

APPLECROSS PRIMARY SCHOOL
MINUTES OF SCHOOL BOARD MEETING (1/2018)
Held in the Old Principal's House at Applecross Primary School
65 Kintail Road, Applecross, WA 6153
on Tuesday 27 February at 6.30pm



ATTENDEES:

Chair: Sanchia Dashlooty **SD**
Principal: Kim Guelfi **KG**
Staff Representative Members: Leniette Zalsman **LZ**, Rebecca Lewis **RL**
Community Representative Member: Tom Gigg **TG**
Parent Representative Members:
Emma Dannemiller **ED**, Andrew Ellerton **AE**, Richard Gardner **RG**, Sherelle Howitt **SH**, Ryan Keys **RK**, Enda O'Sullivan **EoS**, David Wong **DW**

1	Welcome	
1.1	<p>Opening and welcome Meeting opened by Chair at 6.30pm. Community Member, Tom Gigg, Principal Consultant within School Performance Branch at Department of Education, co-opted onto Board for six months, introduced to those members not at previous meeting.</p>	
1.2	<p>Apologies Ian Christie IC, Vikas Sehgal VS, Charl du Plessis CdP</p>	
1.3	<p>Confirmation of Agenda Agenda confirmed</p>	
1.4	<p>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</p>	
1.5	<p>Correspondence New and renewing member nominations.</p>	
2	Minutes of previous meeting	
2.1	<p>Review of previous meeting Minutes</p> <ul style="list-style-type: none"> • EoS readdressed discussion on MathsOnline and colour of school uniforms. Would like to again suggest consideration of returning to 'red' uniform down the line. Consider feeding back to P&C for further discussion. • SD thanked those who assisted and responded to Welcome Night –around 80 adults and similar number of children attended. <ul style="list-style-type: none"> ○ Recommend as ongoing event for the school. Hard to find money but valuable inclusive school community event. ○ Needs discussion with P&C. RG to record what was ordered - excess food but ran out of drinks. ○ Consider having week later in the term to let Parent Reps get word out. ○ If objective predominantly to socialise consider shortening speeches and spending more time individually chatting amongst community. 	<p>SH</p> <p>RG</p>
2.2	<p>Actions arising As above.</p>	
2.3	<p>The Board endorsed the Minutes, Chair signed and returned for filing.</p>	
3	Board Approvals and Information	
3.1	<p>Board vacancies & nominations</p> <ul style="list-style-type: none"> • SD Opportunity to consider reducing number of members before we look at applicants to ensure no prejudice around nominations. • Currently at max capacity with 15 members. Regardless of size must have more parent than staff members. • Deputy Principal, Louis Shepherd, will replace Rebecca Lewis as new Staff Representative. • Board discussed at length pros and cons of keeping current membership (at max) and pros and cons of reducing size of Board. Attendance, need for quorum, diversity of members, engagement etc considered. 	

