

APPLECROSS PRIMARY SCHOOL
MINUTES OF SCHOOL BOARD MEETING (4/2018)
Held in the Principal's House at Applecross Primary School
65 Kintail Road, Applecross, WA 6153
on Tuesday 6 November 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: Daniel Ballard **DB**, Christina Batson **CB**, Emma Dannemiller **ED**, 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 6.30pm	
1.2	Apologies Enda O'Sullivan EoS	
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 Director General returned signed Delivery and Performance Agreement to be filed with signed 2018 Funding Agreement (Principal and Chair)	
2	Review of previous meeting discussed	
2.1	Review of previous meeting Minutes <ul style="list-style-type: none"> • Terms of Reference Thanks to RK for doing required edits and final doc sent out. Thanks for patience and now complete. 	
2.2	Actions arising <ul style="list-style-type: none"> • Board Member Inductions Hosted and attended by Bicton Primary School Board Members. Thank you to SM, CB who attended with LS, KG and SD. Good feedback. Useful info. • Board Effectiveness Survey To be discussed tonight. 	
2.3	Minutes endorsed, signed and returned for filing	
3	Principal's Update	
3.1	Bahá'í Presentation / Community Use of School Facilities <i>Representatives of Baha'i Club joined meeting to present case regarding possibility of using school facilities to run program after school and in holidays from Applecross Primary School.</i> <ul style="list-style-type: none"> • <i>Requesting classroom or two after school once a week for anyone wishing to participate. April July Sept possibly run day camps on one or two days. Based on community service projects.</i> • <i>Classes based on the Bahá'í faith. Stories, music, games are cooperative/principle of unity. Classes do have prayers in the beginning. Pretty integral part.</i> • <i>LS Concerned that this may clash with school's virtues and values program currently running? Have many programs PATHS based learning/cooperative learning etc. Possibly a duplication of programs already running?</i> <i>Representatives thanked and departed.</i> KG Need defining guidelines around letting parts of school out to people in the community. Is a principal's decision but sometimes not that straightforward. Bahá'í program is classic example - would like to bring conversation to Board to get advise and opinions.	

	<ul style="list-style-type: none"> • Implications and costs that school have to absorb for eg power; nature of business etc. • SD concern offering one particular faith. • CB In agreeance. • VS may cause confusion where values of Applecross Primary not being endorsed. • LS biggest concern around duplicating values program already being run across the school. Wouldn't be supporting it on those grounds. • SD put decision to a vote on this particular presentation then talk more broadly on community use of school facilities. <p>Board did not support the use of School facilities for the presented program by unanimous decision. KG to relay to them.</p> <p>Community Use of School Facilities Policy Draft policy of Department of Education guidelines presented.</p> <ul style="list-style-type: none"> • Classrooms are not on offer. • Can always add variations, exceptions in Policy. Consider including to clause 'any other area at sole discretion of principal' eg SciTech using Science Lab. • Canteen could be one of the facilities too. • Charge? Leave to Lisa to consider costs. Fair that we ask for compensation for renting out facility. Look at all elements – consider base cost that factors in cleaner etc. • Make decisions on case by case basis. • ED what in summary is reason we are rejecting Bahá'í? Duplication of school values. Concern over clarity of religious influence. Concern of branding school with program through use of building. • KG No religious conversation comes into the Chaplaincy programs at school. Under strict instructions not to bring personal beliefs or Christianity into program. <p>Board requested the final draft of the Community Use of School Facilities Policy be presented back to the next meeting for approval.</p>	<p>KG</p> <p>KG</p> <p>LM</p>
3.2	<p>Review of 2018 NAPLAN Results/Operational/Business Plans</p> <ul style="list-style-type: none"> • NAPLAN important but not what we take as life or death regarding our students' performance. Gives indication once a year on how our students in Year 3 and Year 5 are going at a point in time. • Spent lot of time with Tom Gigg covering NAPLAN data usage. Average scores etc. Predictions following upward trajectory. Pretty close. Discussed comparative performances. Students performed really well. Some targets exceeded but most within the range. • Discussed targets and achievements. • In relation to all other children in Australia our students consistently achieve results that place them in top 10-30%. • Celebrate that we know that resources we have match well with ability of our kids. Strategies are well suited. Do professional development around these programs to ensure we are offering students best we can. • Sat down with staff and made judgements on where we are at regarding Operational Plan strategies. Used green yellow red as indicative valued judgements. Have now adjusted our Strategies - rejigged to focus on priorities for next year. • Distributed leadership structure with number of groups who take responsibility to implement and organise strategies and collect info and report where they are. <p>Board noted the update on the Review of 2018 NAPLAN Results/Operational/Business Plans.</p>	
3.3	<p>Review of 2018 National School Opinion Survey Results</p> <ul style="list-style-type: none"> • Much improved uptake this year. • Highlights – overwhelmingly positive. Looking at distribution – generally kids and teachers fairly aligned and more positive than the parents. • Consider providing more opportunity to comment in next one. Give people opportunity to justify their reactions. <p>Board noted the update on the review of 2018 National School Opinion Survey Results.</p>	SS
3.4	<p>Update of Behaviour Management Policy</p> <p>Policy and then guidelines now two separate documents. One for Staff, one for families.</p> <ul style="list-style-type: none"> • Guidelines have been good staff exercise around developing positive behaviours around the school and collection of the things we do do. • As result decided number of programs duplicate one another. Now going back and relooking at guidelines. 	

