

**APPLECROSS PRIMARY SCHOOL**  
**MINUTES OF OPEN SCHOOL BOARD MEETING (2/2018)**  
Held in the Principal's House at Applecross Primary School  
65 Kintail Road, Applecross, WA 6153  
on Tuesday 29 May 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**

**Parent Community Members:** (Annual Open Board Meeting) Louisa Adams and Kate Petersen.

<b>1</b>	<b>Welcome</b>	
1.1	<b>Opening and welcome</b> Meeting opened by Chair at 6.30pm New members <b>Daniel Ballard, Christina Batson, Adrian Lim, Shah Mackie, and Louis Shepherd</b> welcomed	
1.2	<b>Apologies</b> Enda O'Sullivan <b>EoS</b> , Vikas Sehgal <b>VS</b> Emma Dannemiller <b>ED</b> will be arriving late	
1.3	<b>Confirmation of Agenda</b> Agenda confirmed	
1.4	<b>Conflicts of Interest</b> 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	<b>Correspondence</b> <b>Board Member Inductions</b> <ul style="list-style-type: none"> <li>• DOE offering new Board Members online training.</li> <li>• <b>KG</b> and <b>SD</b> have attended Intro workshops</li> <li>• <b>KG</b> considering asking training representative to run induction program at APS and inviting neighbouring school board members</li> </ul> <b>Education Award Nominations (Sub-committee)</b> <ul style="list-style-type: none"> <li>• Various categories that we can nominate either individual staff member or school as a whole. Lot of work involved and need to quickly decide if we are going to nominate, and if so form sub-committee. Applications in by 29 June.</li> <li>• Promoting school could be worthwhile. Recognition as whole.</li> <li>• Need majority to support and willingness to participate in process. Members requested to vote: all in favour of nominating school (not individual).</li> </ul> <b>In favour:</b> 4 <b>Not passed.</b> Might consider doing next year.	
<b>2</b>	<b>Review of previous meeting discussed</b>	
2.1	<b>Review of previous meeting Minutes</b> Terms of Reference to be addressed tonight	
2.2	<b>Actions arising</b> Final copy Business Plan 2018-2020 confirmed/passed by Email votes (file with Minutes)	<b>SS</b>
2.3	Minutes signed and returned for filing	

3	<b>Principal's Update and Review of Performance</b>	
3.1	<p><b>2017 Annual Report</b> (for presentation at Open Meeting)</p> <ul style="list-style-type: none"> <li>• 2017 Annual Report now available online.</li> <li>• <b>RG</b> suggested appendix. As only 3 acronyms, just expanded these.</li> <li>• Pending small changes, final document uploaded to website.</li> <li>• Had to be uploaded before end Term 1 and as this needs prior presentation to Board at Open Board meeting, suggest making 1<sup>st</sup> meeting of the year the Open meeting.</li> <li>• <b>KG</b> discussed structure of Annual Report content for new members.</li> <li>• <b>SD</b> overall achievement at outstanding level and we should be very proud of this.</li> </ul> <p><i>(ED arrived at meeting)</i></p> <p><b>RK</b> Do we know how Canning Bridge development will impact on our student numbers?  <b>KG</b> Dept aware of developments and have applied formula. Don't anticipate extensive increase in children enrolling at Applecross.</p> <p><b>AL</b> City of Melville has initiated Pre Kindy – called Applecross Pre Kindy. <b>AL</b> will see what he can find out.</p> <p><b>Chair Report</b> (for presentation at Open Meeting)</p> <ul style="list-style-type: none"> <li>• 2017 Report available online</li> <li>• Discusses Review process and other business completed in 2017</li> </ul>	<p><b>SD</b></p> <p><b>AL</b></p>
3.2	<p><b>Budget Update</b></p> <ul style="list-style-type: none"> <li>• Discussed Expenditure and income to date</li> <li>• <b>ED</b> does requirement to spend include locally raised funds?</li> <li>• <b>KG</b> confirmed - 96% must be spent. Today at 96%. Monitored throughout the year.</li> <li>• Biggest concern - by end 2019 2.6 FTE of EA overstuffed. <ul style="list-style-type: none"> <li>○ Misc workers union have directed that EAs have to be employed on permanent basis. When child leaves school, funding leaves with them but we have to keep EA.</li> <li>○ Have to fight hard to keep short term contracts for eg EAs to help Pre Primary to Year 1 transition. Union can take on school and ask why we do not continue employment. If child who arrives needing assistance and EA employed but does not get funding, still have to keep EA.</li> <li>○ Cost of salaries comes out of school budget.</li> <li>○ Can employ permanently on part time basis. One day a week. Looking for ways.</li> </ul> </li> </ul>	
3.3	<p><b>Behaviour Management Policy Review (for Board info)</b></p> <ul style="list-style-type: none"> <li>• Behaviour management in current policy does not fit students with particular needs eg autism, trauma etc.</li> <li>• Currently have 27 diagnosed students in the school. High number and some show extreme and extraordinary behaviours.</li> <li>• Now working on policy - looking at what we need to commit to do to manage these behaviours. Interesting task and leading into interesting conversations.</li> <li>• Looking at calling it something different. Not decided yet.</li> <li>• Will update Board on progress.</li> </ul>	
3.4	<p><b>Delivery and Performance Agreement</b></p> <ul style="list-style-type: none"> <li>• Every 3 years principal of IPS has Review, supposed to expire with Review.</li> <li>• Principal's performance judged on templated Delivery and Performance Agreement.</li> <li>• Just been sent new doc.</li> <li>• Shared with Board after which Chair and Principal sign and return to DOE.</li> <li>• Review process being changed now with change of government. DOE Services no longer operating. Now part of DOE again. Review will include online process of uploading data, one of 7 'reviewers' will visit school, analyse data, give rating between 1-6, and based on result will act accordingly.</li> </ul>	
3.5	<p><b>Measuring our Effectiveness</b> (for Board info only)</p> <ul style="list-style-type: none"> <li>• <b>KG</b> shared document for members interest only. No sanction from Board necessary.</li> <li>• Understand that we can't make definitive statements without understanding culture and type of child in the community we teach. About making statements on what sort of environment we need to provide in order for children to thrive.</li> </ul>	