	<ul style="list-style-type: none"> Voting commenced: Vote to keep membership numbers as they are: 5 votes Vote to reduce number of members: 6 votes Majority votes required to pass motion: 7 votes <u>Outcome:</u> Size of Board to remain at current number. <p>Summary of nominations:</p> <ul style="list-style-type: none"> Renominations: RG, SH, VS CdP, DW, AE, IC not renominating New Nominations from: Daniel Ballard, Christina Batson, Liz Kelly, Adrian Lim, Shah Mackie Currently have 7 spots vacant, 8 applications. Liz Kelly unfortunately not eligible (one child in Year 6 – need to be parent for full 2 year position, but could possibly fill in for ED if she leaves prior to end of her term). <p>SD No need to go to election</p> <ul style="list-style-type: none"> KG to have conversation with Liz Kelly. New applicants will do induction with KG and SD. Dinner at SPYC to welcome new and farewell leaving members. SD spend time around this to tighten up process so applicants know guidelines. RK will send Department document. 	<p>KG</p> <p>SD</p> <p>RK</p>
3.2	<p>2017 Annual Report</p> <ul style="list-style-type: none"> Copies emailed out - now needs to be endorsed by Board. RG Few acronyms – consider appendix eg EALD etc <p>2017 Annual Report discussed, approved, signed and returned for filing</p>	
3.3	<p>2018 Annual Budget</p> <ul style="list-style-type: none"> All expenditure and curriculum allocations for purchasing resources across school reviewed \$4.97m split between salaries and cash. EduDance – was upfront cost – now changed to voluntary contribution. Will be asked for separately. <p>2018 One Line Budget discussed, considered and approved by the Board</p>	
3.4	<p>Results of School Board Effectiveness Survey</p> <ul style="list-style-type: none"> SD Done to reflect on our effectiveness. Brought up in Review as something we could become more sophisticated on. Previously done without considering anonymity and time to complete. Therefore set up as 5 minute online survey. Not reflective of whole Board as only 10 replies. Better response to previous way of doing it. SD discussed results. Very positive. Board functioning very well. All things done paying dividends. Small improvements but big developments. LZ consider removing 'unsure' option so people make a decision. SD need to go through and tweak some questions. Q11 and 12 could be rephrased. " I am encouraged to.... ". Agree Q9 and 10 questions themselves are ambiguous. Keen however to keep 'unsure' in – perhaps not ideal to force to choose one or other. Change 'unsure' to 'neither agree' or 'disagree'. <p>RG agreed to sit down with SD to refresh questions for Survey in 2018</p>	<p>SD</p> <p>RG</p>
3.5	<p>Booklist Feedback</p> <p>ED possible to buy stationery items like glue sticks etc in bulk? Does everything purchased on Booklists get used up?</p> <p>LZ items not finished are sent home at end of year.</p> <p>SD consider mentioning on the booklist that Spelling Journal and Maths Envision Books can be reused.</p> <p>School and P&C do not have capacity to order stationery items in bulk.</p>	
4	Principal's Update and Review of Performance	
4.1	<p>Setting Literacy and Numeracy Targets</p> <ul style="list-style-type: none"> TG Good data set. Capturing this allows process of modelling progress of students from Years 3 to 5. Data put onto graphs showing historical mean performances for group. Helps to ensure no students slipping through cracks. Essentially got moving data which can be forecast forward to get 2019 statistical view as well as teacher model view. 	

	<ul style="list-style-type: none"> Teachers go back and review targets / make predictions with knowledge of kids level of achievements. Generally punching above like school groups so unlikely that results would be below this which is what teachers forecasted. Method gives us more realistic outcome predictions. Maps NAPLAN performance to grades - allows us to make realistic and achievable targets. If performance not maintained then traffic light system will show this. Will come up as red light if cohort with capacity underperforms. KG very excited about this for us. Gives strong basis for setting achievable targets. RG thanked TG and asked if we had capacity to to get TG back again? Yes. TG As a concept excited to push system out to more schools. Looking at what we can provide as additional resource to assist in target setting in the future. 	
4.2	<p>Business Plan</p> <ul style="list-style-type: none"> KG Need Board to approve/acknowledge methodology and range of targets being presented that will then be put into final BP. SD All members happy to endorse this methodology to put into BP as targets? While generally BP was met with approval by the Board as a whole, particularly inclusion of detailed NAPLAN targets in the key area of English/Maths as per input from TG above, members raised concerns around need for not only objectives in the remaining key areas of focus, but also specific targets and how data will be collected or measured. Approval for these changes (only) to finalise the plan. <p>KG to make additional changes and feedback to members for yes/no email vote to approve in its entirety.</p>	KG
5	Reports	
5.1	<p>Uniform Sub Committee Report</p> <p>No progress. SH will follow up.</p>	SH
5.2	<p>P&C Update SD</p> <ul style="list-style-type: none"> President, Vice President, Secretary have resigned. Putting out the importance of the P&C. Hopeful volunteers will step up to roles. Treasurer and 3 general members staying on. Hard to become president without having attended meeting. Camp Out going ahead. Mostly around community building with small fundraising element. 	
6	Next Meeting & Close	
6.1	<p>Next meeting</p> <ul style="list-style-type: none"> Week 5, Term 2 2018 Open Meeting – notify/invite community fortnight prior to meeting. Date for social evening confirmed – 27 March. <p>TG thanked for amazing input and sharing knowledge.</p>	
6.2	<p>Close of Meeting</p> <p>Meeting closed at 9.45pm</p>	

Signed and returned for filing

Sanchia Dashlooty
School Board Chair