

Meeting closed: 2049 h

Next Meeting: 03 Aug 16

Agenda Item	Details / Discussion	Notes
<p>1. Welcome & Previous Minutes etc</p> <p><i>Michael / Carol</i></p>	<p>1.1 Welcome: Michael opened the meeting at 1900h and welcomed everyone. Special welcome extended to new Board member Catrina Campbell-Fraser and the Chair of Kyilla PS Board, who attended as an observer.</p> <p>1.2 Ratification of amended Terms of Reference: Michael tabled the amended Terms of Reference which had previously been approved by Board members via email. It was moved Alex, seconded Kim that the amended Terms of Reference be ratified.</p> <p>1.3 Election of Board Members: Michael noted that all current Board members and Catrina had nominated for Board membership. As the number of nominations did not exceed the available positions, Michael declared all nominees duly elected.</p> <p>1.4 Election of Board Chair: Michael vacated the Chair and Carol took over the meeting. Carol called for nominations for Board Chair. Michael was the only nominee. It was moved Scott, seconded Edward that Michael be declared Chair of the Board for a 12-month term.</p> <p>1.5 Minutes of Meeting 24 February 2016: Kim noted that an amendment was required to point 5 in the 24 Feb 16 Minutes – in short, a sentence had been half finished. Michael suggested a decent scribe be sourced. With that amendment, it was moved Kim, seconded Alex that the Minutes be accepted as true and correct.</p> <p>1.6 Business Arising from previous minutes:</p> <p>1.6.1 Matlock Street Crosswalk: Carol noted that following the visit by the Dep. Premier and Eleni Evangel, MLA, the campus had been offered a "Category B" crosswalk. This requires a volunteer attendant. The P&C is presently considering offering a small honorarium. The strategy is to build numbers and reapply for a Category A crosswalk – which is the same as Category B, except that the Government pays the attendant.</p>	<p>1.1 Noted</p> <p>1.2 Motion carried without dissent. Amended Terms of Reference to be published on the website by Alex ASAP.</p> <p>1.3 Noted. Board members declared elected.</p> <p>1.4 Motion carried without dissent. Michael elected Chair for a further 12-month term.</p> <p>1.5 Motion carried without dissent. Minutes accepted as true and correct.</p> <p>1.6 Noted.</p>

<p>1. Welcome & Previous Minutes etc</p> <p><i>Michael / Carol</i></p>	<p>1.6.1 TiqBiz ESC issue: Edward advised that the password issue with the TiqBiz app for the ESC had been resolved.</p> <p>1.7 Correspondence: In: Invitation from Ken Travers MLC to meet Sue Ellery, Shadow Minister for Education. Out: None.</p>	<p>1.6.1 Noted</p> <p>1.7. Noted</p>
<p>2. Principals' Finance Reports</p> <p><i>Alison / Carol</i></p>	<p>2.1 School Funding Agreements: Michael advised Board members that he had signed these agreements for both schools on behalf of the Board.</p> <p>2.2 ESC Finance report: Alison tabled the ESC Financial Summary. Presently, total funds for 2016 are \$2.2 million with projected Expenditure of \$1.9 million. John asked about how expenditure was monitored and Alison explained the tools available.</p> <p>2.3 MHPS Financial Summary – 2016: Carol tabled the MHPS Financial Report. In terms of significant expenditure, Carol noted that minor works totalling \$25,000 were underway (fencing, drainage, netballs rings, landscaping around the demountables). The plan is to use P&C funding to install shade structures at Margaret Kindy – about \$11,000, this is part of a \$25K project to upgrade the Kindy grounds. Education Assistant and IT time had both been increased now that the freeze is over. Hardware will be upgraded once current leases expire.</p>	<p>2.1 Noted.</p> <p>2.2 Noted.</p> <p>2.3 Noted.</p>
<p>3. Principals' Reports</p> <p><i>Alison / Carol</i></p>	<p>3.1 ESC Principal's report: Alison tabled her report. As the hiring freeze is over EA's can now be hired. Alison noted that there has been change in departmental policy regarding dis-regulated students. The new policy will cause practical difficulty in managing these students because it essentially requires a dedicated area to be quarantined for the sole use of that student. Ed noted that this policy change was probably as a result of some recent controversial cases in Queensland. The Department's only other option is for staff to be trained in restraining such students – this has practical and ethical issues. Alex noted that this strategy would undoubtedly expose the Department to further difficulty. Board members expressed their dissatisfaction with the new policy. Ed asked whether the Unions had commented on these issues and Alison said she was unsure. Ed said he was happy to meet with departmental representatives to discuss. Board members expressed their unanimous support for Alison in these difficult circumstances. On a more positive note, the recently delivered "Squeeze Machine" was proving to be very popular indeed.</p> <p>3.2 MHPS Principal's Report: Carol tabled her report and noted that she has changed the format so that it now aligns with the MHPS Business Plan. Board members liked the new format. Carol noted that Workforce planning is the main issue she is currently working on. Of the 70 MHPS staff, 20 will be on various types on leave in Term 4. Carol noted that about half of the Professional Development fund (\$15,000) has been spent.</p>	<p>3.1 Alison's report was noted.</p> <p>3.2 Noted.</p>