	<ul style="list-style-type: none"> <li>Data collection tools and schedule. Report on progress.</li> <li>Anyone wanting to come teach at APS are given this as guiding document</li> </ul>	
3.6	<p><b>Performance and Personal Improvement Plan</b></p> <ul style="list-style-type: none"> <li>Ties in to Measuring our Effectiveness document. Staff document only.</li> <li>Reflects on areas for development, encouraging staff to take responsibility for own growth</li> <li>All feeds together with Business Plan and Operational Plans</li> <li>Staff feedback has been good. Will make changes as we go along. <b>RK</b> reads really well.</li> <li>All operational documents</li> </ul>	
<b>4</b>	<b>Board Approvals and Information</b>	
4.1	<p><b>Board Roles and Responsibilities (doc)</b></p> <ul style="list-style-type: none"> <li>Info package. Document spells out exactly what our role as a Board Member is.</li> <li>Worth having quick look. Any feedback welcome.</li> </ul> <p><b>SD</b> discussed doc to clarify roles and responsibilities for new and existing members.</p>	
4.2	<p><b>Review of DGR Endorsed Building Fund</b></p> <ul style="list-style-type: none"> <li>ATO requirement to sign Review of Fund</li> <li>Still receiving donations to Tax Deductible Building Fund. Still good source of funding</li> <li><b>SM</b> Next project? Refurbish of Rooms 8,9,10,11. (Rooms 15, 16, 17 done with funding from Department)</li> <li>App update was put out to raise awareness of what funds are being used for and that it's tax deductible donation</li> <li>Administered by Lisa Mackay/finance committee</li> <li>Any point of another drive for donations to Building Fund? <b>KG</b> Support from P&amp;C is tremendous. Reluctant to push for more from parent community</li> <li>Is of benefit to keep it there for future projects and has been very helpful over last couple of years</li> </ul> <p><b>SD</b> Signed and returned DGR for filing.</p>	
4.3	<p><b>Terms of Reference Review</b></p> <ul style="list-style-type: none"> <li><b>RK</b> has updated doc.</li> <li>Need to give document due care.</li> <li>Carefully review document and return comments 2 weeks prior to next meeting.</li> <li><b>RK</b> happy to collate these. <b>SD</b> to assist.</li> </ul>	<b>ALL RK/SD</b>
4.4	<p><b>Review of Board Structure (co-opted members)</b></p> <p>Status of Community member position on Board.</p> <ul style="list-style-type: none"> <li><b>TG</b> was very interesting and useful – learnt a lot and <b>BP</b> has benefited from his input.</li> <li>Now have opportunity to co-opt another</li> <li>When originally discussed – considered early years pedagogy, English as second language, <b>KG</b> and <b>SD</b> personally don't have any area to fill at present.</li> <li>Any other members have anyone to consider?</li> <li>For instance where is <b>IT</b> going? Future development? No - this is school based operation.</li> <li><b>LS</b> run various PD opportunities for staff - Board members welcome to come along to hear info directed at school levels as staff get to know school curriculum</li> <li>Department for good reason has extremely tight control and monitoring in all schools across state. Need to do this to keep control</li> <li>The profile of person should be directly related to Business Plan</li> </ul>	
<b>5</b>	<b>Reports</b>	
5.1	<p><b>Uniform Sub Committee</b></p> <p>No update. Anne Gardner trying to source dress samples. Looking for better fabric samples.</p>	<b>SD</b>
5.2	<p><b>P&amp;C Update</b></p> <ul style="list-style-type: none"> <li><b>SD</b> will continue to go to general meetings but no longer on Executive.</li> <li>P&amp;C have agreed to send minutes that will cover updates. (Also regularly uploaded to website)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Mother's Day Stall a success. Fresh members of community involved.</li> <li>• Camp out feedback positive. Some concerns discussed around costs etc but generally went smoothly.</li> <li>• Lapathon coming up. Huge fundraiser.</li> <li>• Canteen back on table with renewed energy – logistics under discussion.</li> </ul>	
<b>6</b>	<b>Next Meeting &amp; Close</b>	
6.1	Next meeting: Week 5, Term 3 - Tuesday 14 August.	
6.2	Meeting closed 8.40am RG will write up meeting update for App	RG

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**Sanchia Dashlooty**  
**School Board Chair**  
**14 August 2018**