



ATTENDEES:

Chair: Sanchia Dashlooty **SD**

Principal: Kim Guelfi **KG**

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

Parent Representative Members: Richard Gardner **RG**, Sherelle Howitt **SH**, Ryan Keys **RK**, Adrian Lim **AL**, Shah Mackie **SM**, Vikas Sehgal **VS**

1	Welcome	
1.1	Opening and welcome Meeting opened by Chair at 6.32pm	
1.2	Apologies Christina Batson CB , Daniel Ballard DB Open Meeting – one parent in attendance	
1.3	Confirmation of Agenda Agenda confirmed.	
1.4	Conflicts of Interest All present agreed no conflict and 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 <ul style="list-style-type: none"> • Request from DoE to nominate staff for Ed Award (received annually). Invitation to nominate school staff members for either individual or whole school awards. Nominations have closed. SD asked for show of hands for interest for next year. None. <ul style="list-style-type: none"> ○ RK do staff have any procedures to honour staff member? ○ LS about what team is doing than one individual. Very fortunate to have staff who collaborate very well. ○ AL what if this environment changes in future? ○ SD something that should come from staff themselves. Survey last year indicated all happy. Perhaps include question around staff seeking / wanting acknowledgement / recognition in next survey to gain further insight. 	
2	Minutes of previous meeting	
2.1	Review of previous meeting Minutes No amendments.	
2.2	Actions arising Actions regarding policies to be covered tonight.	
2.3	Minutes endorsed, signed and returned for filing.	
3	Board Approvals & Information	
3.1	Board Chair Report <ul style="list-style-type: none"> • Chair's Annual Report is presented at annual open board meeting. • SD presented her Report. • Hard copies available at meeting and available on school website. 	
3.2	Membership: Election results and clarity on Chair Position <ul style="list-style-type: none"> • Election results formally presented. • More applicants than positions available. Election ran smoothly. Over 60 parents voted in election. Votes tallied and results announced. • SD and RK re-elected for further 2 years. • Now required to declare Board Chair position as vacant and ask for considerations if any of current board parent representatives would like to nominate. No members present indicated desire to be elected. • SD agreed to renominate and subsequently re-elected unopposed for next 12 months. 	

4	Updates and Review of Performance	
4.1	<p>Complaints Management Policy</p> <ul style="list-style-type: none"> • ‘Raising Concern with Us’ Policy presented. • DoE document outlines clear way to raise concern with school or department. • KG used content from this document together with considerations specific to Applecross Primary School. • Policy will guide parents on best way to raise concern with school. • Clarifies processes that will be taken to deal with concerns including anticipated timeline and processes to resolve and including information on how to gain access to support services, if required. <p>Policy will now be taken back to staff for review and comment.</p>	
4.2	<p>Community Use of School Facilities Policy</p> <ul style="list-style-type: none"> • Discussed at last meeting. • Amendments agreed on at last meeting have now been done. • Very useful resource for both school and community groups wishing to use outlined school facilities. • KG reiterated that school would be not be promoting programs being run at school by community groups. <p>Board approved the Community Use of School Facilities Policy by unanimous decision</p>	
4.3	<p>New Data Review Process</p> <ul style="list-style-type: none"> • KG discussed new review process. No longer have external review process. Still required to review within 3 year cycle prior to review date. • Data will be uploaded to a secure online portal using the Electronic School Assessment Tool ESAT. • Data will be collected under headings EALD, HASS, Languages, Literacy, Numeracy, PhysEd, Science, Social Development, Technologies, and the Arts. • Performance data will be uploaded to five assessment areas - Relationships and Partnerships, Learning Environment, Leadership, Use of Resources, Teaching Quality, Student Achievement and Progress. • Director of school reviews and 2 principals at same level as ours will examine data and follow up with visit to the school for one day. • Once review is complete the school will be rated either ‘Effective’ or ‘Not Effective’. No further reports. • Our Review is not until 2020. 	
4.4	<p>Play Based Learning</p> <ul style="list-style-type: none"> • Play Based Learning has been part of the Curriculum for a few years now. • Information has been sent out to all K-2 families to explain strategies tailored to the needs of Applecross Primary School students. • This information is available from website and will be included in the enrolment pack given to new families. 	School Admin
4.5	<p>Policy regarding expectation of communication with Principal/Staff</p> <ul style="list-style-type: none"> • SD noted increasing evidence and media reports around negative interactions between parents and staff. • SD would like to discuss whether this is something happening at Applecross Primary and if so do we as Board have a role in this. • After further discussions SD concluded that maybe this does not require intervention or leadership from Board at this point in time. Would like to encourage staff members or parents to bring back to this forum if there appears to be a need to shift culture 	
5	Reports	
5.1	<p>Uniform Sub Committee Report</p> <ul style="list-style-type: none"> • Sub Committee has now been set up. Members are Kate Petersen, Michelle Davey, Shah/Sherelle. • Plan to meet twice a year to support and discuss any uniform issues. 	
5.2	<p>P&C Update</p> <ul style="list-style-type: none"> • Very successful term so far. • Last minute election day cake stall sausage sizzle. Made over \$1k and sausage sizzle more. Thanks to VS and wife for their contribution to that. • Re Canteen successful at present. – some schools add levy to orders as fundraiser. Will be going to next meeting for discussion. No levy at present. 	
6	Next Meeting & Close	
6.1	Next meeting in Term 3, Week 5, Tuesday 20 August 2019	
6.2	Meeting closed at 8.20pm	