



# SCHOOLS BOARD MEETING

## MINUTES – Wednesday, 11 March 2015

Present: Dale Mackesey, Alison Harman, Michael Jenkin, Lorena Rock, Jane Gillies, Shari McKeown, Scott Bywaters, Alex Castle, Kimberley Mann, John Siamos, Kay Ward and Edward Greaves. Marjorie Commijs attended the meeting to address the Board on financial matters.

Chair: Michael Jenkin

Apologies: None

Scribe: Vicki Roberts

Meeting opened: 7.05 pm

Meeting closed: 8.54 pm

Next Meeting: 20 May 2015

Agenda Item	Details / Discussion	Action statement / Notes
<p><b>1. Welcome &amp; Previous Minutes</b></p> <p><i>Michael</i></p>	<p><b>1.1 Welcome:</b> Michael opened the meeting at 7.05pm and welcomed Board members. He extended a particularly warm welcome to Edward, attending his first meeting as ESC parent rep and to Marjorie (Business Support Officer MHPS).</p> <p><b>1.2 Minutes of last meeting:</b> it was moved Shari, seconded Alex that the minutes of the Boards meeting on 22 Oct 15 be accepted as correct.</p> <p><b>1.3 Business Arising:</b> Nil.</p> <p><b>1.4 Correspondence:</b></p> <p><b>In:</b> Eleni Evangel, MLA (Hansard extract referring to new Undercover area; Mr &amp; Mrs Stark (reflections on MHPS experience); and an Auditing firm offering their services.</p> <p><b>Out:</b> John Carey, Mayor, City of Vincent (resending letter: 22 Oct 14 re shared use of facilities)</p>	<p>1.1 Noted.</p> <p>1.2 Motion carried without dissent.</p> <p>1.3 N/A.</p> <p>1.4 Noted.</p>
<p><b>2. Principals' Finance Reports</b></p> <p><i>Alison</i></p>	<p><b>2.1 ESC Financial Report:</b> Alison tabled the ESC budget and addressed the Board on the school's current financial position. Alison explained that the new "student centred funding" model had meant some operational changes and that there was some uncertainty re funding levels for 2016. Alison is adopting a cautious approach to her budget and holding some funds in reserve for extra staff / resource purchases. Board members asked questions about how the student fund model worked and Alison explained that when a student leaves the ESC, their funding goes with them. Alison is looking at hiring extra staff to deal with the 3 new primary school students the ESC has this year. Scott asked a question about the format of the ESC's finance documents and Edward asked about <u>the process of paying</u> staff salaries.</p>	<p>2.1 ESC Draft Budget endorsed by the Board.</p>

<p><b>2. Principals' Finance Reports</b></p> <p><i>Dale / Marjorie</i></p>	<p><b>2.2 MHPS Financial Report:</b> Dale tabled the MHPS budget and addressed the Board on the school's current financial position. Dale advised that a cash of about 8% of the total budget (ie: about \$450,000) would be carried over for operational expenses during the year. An amount has been set aside to fund relief staff as required and Dale is considering a proposal to employ a Speech Pathologist at the Kindy, one day per week plus some further Education Assistant support in the junior school and some additional admin support for the front office. Dale will report back to the Board on these initiatives. Marjorie explained how the Department's building infrastructure process works and addressed several of the line items in the proposed budget. Michael asked about the reduction in funds allocated to professional development and Dale explained that this year, greater staff learning experiences would be delivered "in-house" at a much lower cost. Dale advised the Board that the Tablet project would see 30 tablets purchased in second semester. Tablet use will be monitored to ensure that a quality learning experience is delivered. Shari asked about classroom upgrades and Dale advised that these were ongoing but cost about \$30,000 per room. Marjorie noted that the school places money in reserve accounts and that from 2015, one of these would be the Tiger Turf replacement fund.</p>	<p>2.2 MHPS Draft Budget endorsed by the Board.</p>
<p><b>3. Principals' Reports</b></p> <p><i>Alison / Dale</i></p>	<p><b>3.1 ESC Principal's Report:</b> Alison advised ESC priorities for 2015 were: numeracy; literacy; music; and increasing independence. Speech therapy (which has made a big difference to many students) would be continued. Alison briefed the Board on a new device called "Magic Carpet" that is being used with great effect in the school. This brilliant device projects images onto the floor and sensors allow students to interact with those images. There are 25 different scenarios including a soccer pitch, a lily pond etc. The device was invented by University of Queensland and is proving particularly useful in engaging non-verbal students. Alison advised that she was not expecting any large purchases or repair bills this year. Scott asked if the school was involved in any external agency research this year. Alison responded "not this year" but noted that last year school staff had developed a range of resources for use by other centres, especially those in remote areas. Michael noted that as a result, the ESC was regarded as a lighthouse school.</p> <p><b>3.2. MHPS Principal's Report:</b> Dale tabled his school report and noted that the school has had a fantastic start to 2015. With no building works planned this year, and the completion of the new play areas, the grounds are looking great. Dale's aim for the school is that it continues to be a school of choice and that it continues to perform at or in excess of the levels achieved by like schools. Dale mentioned the importance of monitoring student performance across a range of learning areas and Scott asked about how this would be achieved. Dale noted that with the introduction of the Australian Curriculum, there had been a great deal of work on the "what" of teaching and that he was now focussed on the "how". Kimberley asked how this was going to be achieved and Dale advised that he is adopting a "whole of school" response to this issue. Teachers are being encouraged to adopt an integrated approach to the learning areas and actively seek out new and innovative ways to deliver the content. The rollout of the new curriculum in the learning areas of: English, Maths, Science and History – will be examined in detail in this year.</p>	<p>3.1 ESC Principal's report noted.</p> <p>3.2 MHPS Principal's report noted.</p>

