

APPLECROSS PRIMARY SCHOOL
MINUTES OF SCHOOL BOARD MEETING (3/2018)
Held in the Principal's House at Applecross Primary School
65 Kintail Road, Applecross, WA 6153
on Tuesday 14 August 2018 at 6.30pm



ATTENDEES:

Chair: Sanchia Dashlooty **SD**

Principal: Kim Guelfi **KG**

Staff Representative Members: Louis Shepherd **LS**, Leniette Zalsman **LZ**

Parent Representative Members: Richard Gardner **RG**, Daniel Ballard **DB**, Christina Batson **CB**, Ryan Keys **RK**, Adrian Lim **AL**, Enda O'Sullivan **EoS**, Vikas Sehgal **VS**

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| 1 | Welcome | |
| 1.1 | Opening and welcome Meeting opened by Chair at 6.30pm | |
| 1.2 | Apologies Emma Dannemiller ED ; Sherelle Howitt SH , Shah Mackie SM | |
| 1.3 | Confirmation of Agenda Agenda confirmed | |
| 1.4 | Conflicts of Interest The Board confirmed that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Meeting Agenda | |
| 1.5 | Correspondence Correspondence from Department of Education re new school review process. KG will talk in detail about new process tonight. | |
| 2 | Review of previous meeting discussed | |
| 2.1 | Review of previous meeting Minutes Note regarding 3.2 budget comments. KG mentioned same soon to apply to teaching staff | |
| 2.2 | Actions arising <ul style="list-style-type: none"> • SD Board induction? Hoping for workshop. If anyone is interested online course modules are available. EoS worth doing – will send link to everyone. • AL was going to look into new private Applecross Kindy. \$100 pd. Could alleviate pressure. • SD re enrolment numbers - impact from development. ASHS head advised most people filling up school are from subdivisions not apartment blocks. | KG |
| 2.3 | Minutes signed and returned for filing | |
| 3 | Board Approvals and Information | |
| 3.1 | Terms of Reference <ul style="list-style-type: none"> • Time given to read and return feedback. Findings now incorporated into new doc. Discussed table of suggested changes. <ul style="list-style-type: none"> ○ RG change 'council' to 'board' throughout doc. ○ If voting by Email has to be 100% vote. (Unanimous). Premise that when we do email vote we need 100% response and 100% unanimous vote. ○ KG 6.5.1 – composition of Board. <i>Will be or could be?</i> Co-opted member is optional. Board can elect or choose not to elect. RG to include 'if'. ○ AL Quorum clause 12.6 needs to be amended. Co-opted member does not have a vote. Absolute majority still needs 8. For 12.6 absolute majority for 14 voting members. Need 9 out of 14 (8 out of 14 only 57%). RG if you have quorum you can have absolute majority which is 8 but quorum means 9. ○ KG 9.2 Council must hold at least 2- contradicts previous point stating 4. RK to tidy up. ○ Ordinary meeting includes annual public meeting. May have 2 meetings in Term 1. <p>All members present voted to (after few alterations from tonight's discussions) finalise Terms of Reference. Unanimous vote. Proposed updates to Terms of Reference passed.</p> | RK |

