

**APPLECROSS PRIMARY SCHOOL**  
**MINUTES OF SCHOOL BOARD MEETING (1/2017)**  
Held in the Principal's House at Applecross Primary School  
65 Kintail Road, Applecross, WA 6153  
on Tuesday 28 February 2017 at 6.30pm



**ATTENDEES:**

**Chair:** Helen Jones **HJ**

**Principal:** Kim Guelfi **KG**

**Staff Representative Members:** Rebecca Lewis **RL**, Leniette Zalsman **LZ**

**Parent Representative Members:** Emma Dannemiller **ED**, David Wong **DW**, Vikas Sehgal **VS**, Sanchia Dashlooty **SD**, Charl du Plessis **CdP**, Enda O'Sullivan **EoS**

1.0	<b>Welcome</b>	
1.1	<b>Opening and welcome</b> Meeting opened by Chair at 6.30pm	
1.2	<b>Apologies</b> Sherelle Howitt <b>SH</b> , Richard Gardner <b>RG</b> , Andrew Ellerton <b>AE</b>	Ian?
1.3	<b>Confirmation of Agenda</b> Agenda confirmed. <b>EoS</b> and <b>ED</b> have to leave early – excusing themselves now	
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	
2.0	<b>Minutes of previous meeting</b>	
2.1	<b>Review of previous meeting minutes</b> <ul style="list-style-type: none"> <li>Chair <b>HJ</b> presented Minutes of the last School (Annual Open) Board Meeting held on 8 November 2016 for approval.</li> </ul> Board Members endorsed Minutes of previous meeting as complete and accurate and the Chair signed and returned for filing.	
2.2	<b>Actions arising</b> <ul style="list-style-type: none"> <li>Jacaranda Festival Oval Parking – link in with the P&amp;C from now on. Cash collected handed to Rotary. Cheque from Rotary? To follow up. Possibly in the post – to go straight to the P&amp;C.</li> </ul> The Board noted, except for those items covered by this meeting's Agenda, the current status of actions arising from the previous meeting as complete.	
3.0	<b>Principals update and review of performance</b>	
3.1	<b>Measuring our effectiveness – document update</b> <ul style="list-style-type: none"> <li><i>Measuring our Effectiveness</i> document update handed out to all members.</li> <li>Statement of what we believe and how we do things.</li> <li>Ties into Business Plan (BP) in part around targets.</li> <li>Indicates behaviour expected from staff, community etc. Helpful for staff coming in to school as reference of school's processes, values, culture, behaviours, expectations.</li> <li><b>KG</b> requested Board member comment and feedback on document.</li> </ul>	
3.2	<b>External Review</b> <ul style="list-style-type: none"> <li><b>HJ</b> ensured everyone aware of IPS Review process. Reviewers will have questions around functionality of Board. Will be requesting time with Board Members.</li> <li>IPS Delivery and Performance Agreement handed out and discussed along with 2014 Review Findings.</li> <li><b>KG</b> Review is about accountability/quality assurance process. About independence of school operating in community. Gov dept measures IPS and private schools. Review unit visit school once every 3 years (life of BP) to assure Department Principal is ensuring roles and responsibilities of Delivery and Performance Agreement (DPA) are being met, performance and student improvement targets and priorities are being assessed and met.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Lead reviewer – Cris Sandri together with Barbara Browne</li> <li>• 2017 Self Review info outlining process discussed. <b>KG</b> has prepared background letter advising current circumstances of school –changes in staff since current Business Plan drawn up etc.</li> <li>• Self assessment process. NAPLAN and target reporting. National school opinion survey. Delivery and performance agreement review. Processes in place to support ongoing maintenance.</li> <li>• Outcome includes new Business Plan (2017-2020) at end of Review.</li> </ul>	
3.3	<p><b>Terms of Reference – review and determine if changes necessary (and Board Code of Conduct)</b></p> <ul style="list-style-type: none"> <li>• Terms of Reference - required to review every 12 months</li> <li>• Discussion of possible terms to be amended etc <ul style="list-style-type: none"> <li>○ What is a Quorum? More than half? Can still meet as 8 (out of 15).</li> <li>○ When &amp; process of electing new Board Chair.</li> <li>○ Working with Children. Not needed. Remove.</li> <li>○ Expectations - At least 50% attendance annually “reasonable” to Board? <ul style="list-style-type: none"> <li>○ <b>David Barton?</b> Been to one meeting. Sent few apologies. Wants to resign? <b>ED</b> to check with him. Reasonable to ask for formal resignation? Participated in only one meeting (2016). Statement around ‘reasonable’ attendance is needed.</li> </ul> </li> <li>○ Clarity on when a board membership starts and ends: Membership to end of year – changeover period when we call for expressions of interest – Board then meets to discuss those people who have nominated. Confirm position. Departing Members to come and participate in that conversation. New members appointed from after Term 1 meeting where membership considerations are made.</li> <li>○ Staff members elected for another ‘three’ years.</li> <li>○ Review Terms of Reference and bring comments back to next meeting.</li> </ul> </li> </ul> <p><b>Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• Bring back to next meeting. Stipulate attendance requirements in Code?</li> <li>• Important that we have action/mechanism to engage in conversation.</li> <li>• Keep separate to these documents? If member has not attended for 2 meetings running without an apology - principal to have conversation to establish commitment.</li> <li>• Conclusion: Require attendance or apology. Keep record as check if attendance becomes an issue and requires action.</li> </ul>	
<b>4.0</b>	<b>Board Approvals and Information</b>	
4.1	<p><b>Annual Report</b></p> <ul style="list-style-type: none"> <li>• Celebration of previous year. Required to produce. Includes reflection of targets in Business Plan and year’s successful outcomes; indication of performance; financial report.</li> <li>• <b>HJ</b> compared targets from BP to review in Report – clear indication that targets are being achieved.</li> <li>• Discussions specifically over: budget report, survey (consider having iPads available around school for parent participation) student enrolment numbers etc</li> </ul> <p><b>2016 Annual Report discussed, approved, signed and returned for filing</b></p>	
4.2	<p><b>2017 Budget</b></p> <ul style="list-style-type: none"> <li>• All expenditure across school reviewed.</li> <li>• Curriculum allocations – staff working together to purchase resources across year level</li> <li>• Gross figures – 557 children with profile attracts \$4.921m. Total estimated income based on students at end of Term 1. 80% salary 20% cash. \$4.44m over calendar year to salaries. Cash component \$480,000 to paying bills.</li> <li>• Can save when we don’t replace staff going on leave.</li> <li>• Example of flexible lever – year 1 transition – some students showing dip in performance – mostly boys. Tried several strategies in last few years. Enquired with number of schools. Seems to happen across system. Flexibility has allowed us to employ 3 EAs for 10 weeks to help students with transition.</li> </ul> <p><b>2017 One Line Budget discussed, considered and approved by the Board</b></p>	

