

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School



DATE:	Thursday 7 th June 2018	CHAIRPERSON:	Mr Bradley Gannon
TIME:	6.00pm	EXECUTIVE OFFICER:	Mrs Michelle Vandenhelm

ATTENDEES:	Brad Gannon, Jennifer Hirsch, Michelle Vandenhelm, Helen Pynes, Lorraine Manning, Naomi Matthews, Isaiah Awidi, Niketan Chauhan, Ewen Ong, Nikki George
APOLOGIES	Sandra Bernhard-Moulton

	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.0	Welcome / Apologies	Chair		
			Bradley Gannon – Board Chair opened the meeting and thanked members for attending	Quorum established
2.1	Acceptance & Endorsement of Previous Minutes	Chair		
	Minutes from March 15th 2018 tabled for discussion and endorsement		Minutes reviewed, accepted and endorsed to be a true and correct record.	Moved: N George Seconded: H Pynes CARRIED
2.2	Business Arising from Previous Meeting	Chair		
	<ul style="list-style-type: none"> <i>Executive Officer (non-voting) to be appointed to assist the School Board with minute taking and secretarial duties.</i> 		Michelle Vandenhelm - YPS MCS, nominated and appointed	Welcome extended
3.0	Principal's Report	Principal		
	<ul style="list-style-type: none"> Tabled by Ms Jenny Hirsch for information 		Principal's overview: <ul style="list-style-type: none"> <u>Census</u> - data reflects stable student numbers; most classrooms running at capacity. 	

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			<ul style="list-style-type: none"> • <u>Staffing</u> – STEM & EALD, Staff leave movements (current & pending) • <u>School Development Days</u> – summary of PL 1.6.18; YPS whole school improvement focus for reading & supporting students, Trauma & Anxiety workshop. 16.7.18; Mt Lawley Hub, STEM focus • <u>Performance & Development Plan</u> – Quality Teaching & Learning Support framework to be adapted to 'attain & sustain' teaching standards for purpose rather than compliance; constant moving cycle. • <u>Digital Technology: Infrastructure</u> – DOE 2018 School Device program. YPS eligible for \$4474 funding towards purchase of devices to support transition to online NAPLAN. • <u>NAPLAN Online</u> – YPS successfully completed the online assessments over the 2 week period with students appearing relaxed and comfortable with the changed in delivery method. • <u>Administration Upgrade: Proposed Scope of Works</u> - \$350K funding pledged during 2017; Architect on site June 11th already acknowledged this is a minimal contribution for an upgrade, due to the age and condition of existing facilities especially given initial assessments of Staff room, Office and Meeting rooms confirm status well below expected level for a L5 school. • <u>Business Plan: School Review</u> – Completion of 2017-2020 Business Plan is priority heading into Semester 2. All Department of Education schools will participate in a new school review process (yet to be announced by the DG). It would be beneficial to have this measurement and assessment information prior to releasing the business plan to ensure targets and key aspects are aligned to the new review model. • <u>P&C Funding Considerations</u>- 'Wish list' suggestions submitted to P&C – Library Revitalisation project \$10000, subsidised 'whole school' events (e.g. Edu-Dance) 3000, support / subsidise student travel costs for Interschool carnivals >\$1000, outdoor seating/group settings (student use) \$5000 • <u>Planning for 2019</u>- Reviews commenced: <ul style="list-style-type: none"> • Class structures • Workforce Plan • Sustainability – assess current practices, resource allocation 	<ul style="list-style-type: none"> • Purchase 20 Ipads. Library revitalisation project to revamp currently underutilised, ICT equipped area • Notable thanks- Helen Pynes & Paul Butler for their significant contributions ensuring smooth NAPLAN Online transition. • Discussions ongoing to determine best use of funds considering limit of increased functionality and strategic planning for school growth. • Early Term 3 to finalise awaiting launch of new review model • Support for additional Kindy with preference for local intake. • Realign to strategic 'student centred' focus.
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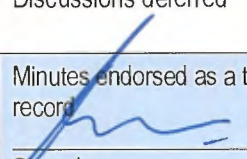
4.0	Financial Position & Reports		
	<ul style="list-style-type: none"> Manager Corporate Services Report Finance Meeting Update Funding Agreement for Schools 2018 	<p>Reports presented by M Vandenhelm – MCS / Executive Officer</p> <ul style="list-style-type: none"> Operational One Line Budget Statement Operational Cash Plan 2018 Minimum Expenditure requirement MCS report: <ul style="list-style-type: none"> Final Budgets endorsed and imported into current budget – reports now reflect 2018 actuals YTD Vol Contributions rate – well on track. Reminders sent week 6, 8.6.18 Shade Grant successful - \$25K Sporting Schools T2 successful Salaries overview – available surplus for projects Lease Review – OHSC. Review in process with current lessee, Kosy Kids lease varied to the end of Term 4, 2018 TD \$5K renewed for 9 months @ 2.45% (+1.05% on chq a/c). Request to increase TD by \$100K or alternative investment options (if more flexible and/or attractive) to maximise interest income. Motion to invest additional funds on the understanding of potential interest penalty should funds be required at short notice. Due 27/5/18. 	<ul style="list-style-type: none"> Operating-forecast surplus On track 2018 final Budget endorsed electronically 13.4.18 (post 2017 figures) \$25K to be directed to Nature play-replace tree Independent School Officer appointed to run the review including surveys. Timeline for completion end 2018 Moved: B. Gannon Seconded: E. Ong CARRIED Signed by Principal; J Hirsch & Board Chair: B Gannon
5.0	School Board Operational Aspects		
	<ul style="list-style-type: none"> Code of Conduct – Draft provided for consideration/endorsement Membership of Board – Result of recent nomination process. 	<ul style="list-style-type: none"> Board members invited to provide feedback on draft – consensus to approve the guidelines and endorse. Unanimous agreement that the code provides accountability, equity and transparency to enable effective board processes and decisions on the YPS context. Motion that all current board members accept the code as drafted, agree to be bound by all aspects and that all new members will be required to sign to acknowledge agreement. Inaugural member – Helen Pynes stepping down. Three (3) nominations received from current YPS staff indicating interest in filling the position. 	<p>Moved: B Gannon Seconded: H Pynes</p> <p>CARRIED- to be noted in the next minutes that I. Awidi was absent and will need to acknowledge agreement with these discussions</p>

