



SCHOOLS BOARD MEETING Minutes 31 July 2013

Present: Dale Mackesey, Alison Harman, Michael Jenkin, Lorena Rock, Jane Gillies, Scott Bywaters, Shari McKeown, Brett McKenzie, Alex Castle, John Siamos, Kimberley Mann.

Chair: Michael Jenkin

Apologies: Nil

Scribe: Vicki Roberts

<p>1. Welcome & Previous Minutes</p> <p><i>Michael</i></p>	<p>1.1 Minutes of Last Meeting: Michael opened the meeting at 1904 h. It was moved Brett, seconded Shari that the Minutes of Board's meeting on 8 May 2013 be accepted as correct.</p> <p>Action: Carried without dissent.</p> <p>1.2 Corro: In: Michael tabled letters from:</p> <p>Anne Chapple from Anzac Cottage: the letter offered on ongoing bursary to a student who demonstrates the ANZAC spirit. The Board was supportive of this offer and requested Dale to follow this up direct with Ms Chapple.</p> <p>Action: Dale will meet with Anne to develop guidelines for the bursary program.</p> <p>Sharyn O'Neill, Director General, Department of Education re Annual Performance: the Board expressed surprise at the bland terms of the letter and in particular the comment that Dale's performance was rated as "sound" when on any objective measure, his performance (and indeed that of Alison Harman) was outstanding. It would appear that the letter is a stock standard response which is disappointing given that in its terms, the letter does not reflect what is happening at the Mount Hawthorn campus.</p> <p>Out: Nil</p>
<p>2. Financial Reports</p> <p><i>Alison / Dale</i></p>	<p>2. Financial reports: Dale and Alison tabled their respective financial summaries for July 2013.</p> <p>2.1 ESC Report: Alison tabled a report from the ESC sub committee meeting of 26 Jun 13 and updated the Board on current projects. Alison noted that some ESC parents wished to write to local businesses for donations.</p> <p>Action: It was agreed that whilst ESC parents wishing to write letters to businesses requesting financial support should be encouraged, it would be appreciated if they could consult with Alex to ensure a coordinated approach with the P&C.</p>

<p>2. Financial Reports (cont'd)</p> <p><i>Alison / Dale</i></p>	<p>2.2 MHPS Report: Dale tabled the minutes of the last MHPS Finance Committee meeting and briefed the Board on the submission process the Committee uses to determine how to allocate the available funds between competing areas of demand. A total of \$150,000 was recently allocated using this process.</p>
<p>3. Principal's Reports</p> <p><i>Dale / Alison / Lorena</i></p>	<p>Alison</p> <p>3.1 Alison noted that the ESC Committee minutes she had tabled addressed all of the relevant issues she wished to raise.</p> <p>Dale</p> <p>3.2 School Classroom structure 2014: Dale reviewed anticipated enrolments and likely structures for 2014. These are subject to change; however planning has commenced based on initial indications. Dale noted that numbers in 2014 will be high but that in 2015, 70 Year 7 students will move to High School.</p> <p>Action: Dale will update the Board on the proposed 2014 school structure at the Board's next meeting.</p> <p>3.3 Workforce Plan 2014: Dale advised that a workforce plan for 2014 is under development. Lorena outlined the planning that is being done to qualify staff as early childhood teachers.</p> <p>Action: The Workforce plan for 2014 will be presented to the Board at the next meeting.</p> <p>3.4 External Review: the schools will each undergo an external review by the Department at some point (TBC) in 2014.</p> <p>3.5 Traffic Management: Dale advised that to better manage traffic flow on Killarney Street, the Kiss & Drive will be extended east towards Scarborough Beach Road. The impact of this change will be closely monitored and further consideration may be given to quarantining parking bays close to Scarborough Beach Road for morning and afternoon pick-ups. The option of whether parking bays could be "cut in" to the verge along the Scarborough Beach Road aspect of the campus will be explored.</p> <p>Action: Michael will write to City of Vincent to request that they pursue the idea of installing parking bays on the verge along the Scarborough Beach Road aspect of the campus Action: The Board will finalise their decision about off street parking on Killarney Street at the next meeting.</p> <p>3.6 RSL Partnership: Dale advised that members of the Mt Hawthorn sub-Branch of the RSL will use the staff room for their monthly meetings (held on the second Monday of the month). This complements our School Business Plan by reinforcing links with local community groups. Courtesy of the City of Vincent, the sub-Branch's memorabilia will be displayed in the Community Hall at Braithwaite Park.</p>