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| 3.2 | <p>School Board Effectiveness Survey</p> <ul style="list-style-type: none"> • Chance for us to assess ourselves. Any comments on internal functioning etc • Will send out early T4. Collate and results at T4 meeting. • RG and SD to consider questions. Anyone else wanting to be part of process email SD. | RG,SD |
| 3.3 | <p>2019 Booklists and Fees & Charges</p> <ul style="list-style-type: none"> • Required to get quotes from 3 suppliers every 2 years. Quotes from Ziggies, OfficeMax, Campion collated. Compared Year 1 and Year 6 charges. • Comparison of costs from 2018/2019 presented. • Very little in it when comparing costs. Decision made on service, delivery fees, etc. • Ziggies chosen because of service, presence, and good fit. Parents welcome to source stationery from anywhere. Ziggies chosen for next 2 years. <p>2019 Booklists approved by unanimous vote.</p> <p>2019 Fees and Charges</p> <ul style="list-style-type: none"> • Voluntary Contributions to remain at \$60. • P&C maintaining \$50 as is Building Fund donation pa per family. • Consider making it clearer that Building Fund is tax deductible. • Changes discussed. Bus charges non-refundable. Non attendance fees will be refunded. • Financial hardship cases – can approach Lisa for payment options etc. • 100% participation in school camp. Payments plans have been put in place. • Admin staff and Finance Committee made decision to get rid of Upfront Contribution. Doubling up into admin. As from end of 2018 – any money remaining in accounts will be refunded. Starting 2019 all students start off at same point. If family wants to pay for all of costs estimated there is that option. Still possible to set up payment plans across the year if desired. Admin staff will keep advising parents of systems in place. • EoS payment through skoolbag app? Uniform shop now taking payments using paypal. Looking into options for online school payments. <p>2019 Fees and Charges approved by unanimous vote.</p> | SS |
| 4 | Principal's Updates | |
| 4.1 | <p>2019 Projected Numbers and Workforce Planning</p> <ul style="list-style-type: none"> • Kindy enrolment numbers 63 for 2019. Been through process of checking with neighbouring schools. Down from past years. Research shows enrolment of children 0-5 is down everywhere. Dip in demographics. Will vary but currently have 53 – can take 63. • KG discussed proposed class structures for 2019. | |
| 4.2 | <p>School Community Survey</p> <ul style="list-style-type: none"> • DoE questions nonnegotiable. Can add own. • Very poor participation in the past. Possibly have on ipads to pass around at assembly, athletics carnival etc to try to improve parent responses. • KG have already started requests for response with blog that went out today. • RK academic to social activity to social wellbeing... more meaningful data gained from asking questions regarding social wellbeing? Have a look at possible questions that can be included. Include questions relating to BP. KG to consider additional questions. | KG |
| 4.3 | <p>Behaviour Management Policy Review</p> <ul style="list-style-type: none"> • Incorporated specific requirements for students with specific learning/disability/special needs. • Self-esteem. Leadership. Cooperation. • Called it Developing Positive Student Behaviour rather than Behaviour Management. • KG Its about treating specific behaviour and used by staff as reference. • KG Policy requires board input. Issues around bullying not in previous document but included in this. Include difference between one off incident vs bullying. • SD fed back comments from SH. Suggests that there be 2 docs. Operational one and separate document for parents to refer to. | KG |
| 4.4 | <p>Rental Agreements</p> <ul style="list-style-type: none"> • Board asked for input on policy regarding leasing property. • After school care and recently group wanting to teach mandarin leasing premises. Charged \$50 an hour. Business and for students from community. CampAustralia managed separately and provided for. | |

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| | <ul style="list-style-type: none"> • Need direction and guidelines (policy) to follow around renting space to outside parties using school facilities. • Lessors have to have own liability. Some schools have had bad experiences. <p>Board members confirmed by majority vote their support of concept of renting out buildings to out of school providers.</p> <ul style="list-style-type: none"> • Board to review proposed document at next meeting. | KG |
| 4.5 | <p>Data: My School Website & NAPLAN Projections</p> <ul style="list-style-type: none"> • Data not available before around 4th week of 4th term. • My School has interesting graphs wrt where school compares to like schools. • External review process has changed. <ul style="list-style-type: none"> ○ Still every 3 years but will now be self-assessment online. School logs onto centralised database. Access now with the Electronic School Assessment Tool... student achievement and progress, teaching quality, learning environment, leadership, relationships and partnerships and use of resources. ○ Maintains all data and after 3 years we summarise and submit. Can track back student data across years. Powerful form of data. Then reviewers come out for day and rate effectiveness. Quite simplistic compared to previous process. • KG pulled up school average score across curriculum. Results generally in same bracket throughout. • In summary students performing really well. Measurement from any other data should show same. | |
| 4.6 | <p>Budget Update</p> <ul style="list-style-type: none"> • Financials presented to Board - on track with our 96% spend of funding. | |
| 5 | • Reports | |
| 5.1 | <p>Uniform Sub Committee</p> <ul style="list-style-type: none"> • SD spoken to Ann Gardner - no movement on the dress. • Not having luck with NellGrey. Possibly looking at different supplier for uniforms. | |
| 5.2 | <p>P&C Update</p> <p>Busy term. Athletics Carnival, Father's Day stall, big social event planned for Term 4.</p> | |
| 6 | Next Meeting & Close | |
| 6.1 | <p>Next meeting:</p> <ul style="list-style-type: none"> • Week 5, Term 4 - Tuesday 6 November | |
| 6.2 | <p>Meeting closed at 8.29pm</p> <p>RG/EoS to write up meeting update for App</p> | |

Sanchia Dashlooty
School Board Chair
6 November 2018