



SCHOOLS BOARD MEETING Minutes 5 September 2012

Present: Dale Mackesey, Alison Harman, Michael Jenkin, Anthony Ellis, Jodi Taylor, Lorena Rock, Peter Ficko, Yvonne Leonzini, Scott Bywaters, Shari McKeown & Kerrily Waters

Chair: Michael Jenkin

Apologies: None received.

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 1903 h.</p> <p>1.2 Minutes of Last Meeting: It was moved Brett, seconded Yvonne that the Minutes of the Board meeting held on 25 July 12 be accepted as correct.</p> <p>1.3 Business Arising from previous minutes: Nil</p> <p>1.4 Correspondence: Michael tabled: Corro in from: Amanda Kakulas re parking concerns at Margaret Kindy; Sharyn O'Neill re the Department's response to the fire at Mt Lawley PS; Alannah MacTiernan re "Cash for Cans" scheme; and Peter Wood re IPS Review. Corro out to: John Giorgi re application for parking permits at Richmond Street; and Peter Wood re IPS Review document and information request.</p>	<p>1.1 Noted.</p> <p>1.2 Carried without dissent.</p> <p>1.3 Nil.</p> <p>1.4 Noted.</p>
<p>2. Joint Board application <i>Michael</i></p>	<p>2. Amendments to the Terms of Reference: Michael noted that Board's Terms of Reference had been amended to accommodate our request to the Department to operate as a joint board for the ESC and the PS. Positive feedback has been received from the Department and we have been asked to submit a fresh application including a statement regarding the benefits of the joint Board and the consultation process.</p>	<p>2. Michael will draft a statement for the application. Dale, Alison and Michael will sign and submit the application.</p>
<p>3. Campus Master Plan 2013 - 2015 <i>Dale</i></p>	<p>3. Submission re the expected pressure on the campus due to increased enrolment. Dale advised that the anticipated enrolments for 2013 were 794 students. Similar enrolment levels are expected for 2014 and 2015. Dale suggested that a proactive approach to planning for future enrolments - in consultation with P&C and the Board. Dale tabled a 2005 Submission to support an upgrade of facilities. Ideas for consideration include an Adventure Playground at Braithwaite Park (possibly funded jointly by COV and DET); leasing the Lesser Hall for use as classrooms and possible further development of the campus. Michael suggested that the Board convene a committee to facilitate a community meeting to discuss the issue. Representatives from COV and DET could be invited. Scott expressed interest in committee membership.</p>	<p>3. Dale will seek a demographer's report. Michael will convene a Board committee.</p>

<p>4. Enrolments 2013</p> <p><i>Dale</i></p>	<p>4.1 Anticipated Enrolments: expected PS enrolments for 2013 are 794 (including 112 for Kindy). Dale noted that at this level, the school can be classified as L6 and would attract additional funding as a result.</p> <p>4.2 Possible Structures 2013: Dale tabled a graph identifying possible class numbers and structures for 2013.</p> <p>4.3 New teaching areas: Dale advised that to accommodate the expected enrolments for 2013, the school has requested a transportable classroom (to be located adjacent to Room 24). Consideration was given to converting the senior computer lab into classrooms but this idea has been deferred.</p>	<p>4.1 Noted.</p> <p>4.2 Noted.</p> <p>4.3 Noted.</p>
<p>5. Updates on Board Committees</p> <p><i>Michael, Peter, Dale & Shari</i></p>	<p>5.1 Governance Committee: Peter tabled a Governance framework developed by the Governance Committee. Michael noted that the governance framework needed to relate to the Board's functions and that whilst the Board can be supportive with respect to school management issues, the Board is prohibited by s132 of the School Education Act 1999 from intervening in the control or management of the schools.</p> <p>5.2 Public Affairs Committee: Michael advised that the Committee's draft PR plan had been forwarded to Tony Monaghan for comment. A letter to local traders introducing the Board will be sent out soon. Shari is currently finalising a database of local traders.</p> <p>5.3 Reporting to Parents: Lorena spoke about a new format for Pre-primary reports, in the context of PP becoming compulsory in 2103. Lorena will seek feedback from parents about the different ways we report to parents. Jodi is the Board's representative on this reference group.</p> <p>5.4 Dress Code: Dale tabled the current Uniform Code and asked that it be examined by the Board to ensure it reflects current habits. Feedback on the Code is required before further consideration by the Board. Kerrily will discuss the Code with the P & C's Uniform Coordinator and then seek feedback from parents via the Liaison Parent network. Dale will arrange for the Student Council to seek feedback from students about the Code.</p> <p>5.5 Loftus Centre Bus: the Loftus Community Centre has advised that it will establish a bus service to MHPS before and after school. OSCA are happy to support this initiative.</p>	<p>5.1 Peter will distribute the framework to Board members for consideration.</p> <p>5.2 The letter will be sent to local traders on Board letterhead.</p> <p>5.3 Noted.</p> <p>5.4 Kerrily and Dale will take the actions noted.</p> <p>5.5 Noted.</p>
<p>6. School Development Days 2013</p> <p><i>Dale</i></p>	<p>6. Planned School Development Days for 2013: Dale advised that the proposed School Development Days for 2013 are: 31 Jan, 01 Feb, 28 March, 22 July, 14 & 15 Oct 2013.</p>	<p>6. Noted.</p>

