APPLECROSS PRIMARY SCHOOL
MINUTES OF SCHOOL BOARD MEETING (3/2017)
Held in the Principal's House at Applecross Primary School
65 Kintail Road, Applecross, WA 6153
on Tuesday 15 August 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**, Richard Gardner **RG**, Andrew Ellerton **AE**, Ryan Keys **RK**. Enda O'Sullivan **EoS**, Sherelle Howitt **SH**

1	Welcome	
1.1	**Opening and welcome** Meeting opened by Chair at 6.30pm.	
1.2	**Apologies** Sally Spiers **SS (**Minutes taken by **AE**, Emma Dannemiller **ED;** Vikas Sehgal **VS;** Charl du Plessis **CD**	
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 Sharon O'Neil (discuss later)	
2.1	**Review of previous meeting discussed**	
2.2	Actions arising • **Police checks.** **AE** gave brief history of activity**. DW, CD, RK** encouraged to complete their applications shortly. • **SD** and **KG** did attend board training**.** Will discuss later. • Minutes from previous meeting accepted.	**DW, CD, RK**
3	**Principals update and review of performance**	

3.1	**Business Plan (BP) 2018-2020 preview**
	• **KG** presented draft BP. Discussed staff views – been very busy writing it.
	• Mathematics, EALD needs support. Just reading vs comprehending. Encourage parents to ask questions probing comprehension.
	• Literacy Data– what sort of instrument for a teacher to test with; what is the data telling you.
	• Independent Review gave feedback. Staff identified four priority areas: Fostering successful students; science/digital tech; excellence in professional practice, strong learning foundation.
	    ○ **RG** noted that there are a lot of points on the A3 sheet. **KG** noted that further summarisation and consolidation will happen as the Plan goes forward.
	    ○ **SD** staff involvement and satisfaction? **RL** noted there's been extensive staff involvement and they are happy with engagement.
	    ○ **EoS** asked about tying 4 areas with the BP. **RG** noted colour codes may help. **KG** and **EoS** noted that the A3 four points will end up in the operational document. **KG** Operational Plan is staff centric document. **EOS** encouraged keeping minimal set of headings and correlating between working document, Operational Plan, Business Plan, as there are many headings and documents to track.
	    ○ **DW** noted terminology. Rather than "strategy" use "objectives", which can be linked to BP.
	    ○ **RG** noted that there is Objectives that inform Strategy that inform Actions
	    ○ **RK** asked whether physical facilities of the school factor into the BP. **KG** mentioned the science section in the A3 four point document – there are statements there about early childhood investigations and the science room, but more general maintenance wouldn't be. Asked about growth of school and facilities; **KG** said it's a separate document and conversation. **KG** noted HR plan goes for four years.	

3.2	**Budget Update** • **KG**: Finance Committee Meeting was on Wednesday last week. Need to have expended 98% of yearly income. On track to do so. So far 55.99% of budget. Looks well under but in reality today's figure is closer to 70% because of a number of bills (±20k not paid yet). • Surplus of ±$178,000, looks a lot but we c/f $95-100,000 each year. Allows us to keep going early next year. $18k-$20k on the Rosalie. Leaves about $50,000 of surplus, which may be used to replace worn out furniture. The $50k will be put into reserve accounts. • IOW Budget is on track. • **KG** clarified numbers are based on census in second week of school. Two thirds of payment early in the year. Remainder in the 2nd half. That accounts for changes in enrolments. Much better system than it used to be. • **KG**: rules allow us to be flexible in how we use budgets, within certain bounds.	
4	**Board Approvals and Information**	
4.1	**Terms of Reference Sign Off** • **SD** presented document. • Question about community member on the Board. **SD**: Perhaps short term engagement, e.g. consider Walker Learning pedagogy, or play based learning, or EALD students, for 6-12 months. **EoS** agreed with idea. **RL**: university? school / education person? **SD**: agreed with idea. • **RL**: Curtin uni have been really great for us this year. Students running maths clubs, and other things. • **SD**: Are we in favour of a model like this? A few people over the year? **EOS**: if BP says there's a focus area for 2018, then invite people to be part of that focus. **RL**: like an "in residence" member for a particular area. • **SD**: perhaps we try the model to end of 2018 and reassess? • **RG**: Term 4 meeting, Agenda item to suggest attendees? **ACTION** • **DW**: what's definition of community member? Does it have to be local? **KG**: no, someone outside of school. • **SD**: based on advice, should Chair be a one year position? That was because Chair used to be unlimited period, but we now have a two year term. **AE** put motion forward to accept two year terms. **RL** and **EoS** seconded. • **SD**: can we accept the document? **RK**: section 7(L). Out of normal Ed Ddept model terms of reference. Why 80%? There was a discussion about the history of that particular cause. **KG**: suggested **SD** to contact the Department of Education and query this. • **EoS**: can we vote by email? **KG** and **SD**: yes. • **ACTION**: **SD** to contact DOE about the history of that clause, and then circulate a vote by email..	**SD, KG** **SD** **SD**
4.2	**Code of Conduct Update** • **EoS**: asked question about attendance of board members. • **RK**: wording in model is "if missed three consecutive meetings", and then have a conversation about checking interest and capacity. **KG**: shall we proceed with that? **RG** and general agreement. • **ACTION**: **RK** to send through wording. • **ACTION**: add "three consecutive meetings" clause, per **RK**. • **SD**: sign off at next meeting.	**RK** **RK**
4.3	**Induction Package** • **SD**: Have list of induction package requirements from Department, but would like to discuss whether to give specific Applecross PS package. • **LZ**: Does the BP and other documents do the job? • **SD / DECISION**: Move to use stock induction (same doc as we have) plus Applecross BP; plus Principal and Chair to guide the new members through it, before attending first meeting. **General agreement**. • **SD**: Discussion about attending new board induction by department. **KG**: if the Department can cover it, we'll do that, but if not, it will be out of pocket.	
4.4	**Schedule of Board Business** • **SD**: presented 4 Page Agenda from **SH**. Useful? • **EOS**: absolutely. **General agreement**. • **SD** & **KG** to prepare document for Term 4 meeting. **ACTION**. • **EOS**: Held Joint P&C / Board Meeting on occasion in past. Consider as part of planning? Discussed. **DECISION / ACTION**: **SD** to talk to P&C to consider a joint wine and cheese event. Maybe Term 1 or Term 2 2018.	**SD, KG** **SD**

4.5	**Board Role and Agenda** • **SD**: introduced topic and showed table of results of previous investigation (Helen) and June 2015 document. • **EOS**: raised question of "sophistication" per IPS Review meetings in Term 2. • **RG**: "engagement in the community" – but to what end? • **KG**: more organised group of people is the kind of sophistication we're aiming for. **EOS**: agreed. • **SD**: Board Survey. **RG**: ticks the box of a board reviewing its own effectiveness. • **RG**: P&C has paid for Survey Monkey this year so can make use of that. • **SD**: **DECISION**: keep system as is for the moment, but do survey monkey early in Term 4, for data in Meeting Term 4, then set up proper process from 2018. **ACTION** • **SD**: **KG** will be on long service leave for first 5 weeks of Term 4 - has asked to move the next meeting to Wednesday 22 November 2017.	**SD**	
4.6	**Communication** • **SD**: dedicated communications person? Four sentence blurb after every meeting, readable in the school app? • **EOS:** volunteered to be the communications person. Will write say four sentences that summarise the discussions after every meeting (within say 14 days of meeting). • **RG:** volunteered to be backup if **EOS** is away. • **ACTION**: **EOS** and **RG** as above.	**EOS/RG**	
4.7	**Uniform** • **SD**: queries going around about a jumper. Set up a uniform committee? P&C rep, Anne. Michelle from the uniform shop. A board member. Maybe meet twice a year. People wanting to suggest things can attend that meeting. • **RL**: Great idea. Wants to be on the committee. • **SD**: Committee would be autonomous, then board does final signoff. • **ACTION**: **SD** to forward **RL's** name to Anne for discussion.	**SD, RL**	
4.8	**School Song** • **SD**: suggested words from another class. • **AE**: Motion to pass. **SD** Agree.		
4.9	**Extension Group Feedback** • **LZ**: parent information booklet being translated. • **SD**: Members enjoyed two great mornings of student presentations.		
5	**Reports**		
5.1	**P&C Update** **SD**: updated on: • Silver frenzy raised over $1,000 for Rosalie Pavilion which is now fully funded. • Father's day carnival coming up. • Edudance coming up in week 10. • Organising Edu Dance food, catering. If any volunteers between 5-6pm, will be done before the dancing. • Canteen Committee meeting this week. Great positive start. Anne Gardner leading that. • Term 4 Art Extravaganza, Children producing art to auction off. Proceeds to Art Room.		
6	**Next Meeting & Close**		
6.1	Next meeting: **SD**: as discussed, next meeting Wednesday (not Tuesday) 22 November 2017 (week 7)		
6.2	Close of Meeting Meeting closed 8.36pm		

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Sanchia Dashlooty
School Board Chair
Date: 23 November 2017