<p><b>3. Principals' Reports</b></p> <p><i>Dale</i></p>	<p>Jane spoke about how data from WALNA and NAPLAN testing will be used to inform efforts to enhance student progress. Dale noted that the school is pursuing opportunities for mutual benefit with the City of Vincent – these include the shared use of facilities proposal and an idea with respect to supporting a trainee gardener in return for grounds maintenance. Kimberley noted that given the fact that the City is no longer amalgamating with the City of Perth, it would be timely to meet with the City to pursue these opportunities.</p>	<p>3.2 MHPS Principal's report noted.</p>
<p><b>4. Board Elections</b></p> <p><i>Michael</i></p>	<p><b>4.1 Election of ESC parent rep:</b> Michael noted that Edward had been elected unopposed as ESC parent rep. Given the change to clause 9 of the Board's Terms of Reference, Board members now serve a 2-year term. Edward's term therefore expires in 2017.</p> <p><b>4.2 Board elections in 2016:</b> Michael noted that the terms of existing Board members (who were elected in 2014) expire in 2016. Michael suggested that the Board's previous practice of calling for expressions of interest in Term 1 of the election year and conducting an election at the start of Term 2 (if the number of nominations exceeds vacancies) be continued. The Board agreed.</p>	<p>4.1 The Board noted Edward's election (unopposed) as ESC parent rep.</p> <p>4.2 The Board confirmed that the previous practice regarding Board elections would be continued.</p>
<p><b>5. Business Plan</b></p> <p><i>Michael</i></p>	<p><b>5.1 Business Plan:</b> Alex tabled the front page of the draft Business plan and noted that the aim was to present a snapshot of the school ethos and to demonstrate our focus in the "whole child". The Board acknowledged the hard work of Alex and Kimberley on this important project.</p> <p>Board members suggested some enhancements to the current draft - such as including a reference to the ESC in the introductory paragraph and deletion of the term "MHPS". Quotes from parents and students and from the school song will accompany photographs to demonstrate the diversity of our campus population. Alex noted that the Business Plan was a requirement for IP schools like MHPS and the ESC and that it was part of a hierarchy of documents which included:</p> <ul style="list-style-type: none"> <li>• Business Plan itself</li> <li>• Operational Plan</li> <li>• Strategic Plans for each year level</li> </ul> <p>Kimberley noted that the term "strategic plan" may be somewhat misleading given that this document is essentially the coal face statement of specific targets and how they will be met. Alex noted that the Business Plan needs to be ready by the end of next term. Therefore, the current draft will be placed in Dropbox so that Board members can forward immediate feedback to Alex and Dale. A final draft will then be placed in Dropbox so that at the next Board meeting, it can be signed off by the Board.</p>	<p>5.1 Draft Business Plan to be placed in Dropbox ASAP to allow Board members to send immediate feedback to Alex and Dale. Final version to be available prior to the next Board meeting on 20 May 15.</p>