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	<ul style="list-style-type: none"> Induction of Board Members – training needs 		<p>Survey to be conducted to provide transparent voting outcome.</p> <ul style="list-style-type: none"> All new Board members will be formally inducted to ensure roles and responsibilities, expectations and accountabilities are fully understood 	<ul style="list-style-type: none"> Helen Pynes presented with certificate of appreciation for her tireless support of the Board since inception in 2011 – Thanks!
6.0	Strategic Directions			
	<ul style="list-style-type: none"> Draft 2017 Annual Report presented for comment & feedback Independent Public Schools Delivery & Performance Agreement 2018 – 2020 Draft Business Plan Strategic Planning for 2019 and beyond. 		<ul style="list-style-type: none"> Electronic copy to be circulated Legislative requirement for IPS schools formally committing to the strategic direction and targets in business plan To be circulated once finalised – awaiting new targets. Strategic Planning considerations: <ul style="list-style-type: none"> NQS Accreditation in recruitment Consistent practice between classrooms Part time/ full time FTE configurations Address Leadership 'gap' – retiring vs < 5 years' experience; limited 'middle range' practitioners Whole School practice– Literacy & Maths Structure and availability within the workforce needs to align 	<ul style="list-style-type: none"> Queries or comments to be received by 15.6.18 otherwise assumed unanimously endorsed for publishing 2018-2020 DPA Signed by J Hirsch & B Gannon Better collection and use of data 2019 - focus on 1-2 'Big Rocks'
7.0	General Business			
	<p>Circulation of information and documents</p> <p>Vice Chair role for consideration</p>		<p>Agreement sought to cease the practice of printing copies of all reports for each board member for reference – all documents are circulated electronically and can be displayed on whiteboard.</p> <p>Financial report segment to condense to highlights, concerns & questions To be discussed at next meeting</p>	<p>Unanimously agreed</p> <p>Discussions deferred</p>
8.0	<p>Next Meeting:</p> <p>Meeting Closed :</p>		<p>23rd August 2018 – Week 6, Term 3</p> <p>8.10pm</p>	<p>Minutes endorsed as a true and correct record</p> <p></p> <p>Signed: (Chair) Date: 30/07/2018</p>

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