<p>4. Reporting to Parents</p> <p><i>Dale / Jane / Alex</i></p>	<p>4.1 Policy update: Jane thanked Kimberley and Alex for attending several meetings with her to review the Reporting to Parents Policy. Jane is waiting on release of the Department's policy before further updating the Board on progress.</p> <p>Action: The Reporting Policy will be finalised by the end of 2013.</p> <p>4.2 Parent Survey on Reporting: Alex tabled the results of a recent survey about reporting practices at the school. A whopping 175 parents responded and the results were overwhelmingly positive. Parents indicated that they would like a formal interview in any event and not just when an issue arose with their child. Dale is looking into the feasibility of running a one day interview session where parents could see their child's teacher for 10 -15 mins early in say Term 2, 2014. Other feedback showed parents favoured classroom blogs and email updates from teachers and would prefer more advance warning of upcoming events.</p> <p>Action: Dale will progress the idea of a nominated interview day in 2014.</p> <p>4.3 Term 3 Survey: a survey of students in Years 2, 4 and 6 and their parents will be conducted in Term 3 on the issue of bullying.</p>
<p>5. Board Committee Updates</p> <p><i>Michael, Scott and Shari</i></p>	<p>5.1 Dress code: Shari tabled a report on the progress she is making on developing a draft Dress Code for the Board's consideration. The <i>School Education Act</i> requires the Board (in consultation with parents, students and teachers) to determine the school's Dress Code. An extensive consultation process has occurred and the Board congratulated Shari and Maree Pickens on their outstanding efforts to in this regard. Shari will circulate the draft Code in the next week or so for the Board's consideration. Kimberley suggested that if it doesn't already do so, the Code should include a statement about the purpose and the importance of the Dress Code to the campus community. Whilst the <i>School Education Regulations</i> contain sanctions for non-compliance, it is hoped that as usual at our campus, compliance will be obtained by positive reinforcements of behaviour.</p> <p>Action: As soon as convenient, Shari will circulate the draft Dress Code for the Board's consideration.</p> <p>5.2 Planning Committee: Scott outlined the role of the Board's Planning Committee and reported that he is working with Tim and Stuart to address the key purposes of the Committee. He noted that the proposed Undercover/classroom building project was taking up the majority of the planning group's time. Scott will convene a meeting of the Planning Committee soon. Dale updated the Board on the progress of the building project and reported that the preferred option of extending the existing BER classroom/art room and constructing an Undercover area (800 square metres) was under active consideration by the Department.</p> <p>Action: Dale will inform the Board once he hears more from the Department.</p>

<p>6. School Reclassification 2015</p> <p><i>Dale</i></p>	<p>6.1 Reclassification of MHPS for the 2015 school year: Dale advised he received an email from Liza Boland advising that because of increased enrolments, it is likely that MHPS will be reclassified as a Level 6 school in 2015. Although the school is currently resourced as if it were a Level 6 school, as and when the process is formalised, the position of Principal would need to be advertised and filled on a merit select basis. Given that the current Delivery Performance Agreement we have with the Department expires in January 2015 and the fact that there is no need to embark on the reclassification process until then. The Board expressed its complete support for the outstanding job Dale is doing as Principal.</p> <p>Action: Michael will write to the Department requesting the formal reclassification process be deferred until the end of 2014.</p>
<p>7. P&C Update</p> <p>Alex</p>	<p>7.1 P&C Report: Alex reported on the following P&C initiatives:</p> <ul style="list-style-type: none"> • Lapathon: very well received and ties in with the curriculum (fitness) with \$9,660.00 raised to date and still counting; • Parents "Games" night: planned for 23 Aug 13; and • Sausage Sizzles: two are planned – one at opening of The Mezz refurbishments on 31 Aug 13 and other for the Federal election (date TBC by Prime Minister Rudd).
<p>8. General Business</p> <p><i>All</i></p>	<p>8.1 Nil.</p>

Meeting closed: 2042 h

Next Meeting: Wed 30 Oct 2013

Recorded by: _____ Date: _____

Approved by: _____ Date: _____