	<ul style="list-style-type: none"> • Policy - is what we will be putting up on our website and used in staff working files. Policy Guidelines – we acknowledge that it does happen in our school and when it does what we can do about it. • AL Policy still refers to staff a lot. Consider changing ‘as staff’ to ‘as community’. Make it broader. Stated position by the school for the whole community. Geographically state that this is policy while around the school. Schools position and as such the boards position. • ED Maybe Year 6 leadership aspect should be in another document? • RG ‘is it really bullying’ = not sure this should be in the policy. Clumsy way of saying this is what we understand bullying is. Remove this line? <p>Board approved the Behaviour Management Policy, subject to the above amendments, by unanimous decision.</p>	<p>KG</p> <p>KG</p>
3.5	<p>Workforce Planning 2019</p> <ul style="list-style-type: none"> • Local Intake Area (LIA) Map presented. Lot of requests from people way out of LIA. Shaded areas have choice to go to school on either side. No significant intake into schools anticipated with projected dwelling growth. • Enrolments across the school PP-Yr6 have shown steady increase over period 2016-2019. • Drop in Kindergarten enrolments happening across the intake areas. Capped our intake at 60. 15 down at end August compared to 2017. On that figure knew we wouldn’t get to 80. • DB probably reflective of population growth within the state. • Can’t control what happens over end of year holidays. Going with 21 classrooms. • Just indication of planning for 2019 and implications for staff next year. Has implications for not only teaching staff, same for EAs and ministerial staff staff - whether employed next year or not. • Labour gov trade union - have to consider anyone here for 2 years over someone here for 6 months regardless of fit. <p>Board noted the update on workforce planning for 2019.</p>	
3.6	<p>Budget Update</p> <p>Bottom line = have to spend 96%. Currently on track to spend 96%. Most expenditure accounts down to zero.</p>	
4	Board Approvals and Information	
4.1	<p>Pupil Free Days 2019</p> <p>Total of six (6) School Development Days in 2019:</p> <p>Thursday 31 January Friday 1 February Monday 29 April Monday 22 July Monday 14 October Friday 20 December</p> <p>Board approved the above Pupil Free Days for 2019.</p>	
4.2	<p>Results of School Board Effectiveness Survey</p> <ul style="list-style-type: none"> • 13 out of 14 responses. • Thanks to RG for compiling. Not as easy as Survey Monkey - few clunky bits but still positive feedback on survey. • 3 areas - strategy, board and meetings – well covered. • Anything that stood out? • Helpful around providing level of insight in ratings. • EoS sent message to consider removing option of ‘neither satisfied’ or ‘nor dissatisfied’ to be more specific. <p>Board noted the results of the School Board Effectiveness Survey.</p>	
4.3	<p>Review of Schedule of Board Business</p> <p>Document gave us vague outline to follow.</p> <ul style="list-style-type: none"> • SD Meetings hard to get to time. Not always possible to achieve. Significant Agendas so a lot to get through. Better to have 2 or extend timeframe? LZ prefer same night than two meetings RG agrees. SM start earlier? Not easy with work hours. Agreed to trial 6.30pm – 9pm. • Term 2 Open Meeting? KG discusses draft Annual Report and presents finalised document at Open Meeting in Term 2. Every meeting is open however need to advertise one annually. 	

	<ul style="list-style-type: none"> Agreed to move: Board Chair Annual Report to Term 1 (present at Open Meeting) Review of Board Structure including Committees & Co-opted Members to Term 4 Financial Approvals – Voluntary Fees & Charges to Term 3 <p>Board approved the Schedule of Board Business for 2019 by unanimous decision.</p>	
4.4	<p>2018 School Board Chair Annual Report Agreed this has now been moved to Term 1 (above).</p>	
4.5	<p>2019 School Board Structure SD Would like to again consider voting for smaller Board. Losing two members at end of year - ED leaving APS and EoS coming to end of two year term and only school parent for one more year.</p> <p>Board approved the amendment of the Board composition by reducing the number of parent representatives by two, from 11 to 9, by an absolute majority (8 votes in favour, 5 votes against). Terms of Reference to be amended to reflect new membership.</p> <p>SD and RK also coming to end of appointed terms and need to indicate whether or not they wish to renominate.</p> <p>SD discussed Chair position. SD indicated willingness to renominate for position should there be no other nominees.</p>	SD/RK SD/RK
5	Reports	
5.1	<p>Uniform Sub Committee</p> <ul style="list-style-type: none"> Anne Gardner has been doing lot of work on her own. New structure needed. SD recommends Board representative; uniform shop coordinator, Michelle Davey; and parent representative meet up to twice a year and feed back to Board. RG cotton school shirt? Number of students with allergies. Andrew Ellerton has found company who make identical shirt but in cotton. Looks great. Not sure of cost. To be aware as a potential request. Very bad service from current uniform suppliers NellGrey – trying to nail rep down. Not an alternative until now. Different supplier may be more reliable. <p>Board noted the update on the uniform sub-committee.</p>	
5.2	<p>P&C Update</p> <ul style="list-style-type: none"> Very busy Term. Enjoyable family event with about 40 families in attendance last week. Considering possible subway lunch day which has been good fundraiser. Ito fundraising = have now replaced all smartboards and KG has requested focus in 2019 go to undercover area - more comfortable flooring, audio-visual etc. Edu Dance concert back to evening concert at end of Term 1. Excited about having it in Term 1 for engagement of community early in year. <p>Board noted the P&C update.</p>	
6	Next Meeting & Close	
6.1	Next meeting: Week 5, Term 1 - Tuesday 5 March at 6.30pm	
6.2	Meeting closed at 8.30pm. RG to write up meeting update for App	

Sanchia Dashlooty
School Board Chair
12 March 2019