<p><b>6. P&amp;C Update</b></p> <p>Alex</p>	<p><b>6.1 Report on P&amp;C initiatives:</b> Alex updated the Board on P&amp;C matters. The P&amp;C AGM was held on 23 Feb 15 and the new Executive is as follows:</p> <ul style="list-style-type: none"> <li>• President: Tim Swart</li> <li>• Vice-President: Alex Castle (Alex was also re-elected as the P&amp;C Board rep)</li> <li>• Hon. Treasurer: Michelle Rose</li> <li>• Hon. Secretary: Graham Gleeson</li> </ul> <p>Alex noted that 2015 was a Fair year and that Shari McKeown had been appointed as Fair Coordinator. A variety of activities were planned including: Outdoor Movie Night (01 May 15), Disco and a Quiz night (dates TBC). The Sundowner held at the start of the Term was a great success and very well attended – as evidenced by the fact that 400 serves of burgers/sausages were consumed. Alex noted that a joint P&amp;C / School Newsletter was now being issued and it was hoped that this would prove a more efficient way to get information to parents. Alex noted that 320 parents signed up to the school's Tiqbiz app and Alison asked that a box specific to the ESC be included. Vicki noted that the app was an excellent way to send out information and was a very useful to communicate emergency alerts.</p>	<p>6.1 Alex's P&amp;C Update was noted by the Board.</p>
<p><b>7. Surveys</b></p> <p>Dale / Alex</p>	<p><b>7.1 2015 National Opinion Survey:</b> Dale advised the Board that the school is required to complete this national survey once every two years. The survey would be delivered in Term 3.</p> <p><b>7.2 Campus surveys:</b> Alex noted that the brief targeted surveys used last year had proved an effective way to capture information and would be continued this year. The next survey would probably occur in Term 2.</p>	<p>7.1 Noted.</p> <p>7.2 Noted.</p>
<p><b>8. Policy Review</b></p> <p>Jane / Scott</p>	<p><b>8.1 Policy Review Committee:</b> Jane advised that she and Kaye had completed their review of departmental policies applicable to the school and that these had been placed in a single electronic file. Some redundant policies had been culled. The Board acknowledged Jane and Kaye's work on this project. Scott noted that the Board had established a Policy Review Committee which had been given three tasks:</p> <ul style="list-style-type: none"> <li>• Identify applicable policies</li> <li>• Place policies in a single electronic location</li> <li>• Prepare a draft timetable for periodic review of policies</li> </ul> <p>Scott noted that dot-points 1 and 2 had been achieved. Scott will convene a meeting of the Policy Review Committee to prepare the draft timetable. The draft will be presented to the Board at its next meeting.</p>	<p>8.1 Scott will convene a meeting of the Committee to prepare a draft timetable for consideration by the Board at its next meeting on 20 May 15.</p>

<p><b>9. General Business</b></p> <p><i>All</i></p>	<p><b>9.1 ANZAC House Bursary 2015:</b> Jane reminded the Board that the bursary is a cooperative project between Ms Anne Chapple and her family and the School. The bursary (of \$250) is awarded to a Year 6 student who displays ANZAC qualities (ie: leadership, mateship etc). The 2015 recipient is Ryan Cave from Room 22.</p> <p><b>9.2 Margaret Kindy:</b> Scott asked for an update re Margaret Kindy. Dale advised that the Kindy has had a good start to the year. The staff and parent parking issues have been resolved after consultation between the school, the Department and the City of Vincent. The situation is being monitored.</p> <p><b>9.3 ESC Bus drop-off zone:</b> Alison advised that the new “Kiss and Ride” road markings (which resulted in the old “bus zone” markings being removed) had made no impact on the ESC bus drop-offs at all and that the system was working well.</p> <p><b>9.4 Board goals:</b> Kimberley suggested that the Board develop a document setting out its goals for the year. Scott suggested that the document could identify the Board’s functions in two areas. The first would be: “business as usual” tasks and the second would be “growth” tasks. Alex noted that this was part of a wider process to continue to communicate the Board’s function and purpose to the campus community. Dale and Kimberley will meet to discuss the proposed document and present a draft to the next board meeting for approval.</p> <p><b>9.5 Future meetings:</b> the Board set meetings for:</p> <ul style="list-style-type: none"> <li>• 20 May 15; and</li> <li>• 19 Aug 15.</li> </ul> <p>There being no further business, Michael closed the meeting at 8.54 pm.</p>	<p>9.1 Noted.</p> <p>9.2 Noted.</p> <p>9.3 Noted.</p> <p>9.4 Dale and Kimberley will meet to draft a document for the Board’s approval.</p> <p>9.5 Noted.</p>
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Meeting closed: 8.54 pm

Next Meetings: 20 May 15  
3 Dec 15

Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_