

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School



DATE:	Thursday 21st November 2019	CHAIRPERSON:	Mr Domenic Ong
TIME:	6.00pm	EXECUTIVE OFFICER:	Ms Rachel Wenham

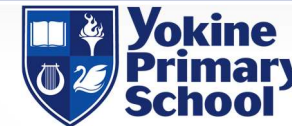
ATTENDEES:	<i>Jenny Hirsch, Dominic Ong, Shannan Stefanovski, Carl Bishop, Meghan Morton, Ellen Channon, Nicholas Chauhan, Tina Van Maanen</i>
APOLOGIES	<i>Louise Brewster, Isiah Awidi, Nikki George, Tanya Candy</i>

	ITEM	LED BY	DISCUSSION CONSIDERATIONS	ACTION & TIMELINE
1.0	Welcome / Apologies	Chair		
				Establish Quorum Meeting opened at 6:10pm
2.0	Disclosure of Interests			
3.1	Acceptance & Endorsement of Previous Minutes	Chair		
	Minutes from previous meeting on 28 th August 2019 presented for discussion and endorsement.		Previous meeting minutes: Endorsed.	Endorsed: DO Seconded: EC
3.2	Business Arising from Previous Meeting	Chair		
4.0	Principal's Report	Principal		
	<ul style="list-style-type: none"> Tabled by Ms Jenny Hirsch for information 		Principal's Report circulated.	

Respect | Responsibility | Resilience

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School

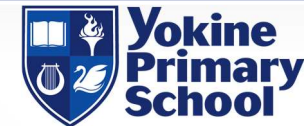


5.0	Financial Position & Reports	MCS		
	<ul style="list-style-type: none"> Manager Corporate Services Report 		<p>Financial reports prepared by Ms Sandy Couper – MCS</p> <ul style="list-style-type: none"> Operational One Line Budget Statement Operational Cash Plan 2019 Minimum Expenditure requirement 2020 Preliminary Cash Budget (Draft) MCS Report – as presented to the Finance Committee Finance Committee Meeting Minutes (unconfirmed 13/11/12) 	DO: Cash Report summary discussed
6.0	School Board Operational Aspects			
	<ul style="list-style-type: none"> 2020 Preliminary Planning School Policy Review 	<p>Principal MCS</p> <p>Chair</p> <p>Assoc. Principal</p>	<ul style="list-style-type: none"> 2020 Preliminary Planning – Enrolments & School Resourcing 2020 Preliminary Cash Budget (Draft) <u>Class Placement Policy</u> – Draft document discussion. DO feedback: raised the question of how do we respond to requests and provide a rationale for placement. JH in response, written feedback can be provided, however changes cannot be accommodated operationally. SS: questioned how do the teachers manage to teach to 2 different class levels. JH discussed the breadth of learning across 2 year levels, key curriculum scope and sequence for year levels. Planning based on curriculum and student expectation. JH requested to provide teachers with a rationale and explanation of teaching composite classes to answer parent queries and articulate reasoning of student/class selection. DO: What is the criteria for monitoring a child's progress in a composite class. EC: advised criteria focused on behaviour and social/emotional and academic performance. 	<p>DO: Class Placement Policy. Policy drafted by JH</p> <p>JH: Develop a consistent message for teachers regarding class placements.</p>

Respect | Responsibility | Resilience

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School



	<ul style="list-style-type: none"> • Student Services Team 	<ul style="list-style-type: none"> • DO: requested for criteria to be communicated to parents to assure parents monitoring is consistent throughout composite classes. • JH: class placement policy a start to developing key message for teachers regarding the class placements. Creating 'best fit' for teachers and students. • DO: Policy is a good start. Process of communication can improve for composite classes - opportunity to improve the message for parents and students. • JH: consideration for putting the class lists out a few days prior to school starting to welcome enquiries from parents and address any concerns. Conversations about reassuring parents and students. • CB: teachers need to demonstrate confidence in addressing the needs of a composite class to alleviate parent concerns. • JH: next steps, draft a communication to support the policy based on the policy guidelines. • <u>Student Services Team</u> – Ms Tina Van Maanen (Associate Principal) presentation of the intervention and support model that the school has implemented. • DO: can we communicate the data of “what has improved” for the school. TVM: data to be compiled and communicated once prepared. • JH: aligning the SS Team outcomes with the School Business Plan, working towards targets and improvements. Implementation of PBS and individual behaviour plans making progress, data is showing strong positive results. • EC: suggested the presentation be shared with staff. • JH: YPS receives very positive feedback from external agencies and support regarding the implementation of Student Service Team. 	<p>JH: Draft communication piece addressing the structure of classrooms for parents/students and how to address concerns.</p>
--	---	--	---

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School

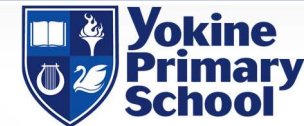


7.0	Strategic Directions			
	<ul style="list-style-type: none"> • 2018 – 2020 Business Plan • Student Performance – Data Summary 	Principal	<ul style="list-style-type: none"> • Business Plan Review – Self Assessment/Tracking document update. • JH: presentation about tracking progress against Business Plan, meeting date to be set. • Review of Targets – summary format utilised to present information in the Annual Report. Copy of 2018 overview attached. • Summary Student Performance - review of performance across year 3 & 5. JH discussed results and tracking. • Staff currently completing school self-assessment documents, and working on a more detailed analysis of student performance and achievement data. 	<p>JH: set meeting for further discussion.</p> <p>JH: circulate Performance and Delivery Agreement to Board</p>
8.0	End of Year Events & Acknowledgements	Chair		
	<ul style="list-style-type: none"> • School Board Medallion • Staff Retirements • End of Year Events 	Principal	<ul style="list-style-type: none"> • Call for nominations and input from the School Board regarding the presentation of this award, traditionally presented by the Chair at the final assembly. Teachers/EAs/Staff can be nominated. Recognising “going above and beyond”. • DO to create a portal for nominations. • Discussion regarding acknowledgement and appreciation for the years of service - Ms Wendy Goodwin and Ms Lorraine Manning. • Final Assembly Friday 13th December 2019 • Graduation Assembly Tuesday 17th December 2019 • End of Year Celebration – student only event hosted by YPS. 	DO: create portal for nominations. Nomination names to be sent to DO.

Respect | Responsibility | Resilience

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School



9.0	General Business			
	Items not listed, raised for discussion (with permission of Chair)		<ul style="list-style-type: none"> 2020 Family Meet & Greet Event – consider holding social opportunity early in the new school year. Suggest end of Week 5 (after the long weekend). <p style="text-align: center;"><i>JH Proposed date: Friday 6th March Afternoon Tea on Oval.</i></p> <p>Additional</p> <ul style="list-style-type: none"> P&C considering food trucks night, however dependent on new lighting. Victoria Halvorson nominated for recognition/Teaching award. Teachers and EAs selected to attend the Ed Dept Awards. <p><i>DO: Discussion for next meeting: Exit surveys for students/parents leaving YPS.</i></p>	<p>Friday Week 3</p> <p>Board agreed to date 6/3/2020.</p>
10.0	Next Meeting: Meeting Closed :		Meeting closed at 7:43pm.	

Respect | Responsibility | Resilience