

APPLECROSS PRIMARY SCHOOL
MINUTES OF SCHOOL BOARD MEETING (2/2017)
Held in the Principal's House at Applecross Primary School
65 Kintail Road, Applecross, WA 6153
on Tuesday 23 May 2017 at 6.30pm



ATTENDEES:

Chair: Sanchia Dashlooty **SD**

Principal: Kim Guelfi **KG**

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

Parent Representative Members: David Wong **DW**, Vikas Sehgal **VS**, Charl du Plessis **CdP**, Ian Christie **IC**, Ryan Keys **RK**, Andrew Ellerton **AE**, Sherelle Howitt **SH**, Richard Gardner **RG**

1	Welcome	
1.1	Opening and welcome Meeting opened by Chair at 6.30pm. RK introduced and welcomed.	
1.2	Apologies Enda O'Sullivan EoS , Emma Dannemiller ED	
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 Letter from Department re mandate for school board members to apply for police clearance. <ul style="list-style-type: none"> • ED, EoS and RK required to apply now. • KG suggested all members to go through process. • Agreed. Application forms handed to all with request to return to office within 2 weeks for bulk online application. 	ALL
2.1	Review of previous meeting discussed	
2.2	Actions arising <ul style="list-style-type: none"> • DW – initials incorrect (RG) in 'Present'. Amend. • Cheque from Rotary for Jacaranda Festival received? 	SS SD
2.3	Minutes passed, signed and returned for filing <ul style="list-style-type: none"> • SD signed obo HJ • KG signed Minutes of Special Meeting 	
3	Principals update and review of performance	
3.1	DES Review Update <ul style="list-style-type: none"> • Confidential Draft Review document received. Not for distribution. • Staff won't see document until finalised. Then put out and upload to Website. • Review brings to end current BP. • New Plan to take into consideration any Recommendations from Review. • SD and KG discussed and returned 4 points to Reviewers. • During Review members met with Reviewers who talked about how boards tend to be generally quite passive. <ul style="list-style-type: none"> ○ DW possibly suggesting board members need to be more proactive in making recommendations on various topics. ○ SD agreed. ○ KG Finding that boards were unsure of role and effect they could have, how sophisticated they could be. Around taking initiatives. Planned retraining KG and SD attending shortly should address this. 	

3.2	<p>Business Plan Review</p> <ul style="list-style-type: none"> • KG requested feedback from Board on what could/should change from current BP • Consistency around structure of plan? What is worth keeping? • Board suggestions and feedback included: <ul style="list-style-type: none"> ○ Too busy; too many words; ○ Hard to prioritise, too much information, less is best,. ○ Public document, not a marketing prospectus; ○ Trying to do too many things, too crowded; clear goals, aims. ○ RG Include intro to purpose of BP ... layout. Path of how to navigate document. ○ Staff refer to it. Used for program planning. Had input with the document so different for someone picking it up for first time. Document is basically commitment by staff. ○ KG priority areas that are most important to us. ○ Consider vision, strategic priorities based upon assessment – this is what needs to be done this year, then following year... separate document? ○ Monitoring against these our role ... where to pick these up in current document. Have 2 documents. Operational plan. ○ KG Discussion around this at beginning of year with Staff. ○ Pg 1 Attempt to talk about what APS is and what we do here. Culture ○ Pg 2 Attempt to talk about main things that happen here – lit, num practises etc motherhood statements about general activity at our school ○ Pg 3 talks about targets, specific and set of strategies in each area ○ Then have accompanying document that talks about what we are going to do in teaching practises to achieve this. ○ Like key focus areas – all details around strategies. ○ White space becomes breathable and easier to digest. Early childhood strategies already there – similarity here that this is a good size. ○ Wrong document for sentences. Too much. Too red/grey. ○ Targets need to be measurable. Yes we’ve achieved. ○ Qualitative then Specific. ○ Headings? Statement between strategies – what we are trying to achieve – how we are going to do it, how do we know when we will get there, date. ○ BP gives public idea of what school does. Operational plan is what staff refer to - to reflect. <p>KG Will spend more time on it with staff then bring back to board with more definition.</p>	KG
3.3	<p>Budget Update</p> <ul style="list-style-type: none"> • Discussed monthly comparative budget so everyone can see where we are at. • Expenditure and income to date. • Need to be tight – surplus about \$10k. Projections to flow into strategy document and look at P&C funding. 	
4	<p>Board Approvals and Information</p>	
4.1	<p>Terms of Reference Update</p> <ul style="list-style-type: none"> • Replace WWCC with Mandatory Policy Check for all new Board Members • Number of meetings: <ul style="list-style-type: none"> ○ One meeting per term – one meeting open to public where Annual Report available to community. ○ Open meeting to be second meeting of the year – Term 2 – where Annual Report will be presented in completion having been signed off by Board at previous meeting. • Meeting procedures: <ul style="list-style-type: none"> ○ SD Chair to give 14 days’ notice of Meeting ○ All docs at least 7 days before meeting ○ Keep on Tuesday Week 5 of each term. • Quorum: <ul style="list-style-type: none"> ○ 5a) change example to current number of members. • SD to sit down with SS to make changes and revert to Board at next meeting. 	
4.2	<p>Code of Conduct Update Held over to next Meeting</p>	
4.3	<p>School Song Held over to next Meeting</p>	

4.4	Uniform Held over to next Meeting	
4.5	Board Role and Agenda Held over to next Meeting	
4.6	Induction Package Held over to next Meeting	
5	Reports	
5.1	P&C Update <ul style="list-style-type: none"> • Have new P&C Treasurer. Was Executive Member. • Welcome Night well attended. KG and couple of key staff spoke. Great way to start off year. Possible an event that can be run together with Board in future. • Canteen – break in – lot of damage but since then Lorene has resigned. As of tomorrow Canteen will be shut. P&C set up survey and asked for input. Opportunity for everyone to have their say, volunteer to set up committee/who will help out within community. • Update – in first 2 hours 63 surveys had been filled out. 160 replies already. • \$22,560 contributed towards science lab fit out. • SD has resigned as Secretary. Will continue as parent member. To be reviewed if issue in future 	
6	Next Meeting & Close	
6.1	Next meeting: Week 5, Term 3 Tuesday 15 August at 6.30pm	
6.2	Close of Meeting Meeting closed 8.35pm	

Sanchia Dashlooty
School Board Chair

Date: