

APPLECROSS PRIMARY SCHOOL
MINUTES OF SCHOOL BOARD MEETING (4/2019)
Held in the Principal's House at Applecross Primary School
65 Kintail Road, Applecross, WA 6153
on Tuesday 12 November 2019 at 6.30pm



ATTENDEES:

Chair: Sanchia Dashlooty **SD**

Principal: Kim Guelfi **KG**

Staff Representative Members: Louis Shepherd **LS**, Leniette Zalsman **LZ**

Parent Representative Members: Christina Batson **CB**, Richard Gardner **RG**, Sherelle Howitt **SH**, Ryan Keys **RK**, Adrian Lim **AL**, Vikas Sehgal **VS**

1	Welcome	
1.1	Opening and welcome Meeting opened by Chair at 6.30pm	
1.2	Apologies Daniel Ballard DB	
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 None	
2	Review of previous meeting discussed	
2.1	Review of previous meeting Minutes <ul style="list-style-type: none"> School Board Effectiveness Survey to be addressed later tonight (Agenda Item 4.2) 	SD
2.2	Actions arising None	
2.3	Minutes endorsed, signed and returned for filing	
3	Principal's Update	
3.1	<p>Empower2free / Community Use of School Facilities</p> <p>KG asked Board's advice on request from <i>Empower2free</i> to lease school facilities to deliver their after school program, as per Community Use of School Facilities Policy guidelines:</p> <p>Cynthia and Mai from <i>Empower2free</i> welcomed to meeting to present case for use of school facilities to run program:</p> <ul style="list-style-type: none"> Requesting classroom for weekly after school program (one hour of program but 2.5 hour afternoon) Program aims to teach participants to be strong, resilient, courageous and relevant. Emphasis on self-awareness. Empower next generation with life skills. <p>Presenters talked board through program and motivation for looking at leasing the school's facilities. Board members thanked them for presenting and they left meeting.</p> <p>After consideration and discussion, it was evident that school could not provide necessary facilities or support their requests:</p> <ul style="list-style-type: none"> Can't offer classroom. Can't allow access to teachers for advice on student needs. Not able to market through school channels (not a non-profit program). <p>KG will feed back to Empower2free.</p>	KG

3.2	<p>Review of 2019 NAPLAN Data</p> <ul style="list-style-type: none"> • Specifics of Year 3 and Year 5 NAPLAN data for 2019 presented and discussed. • First year of online testing which may have impacted on results, however positive experience on the whole. • In context of “like schools” Applecross consistently achieved high outcomes. • Data allows longevity to compare outcomes across years. • Mean performance chart indicates where Applecross sits across curriculum compared to all Australian schools, all West Australian schools, and “like schools”. • Further detailed data available to staff to compare whole school trends allowing close look at student results – specific students struggling, or high achieving. • Data helps us drive corrections and adjustments to programs, look for patterns. • Operational Plans reviewed using data and will be addressing these areas in plans for next year. <p>Board noted review of 2019 NAPLAN Results</p>	
3.3	<p>Workforce Planning for 2020 Update</p> <ul style="list-style-type: none"> • Number of teachers not here next year due to Long Service Leave etc. • Filling 11 new positions for 2020 – 4/5 fixed term and rest specific. Unprecedented in Applecross. • Student numbers indicating additional Year 4 class. 22 classes. In process of employing additional teachers. 215 Applicants. Interviewed 20 K-2 and 17 Years 3-6. <p>Board noted update on workforce planning for 2020</p>	
3.4	<p>Budget Update including Amendment to 2020 Fees & Charges Schedule</p> <ul style="list-style-type: none"> • Cash report presented and discussed. 95% expenditure on track. • Considering budget and presentation to Board in future - is Board happy with summaries (to quickly confirm money being spent in allocated areas without all the detail) or want comparative budget sheet with detail around each individual classroom expenditure? <ul style="list-style-type: none"> ○ Board requested Cash Report and Expenditure Report, including detailed break-down of spending per learning areas documents be emailed minimum 24 hours prior to Board meetings. ○ Board Members agreed to pre-read reports and should they have a specific query regarding information in reports, then the question/s will be provided by email to KG prior to the meeting - allowing KG/SD to clarify with Lisa Mackay, and feed back to the Board. • Short summaries only to be discussed at Board Meetings, unless issue with information sent out prior to meeting. SD to discuss with Lisa Mackay. • In order to minimise misunderstandings without knowledge, members to ensure email addresses used for board matters are secure. • 2020 Fees and Charges Schedule updated to reflect increase cost of Kindy polo and maximum cost of iPads in the BYOD program being offered by the educational suppliers. <p>Board noted Budget update and approved amendments to 2020 Fees and Charges Schedule</p>	SD
4	<p>Board Approvals and Information</p>	
4.1	<p>Pupil Free Days 2020</p> <p>Total of six (6) School Development Days in 2020:</p> <p>Thursday 30 January Friday 31 January Tuesday 28 April Monday 20 July Tuesday 21 July Friday 18 December</p> <p>Board approved the above Pupil Free Days for 2020</p>	
4.2	<p>Results of School Board Effectiveness Survey</p> <ul style="list-style-type: none"> • Department of Education offered option to school boards to use their survey tool to complete annual effectiveness survey. • Overwhelmingly positive survey results. Results indicate we are on track, achieving goals, working collaboratively together. <p>Board confirmed questions and feedback were relevant and noted useful results of School Board Effectiveness Survey</p>	

4.3	Review of Schedule of Board Business <ul style="list-style-type: none"> Consider discussing structure of Board in Term 2. 	SD
4.4	2020 School Board Structure <ul style="list-style-type: none"> RK and SD could be only remaining members on Board Significant number up for renomination. Important to consider if you want to renominate. Valuable work appreciated. No limit on number of terms. As long as child is at school for two-year term. SD will call for nominations within first few weeks of Term 1. SD to contact Department of Education for suggestions/possible options. <i>See Appendix A</i> RK asked if comfortable with 12-member board? Has worked well with this size, but consider if wanting to change before calling for nominations. <p>Board indicated by unanimous show of hands agreement with current size of Board</p>	SD
5	Reports	
5.1	Uniform Sub Committee (SD) <ul style="list-style-type: none"> Small increase in school uniform charges as a result of increase in supply costs next year. eMail address set up for any parent queries. None received as yet. <p>Board noted the update on the uniform sub-committee</p>	
5.2	P&C Update (CB obo P&C President Matt Batson) <ul style="list-style-type: none"> Quiz well attended. Generous donations of gifts from local businesses. Raised around \$3k. New Canteen manager required for canteen next year if it is to remain open. <p>Board noted P&C updates</p>	
6	Next Meeting & Close	
6.1	Next meeting: Week 5, Term 1 - Tuesday 3 March at 6.30pm	
6.2	Meeting closed at 8.30pm. RG to write up meeting update for App	

Signed:
Sanchia Dashlooty
School Board Chair
26 May 2020

Signed:
APPENDIX A (15 Pages) to these Minutes of Meeting approved and signed:
Sanchia Dashlooty
School Board Chair
26 May 2020