4.3	<b>Board Vacancy nominations</b> <ul style="list-style-type: none"> <li>3 Vacancies – 3 Applicants. <b>Emma Dannemiller</b> and <b>Enda O’Sullivan</b> renominating. New nomination from parent <b>Ryan Keys</b> (Year 2 and Kindy next year)</li> <li>Nominations discussed and Board confirmed appointment of 3 members above. <i>(EOS left meeting)</i></li> </ul>	
4.4	<b>Discussion re AGM and election of new chair</b> <ul style="list-style-type: none"> <li>Following resignation of <b>HJ</b> – originally thought we could elect new Chair in today’s meeting but as process of election now involves new parent on board, need to come back for short meeting before External Review</li> <li><b>KG</b> to act as Chair and run that process. Will call for nominations for new Chair over next few weeks. Has to be a parent rep on the Board. <i>(ED left meeting)</i></li> </ul>	
5.0	<b>Sub-committee reports</b>	
5.1	<b>P&amp;C Update</b> <ul style="list-style-type: none"> <li><b>SD</b> updated board members on P&amp;C affairs.</li> <li>Change in committee. New president – Anne Gardner</li> <li>3 people to possibly fill treasurer role. Executive meeting next week and hoping to lock in new committee and get moving. Kate Petersen taken over communications role. Improving comms between all including teachers. Now own FB page – Skoolbag app etc – full swing into fundraising mode.</li> <li>Update on upcoming events.</li> </ul>	
6.0	<b>New items</b>	
	<b>Items not on the agenda raised for discussion</b> <b>School Song</b> <ul style="list-style-type: none"> <li>Members of staff asking if possible to change School Song – specifically ‘Applecross we are <u>the best</u>’ – do Board Members agree? Sung every 2nd Assembly – other Assembly sing community song. Looking to find alternative to two lines. Chorus. Coolest in the West, We are the Best.</li> <li><b>RL</b> Doesn’t tie in with our values and goes against work done in PATHS/Values Program. Idea of community song is uplifting.</li> <li><b>DW</b> think rest of song is fine.</li> <li>Start over? ‘Always try our best’ rather than ‘we are the best’.</li> <li><b>CdP</b> in factions/sport – we do sing songs about winning – even when you are losing against others you still sing about being the best.</li> <li><b>DW</b> strongly likes having school song – strengthens culture of school. Be a shame to ditch the song when only 2 lines are contentious. Lots of songs where certain words are changed. Happy with rest of song.</li> <li>Request Skye to go back and work with words. Attempt to change those two lines. ‘trying’. Other values that can be pulled in. Song doesn’t actually reflect history of school.</li> <li>Ask for alternative and bring back and compare. <b>KG</b> to ask for alternative or changes to current one.</li> <li>Agreed to bring back to next meeting</li> </ul>	
7.0	<b>Next meeting</b>	
	Next meeting: Will confirm date for dinner/meeting at Yacht Club to incorporate voting in of new Chair with thanks and farewell to <b>HJ</b>	
8.0	<b>Meeting closed at 9pm</b>	

*Minutes approved and signed 23 May 2017*

**Helen Jones**  
**Outgoing School Board Chair**

**Date:**