<p>7. Finance Reports <i>Alison / Dale</i></p>	<p>7.1 August Summary: Dale and Alison updated the Board on the financial positions of their schools. Alison reported that her next major expenditure is for a shade sail over ESC sandpit. Dale reported that the PS's RFSA is over budget due to a staff member being on extended leave in Term 3. The identified shortfall will be reimbursed by the Department.</p> <p>7.2 Recognition: Dale reported that a donation to the PS of \$5,000 has been received from a family who wish to remain anonymous. The funds will be used to purchase a storage shed.</p> <p>7.3 Booklists supplier: Lorena advised that the school's preferred 2013 supplier is Campion. Campion will set up a "shop" at the school on 30 or 31 January 13 for collection of orders.</p> <p>7.4 Fees & Charges 2013: Alison tabled the ESC's proposed 2013 Fees and Charges for endorsement by the Board. Dale will present the PS's at the next Board meeting.</p>	<p>7.1 Noted.</p> <p>7.2 The Board will write to the family (via Dale) expressing its thanks for this generous donation.</p> <p>7.3 Noted.</p> <p>7.4 The 2013 ESC Fees and Charges were endorsed by the Board.</p>
<p>8. P & C Update <i>Anthony</i></p>	<p>8. Report on P & C initiatives: Anthony advised that the P&C have decided to focus on social activities for the rest of the year; including a movie night and a Halloween disco. Online canteen ordering will be implemented in Term 4. A Busy Bee to work on the PP and Fairy Garden areas will be held on 7 September 12. The activity will be followed by a sun-downer.</p>	<p>8. Noted.</p>
<p>9. General Business All</p>	<p>9.1 Board Commendation Certificate and Letterhead: Michael acknowledged Alex Castle's work in preparing designs for the certificate and letterhead and tabled samples of each. The Board selected its preferred options but asked that a border be added to the certificate. Vicki will ask Alex to make this change and will then arrange to have stock printed.</p> <p>9.2 Mount Hawthorn Chiropractor: Dale noted that the neighbouring Chiropractor business had been unhappy about disruptions caused during the installation of the BER funded PP playground. Unfortunately, the schools had nothing to do with the BER works but the Board acknowledges that nevertheless, the business is unhappy.</p> <p>9.3 Parking Assessment: Dale has asked the City of Vincent to make an assessment of parking issues at the campus with a view to looking at possible solutions.</p> <p>9.4 DET Policy re K & P students with intellectual disabilities: Alison advised that the ESC is running a program for K & P students with autism and that Westminster PS will cater for K & P students with intellectual disabilities. The ESC and Westminster PS will cross-refer students in relevant categories to each other.</p>	<p>9.1 The Board approved Letterhead and Certificate (as amended). Vicki will arrange for quantities of both to be printed.</p> <p>9.2 Michael will send a letter to the Chiropractor expressing concern about the disruptions.</p> <p>9.3 Noted.</p> <p>9.4 Noted</p>

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<p>9. General Business</p> <p>[Continued]</p> <p>All</p>	<p>9.5 Schools Board Newsletter: Michael noted that in line with the Board's proposed PR plan, it had been decided to send a Board Newsletter home once per year. Dale suggested that this be issued in lieu of the PS Newsletter for the relevant week.</p> <p>9.6 Traffic management sign: Michael suggested that the Board seek an update from the City of Vincent about the plan to seek funding from Roadwise WA for a traffic management sign to be shared between local primary schools.</p> <p>9.7 Kindy parking issue: Shari noted that since her letter to City of Vincent CEO about parking issues, she has had a site meeting with Jim McLean. The issue (which was initially raised with the PS by Amanda Kakulas) is that parents dropping off and collecting students at the Kindy are being forced to pay for parking. Shari's letter suggested a permit system to allow parents to park free for brief periods during the morning and afternoon drop-off/pick-up. Jim will progress the idea to the Council. Shari will keep the Board advised of progress.</p> <p>9.8 Community to be invited to the next Board meeting: Michael noted that in accordance with the Board's Terms of Reference, its meetings are generally open to the public. However, once per year, a special effort is made to encourage parents and community members to attend Board meeting. It was decided that such an invite would be sent out for the Board's next meeting.</p>	<p>9.5 Michael will prepare a draft Newsletter for the Board's review.</p> <p>9.6 Michael will write to COV seeking an update.</p> <p>9.7 Noted.</p> <p>9.7 The community is to be invited to the Board's next meeting (07 Nov 12).</p>
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Meeting closed: 2046 h

Next Meeting: 07 Nov 12 (Open General Meeting)

Recorded by: _____

Date: _____

Approved by: _____

Date: _____