

# INDEPENDENT PUBLIC SCHOOL



## Minutes of Meeting No: 1 Harmony Primary School Date: 21<sup>st</sup> February 2017 Commenced: 6.04pm

### ATTENDEES:

Principal – Lea Hadley  
Staff – David Geijsman, Leanne O’Kane, Louise Legerstee (left 7.20), Natalie Machin (arrived 7.20pm), Donna Connors and Laura Fox-Woodford  
Parents – Jason Pearce, Berry Johnston, Matt Verney, Holly Thomas, Simon Berry and Samantha Joseph  
Community – Adam Zen

1.0	Welcome and apologies	Actions
1.1	The meeting was opened by Jason Pearce and commenced at 6.05pm.	
1.2	Apologies: Nick Jones, Holly Thomas and Erin Swarbrick Absent: Nil	
1.3	Confirmation of Agenda	
2.0	Disclosure of Interests	
2.1	Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the chair before the meeting to determine the appropriate way to manage the conflict.  Berry disclosed that she had a conflict of interest in relation to item 4.8 – Hand Hygiene.	There were no conflicts of interest determined.
3.0	Minutes of Previous Meeting	
3.1	The minutes from meeting 15 <sup>th</sup> November 2016.  <i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i>  <i>Moved: Simon Berry</i> <i>Seconded: Leanne O’Kane</i> <i>Carried</i>	

4.0	<b>General Business</b>	
4.1	<p><b>Nominations for vacant positions on the School Board:</b> A current list of members was provided, which showed those members whose membership expires in 2017.</p> <p>Adam has resigned due to a new position and Lea and Jason both contacted him to thank him for his time on the board, the connection with the college was beneficial.</p> <p>Nomination forms to be sent out, board members that wish to re-nominate need to email Lea or Jason, parents to be given two weeks to respond if interested, currently sitting on 14 members, have one spot for community member if not filled by a parent.</p>	Nominations to be sent out and expression of interest to be included in newsletter.
4.2	<p><b>Finance - 2017 Budgets:</b> Contingency Finance Budget given and Cost Centre D1610 error explained, should be \$16,000 not \$1,600, will be rectified as funding comes in. Student Centred Funding explained as we are still waiting for final funding figures based on Census which closed yesterday (Monday).</p> <p>Moved: Jason Pearce Seconded: Louise Legerstee <b>2017 Budgets fully endorsed by all members present.</b></p> <p><b>Financial Documents sent electronically for viewing:</b>  <b>Draft Budget Finance Input Document</b>  <b>Fees Collection - Paid Rate @ 21<sup>st</sup> Feb 2017</b>  <b>School student Centered Funding Preliminary Cash Budget – 27/01/2017</b>  <b>Consolidated Financial Report – January 2017</b>  <b>Consolidated Financial Report – December 2016</b>  <b>Fees Collection – Paid Rate @ 11<sup>th</sup> Nov 2017</b>  <b>Minimum Expenditure Report – December 2016</b>  <b>Minimum Expenditure Report – January 2017</b>  <b>One Line Budget Statement Report – December 2016</b>  <b>Cash Report – January 2017</b>  <b>Comparative Budget Report – January 2017</b>  <b>Comparative Budget Report – December 2016</b></p>	
4.3	<p><b>Update on start of the New Year:</b> 623 students enrolled as of Census date, Emily Upson has a Kindy/Pre-primary split class which is difficult to begin with. We started the new year with two new teachers, Hayley Tran Year 5 and Jess O'Nions in Year 6. Trish Burvill and Shannon Boot are both due to go on maternity leave at the end of term 1. The Art position will be advertised - full time for the rest of the year then part-time next year (Shannon now has to leave 3 weeks early).</p>	
4.4	<p><b>Professional Learning PD Days:</b> The professional development days agenda was presented by Lea so all members could see what occurs and how intensive the days are for staff.</p>	

	<p>Education Assistant's did sensory professional development and worked on the Business Plan. Lea explained that we have been classified as a category 1 school for fires. As a result we now have to have two drills and have had to make some changes to our Evacuation Plans including the addition of a Fire Liaison Officer.</p> <p>Staff went through the Dress Codes for students and staff, Food and Drink Policy and the Crunch and Sip Policy. Recess and lunch times have changed to accommodate the Spelling Mastery Program. No changes were made to the Sustainability Charter.</p> <p>Friendly Schools is a bullying prevention and the whole school is involved in this.</p> <p>Teacher Support Team documents passed around for viewing.</p> <p>4.5 <b>Update on Business Plan:</b> The Business Plan has been worked on with the executive team today with changes still to be made. We are looking at one A3 back to back page document only, Lea explained where it was at currently and what changes were needed to fine tune the content.</p> <p>Education Assistants have gone through the process, as has the Business Centre staff in conjunction with the Administration Team, the draft plan will be provided to the Board when ready.</p> <p>4.6 <b>Survey Feedback:</b> Executive had a look at it today, 80 parents have responded, some contextual things are needed to take into account at a school level, parent feedback was very blatant that they wanted to know about every little issue that occurs, it is not appropriate for certain information to be given out. A lot of the feedback was directed at very specific issues that had occurred.</p> <p>Things to be looked at include: Parent feedback; teacher and parent communication not consistent across the school; Connect is being looked at across the school as a communication platform, this could take a few months due to ICT skills; parents who have good students only hear at reporting times but would like to know more on how their child is progressing during the year.</p> <p>Different digital communication platforms were discussed and there are some big issues with different platforms currently being used by other schools, due to how this information is stored and who has custody of this information. Jen Robinson is working with the Department of Education to determine the best platform.</p> <p>Many parents still want individual meetings with Teachers. It will be broadcasted in newsletters to parents that they can arrange individual meetings with the Teacher any time during the year so that they feel more confident in booking meetings with Teachers.</p> <p>Smaller quicker surveys were well received by the parents, make our questions more specific. Some parents are never going to follow through on options available.</p> <p>Could we do a "did you know" what services or programs are here at HPS on our Facebook page, could this apply to the new TV in admin and or newsletter?</p>	<p>Draft Business Plan to be provided to the Board, when available.</p> <p>Did you Know! Document to be created and dispersed.</p>
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4.9	<b>Review update:</b> Lea requested approval from all present to send the 2016 IPS review to all parents, she has also sent all members a copy of a letter that she has written in complaint about the process that we as a school community were put through. Lea has completed an online survey about the process and has said yes to further contact in regards to the review. Jason is still to complete his survey.	IPS Review to be provided to parent community.  Jason to complete online Review Survey.
4.10	<b>Other Business:</b> <b>Class Lists</b> Berry asked if the date of births can be taken off the class lists that are put on the window.  <b>School Map</b> Board members asked for a school map with teacher names on them.  <b>Class Placement Process</b> Briefing on Class placement 2018 for next agenda	Business Centre to add change to end of year time line.  School map to be sent to Board.  Item to be added.
<b>5.0</b>	<b>Meeting Closed/Adjournment/Next Meeting</b>	<b>Actions</b>
	Meeting closed at 8.05pm – the next meeting is scheduled for Tuesday the 21 <sup>st</sup> March 2017 and to commence at 6.00pm.	

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**Signed (Chair)**

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**Date:**