<p>4. Surveys</p> <p><i>Carol</i></p>	<p>4. National Schools Opinion Survey: Carol has suggested that the survey be circulated widely to the school community in the next Newsletter. Parents will be encouraged to complete the survey. Scott asked whether any additional questions need to be included. After discussion, the Board agreed that it would not be necessary to add additional questions to the survey. Alex noted that short surveys on specific issues will continue to be used on an ad hoc basis.</p>	<p>4. Noted. Survey link to go out on the next Newsletter.</p>
<p>5. Business Plan 2016</p> <p><i>Kimberley</i></p>	<p>5. Business Plan - Objective Monitoring: Kim tabled the monitoring document she has previously circulated to Board members and asked for feedback on the document. Alex noted that at the IPS review, the targets will be examined by the review panel. There was discussion about how the targets will be reviewed. Carol's new format for the Principal's report will tie into the Board's review of objectives. Board members will be invited to attend meetings dealing with key areas they have indicated they are interested in. Alison noted that it was important to demonstrate continuous monitoring. Carol will advise Board members about when to attend relevant meetings with as much notice as possible. John suggested that this item become a standing agenda item and Board members agreed. Scott offered to help create a suitable monitoring tool in conjunction with Carol and Kim. Catrina asked whether there were action items which sat behind each target. Jane explained that there were and that this would be the subject of ongoing reports to the Board.</p>	<p>5. Noted. Carol to advise Board members when their business area is being discussed. Scott to create monitoring tool in conjunction with Carol and Kim.</p>
<p>6. P&C Update</p> <p><i>Alex</i></p>	<p>6. P&C Update: Alex provided an update on the P&C activities. At the recent AGM a new Executive had been elected and was working very well. The P&C is looking at purchasing a defibrillator for use at the Campus with the location to be determined. A new uniform jacket is being considered for the Uniform Shop as there have been issues with the supply of hoodies. Because of the wording of the Dress Code, no amendment will be necessary. A number of grants are being explored by the P&C's Grants committee. The Fundraising Committee has been conducting a number of activities including raffles and and a stall at the Mount Hawthorn Street Festival and an Election Day sausage sizzle is planned.</p>	<p>6. Noted.</p>
<p>7. Policies</p> <p><i>Jane and Kaye</i></p>	<p>7. Sunsmart Policy: Kaye tabled the draft policy. Essentially, "No hat / No play" operates for Terms 1 and 4. Hats are required for sunny days in Terms 2 and 3. Children playing in the shade do not require hats. Alex asked about rashies for swimming and Jane noted that these were widely worn. Scott noted that some SunSmart policy requirements were not being followed, namely at sporting activities at certain times. Kaye noted that because of time / space constraints, there are times when sporting activities have to be conducted outdoors. Ed suggested that paragraph 2 of the policy be clarified so that it is clear that the "No hat – No play" applies to Terms 1 and 4 and during sunny days in Terms 2 and 3. Kaye will make the suggested changes. Scott noted that the policy needed to be reviewed annually.</p>	<p>7. Draft policy to be amended as suggested by Ed. Alex will check that the broad brim hat supplied by the Uniform Shop complies with the requirements of the policy.</p>

<p>8. General Business</p> <p>All</p>	<p>8.1 Vincent Children and Young Persons Advisory Group: Alex recently attended a meeting of this group which looks at facilities, events etc for young people (ie: those up to 25 years). The Group is keen to support school-based initiatives. Previously, the Group has successfully lobbied for the Churchlands bus and the MH Adventure Playground. Scott offered to facilitate interaction between the Group and the Commissioner.</p> <p>8.2 Board Training: Kimberley noted that some of her colleagues have attended Board Training conducted by various organisations. John has done similar courses which are very business focussed. Michael explained that this training, (which was relevant to Boards that exercised executive functions) would not really be of much relevance to the Board – given that we are in effect an advisory council and are prohibited from getting involved in the day-to-day administration of the school. Michael briefed the Board on the protection provided to Board members by the <i>Schools Education Act</i>. Board members will consider whether induction training needs to be enhanced. Scott advised that Scholarships Australia has an email list and provides funding for various forms of training. Scott further advised that he is involved with the Nounce Group which is developing training which may be suitable for out type of Board. Scott will keep the Board updated on this initiative.</p> <p>8.3 Key messages for the Board: Carol asked the Board to encourage people to complete the National Schools Opinion Survey.</p> <p>8.4 Board photos: Alex will take photos of Board members on a date to be confirmed. Board members were asked to provide Alex with updated bios by the end of May.</p> <p>8.5 Board policies: Scott asked how the "policy capture" project is progressing. Jane will update the Board on progress at the next Board meeting.</p> <p>8.6 Scratch: A successful, well attended computer coding course is being conducted. The Board is to monitor how it can assist this program.</p> <p>8.7 Meetings between meetings: Scott asked about extra meetings in Terms 1 and 4. It was agreed that an extra meeting would be held in September.</p> <p>8.8 Swimming Carnival behaviour: Scott and Alex noted that there had been issues with the behaviour of a small number of parents at recent MHPS sporting events. The Board expressed its strong support for the leadership teachers have shown in this area and called on all members of the campus community to model appropriate behaviour. It was agreed that an item will be placed in the next Newsletter.</p>	<p>8.1 Noted.</p> <p>8.2 Noted. Scott to update Board on available training.</p> <p>8.3 Noted.</p> <p>8.4 Noted. Board members to update bios.</p> <p>8.5 Jane to update Board at the 03 Aug 16 meeting.</p> <p>8.6 Noted</p> <p>8.7 Noted.</p> <p>8.8 Matter to be dealt with in the next Newsletter. The Board expressed strong support for the role of teachers in this area.</p>
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Meeting closed: 2049 h

Next Meetings: 03 Aug 16 & 07 Sep 16