

# INDEPENDENT PUBLIC SCHOOL



Minutes of Meeting No: 3  
Harmony Primary School  
Date: 16<sup>th</sup> May 2017  
Commenced: 6.02pm

## ATTENDEES:

Principal – Lea Hadley  
Staff – David Geijsman, Leanne O’Kane, Louise Legerstee and Laura Fox-Woodford  
Parents – Jason Pearce, Berry Johnston, Simon Berry, Samantha Joseph, Erin Swarbrick, Sheree Martin and Fred Yasso

1.0	Welcome and apologies	Actions
1.1	<p>The meeting was opened by Jason Pearce and commenced at 6.02pm.</p> <p>Jason welcomed two new board members who will sit on the board as parent representatives, Sheree Martin and Fred Yasso.</p> <p>Apologies: Donna Connors and Brett Hovingh</p> <p>Natalie Machin has resigned from the board as a staff representative. The board members conveyed their thanks for the valued contributions she has made to the school.</p>	Harmony
1.2	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.	There were no conflicts of interest determined.
3.0	Minutes of Previous Meeting	
3.1	<p>The minutes from meeting 21<sup>st</sup> March 2017</p> <p>4.5 Office Team have left numerous messages with AYLA Foundation and still waiting for a response.</p> <p>4.7 Cubby house – work underway, back wall being removed and replaced by steel grate, quote sensor lighting already sort and Natalie had done some research on CCTV but hadn’t had any luck, to be investigated further.</p> <p><i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i></p> <p><b>Moved:</b> Berry Johnson <b>Seconded:</b> David Geijsman <b>Carried</b></p>	
4.0	General Business	

**NUMERACY PRESENTATION**

Toni Shane provided a briefing to the board on Numeracy. As part of HPS's commitment to excellence in Numeracy, Toni is spending a full day supporting teachers and students with numeracy, as part of the Teacher Support Team. Linking to the Business Plan goals for 2017, we are focusing on how we can use data to improve practice, differentiation, track and reduce the percentage of students achieving very low or low progress in NAPLAN from year 3 to year 5.

**Whole School Updates**

The numeracy committee are developing guidelines for the teaching of numeracy to improve whole school consistency. This includes explicit outcomes and expectations of what numeracy teaching should look like in each year level. Guidelines will include lesson ideas and resources to aid consistency across the year level.

Whole school focus on the maths progressions developed by the numeracy committee to support teacher awareness of where children should be at a specific year level, learning intentions and success criteria are being incorporated to the progressions linking to the school's focus on visible learning.

Numeracy intervention for students flagged by PAT, NAPLAN and Westwood will begin in Term 2. Toni and EAs have conducted further assessment with students to ensure intervention is targeted to each child's needs. Teachers are being supported to improve their in-class extension of more able students.

**Mandatory Numeracy Assessments:**

PAT – Year 1-6 (Term 1 Week 6, Term 4 Week 2)

We have been using PAT since 2013, but since 2015 ACER incorporated online tracking. At the end of this year we will have data spanning across 2 years to analyse and this will support us to track individual progression across school years for students.

Westwood - Years 1 to 6 (addition and subtraction only for years 1-2)

Assesses students' mental maths in the four operations.

SIREN – Y1 & Y2

Assessment in small groups and is delivered in an age appropriate format where students use manipulatives to demonstrate their mathematical understandings and skills. This year we are trialling online data entry to improve the analysis and tracking of the data.

PP – On Entry Testing

**Multiplicative Thinking**

Analysis of the NAPLAN data highlighted multiplicative thinking as an area we need to focus on. In 2015 the school began a partnership with two mathematics specialists from Curtin University. This has included whole school PD in 2016 and 2017, as well as the specialists working closely with teachers in upper primary to increase their skills to support children to develop multiplicative thinking. In 2016 all students in years 4 to 6 sat a multiplicative thinking assessment. This has been extremely useful as it found common areas across the school which need to be focused on i.e. language and understanding of why we multiply as opposed to reciting rules. Specialists from Curtin are providing us with hands on resources for teachers to use

Whole staff PD day will include practical ideas for teaching multiplicative thinking and progression of thinking from K-PP through to the upper school. Research has indicated that it is crucial students begin developing multiplicative thinking early on in children's numeracy development.

#### Where next?

Toni will be attending PD to look further into how we can use the PAT data to improve practice and teaching of numeracy. In semester 2 Toni will be attending PD from Paul Swan, which will focus on measurement and geometry. The data indicates this is an area we need to focus on. Using data to analyse the effectiveness of the programs we are using e.g. JEMS, JEMS+ and EMS Numicon, Progressions, Step It Up, word problems schemas DOTS etc.

Toni feels the numeracy leadership day has given more support to teachers e.g. resourcing, testing, progressions.

Erin asked if parents can access their child's PAT scores. Toni advised that just need to ask their child's teacher. Toni advised teachers to make it clear to parents the data is normed against a November cohort, so the benchmarks are generally what students are expected to achieve by the year.

Erin asked if there was a forum for parents to access which could support their understanding of how maths concepts are taught at school, so they do not 'teach them the wrong way'. Toni agreed this was an issue raised previously and the school had tried maths blogs, newsletter sections, offering information/PD sessions for parents, but none had proved popular enough to sustain due to the amount of time that is needed to facilitate these. Toni advised board members to encourage parents to approach their child's teacher on the strategies and language they can use to support at home.

Toni was asked if PAT is the main source of information for student reports. Toni explained that teachers report to parents based on what is taught. PAT data is used but in conjunction with formative and summative class assessments.

4.2

#### **BOARD NOMINATIONS AND 2017 ELECTION RESULTS**

There were 139 votes returned. From those votes three new board members were elected; Sheree Martin, Fred Yasso and Brett Hovingh. Jason will pass on our thanks to Nick Jones and Matt Verney for their contribution to the board, as they weren't successful in the election.

Lea advised the Board that the nomination and voting process is a large undertaking which falls on the administration staff, costing over \$800 in postage. The board asked Lea to pass on their gratitude to Donna and the other administration staff for their hard work during the nomination process.

With the resignation of Natalie Machin there is an additional opening. Jason proposed that we fill the vacancy as a parent position, as opposed to a staff position. Jason proposed we invite Stuart Tarrant to sit on the board as he received the next highest number of votes. The Board unanimously passed the motion.

During the previous meeting, it was proposed we invite a representative from AYLA to join the Board as a community representative. Numerous attempts to contact AYLA have been unsuccessful, but the administration staff will continue to make contact. Even if all 15 voting positions are filled we can still invite AYLA to sit as ex officio if we choose.

Copy of original Board structure given.

Jason to thank Nick and Matt on behalf of all members.

Lea to convey Board's thanks to the administration for their hard work.

Jason to invite Stuart to sit on the Board.

We will continue to keep communication open and collaborate.

4.3

Samantha put forward the option of inviting a member of Harvest Lakes Community Watch to sit on the Board. All members agreed this would strengthen community links and be of benefit to both parties.

It was suggested we invite a member of the local police department to sit on the board as a community rep. Most members felt it would be more appropriate if we invite them to attend a meeting and talk to us about issues and initiatives in our community.

## FINANCE

### Monthly Reports sent to Members

- Cash Analysis Detail Report – March 2017
- Cash Report – March 2017
- Cash Report – April 2017
- Comparative Budget Report – March 2017
- Comparative Budget Statement April 2017
- Consolidated Financial Report – March 2017
- Consolidated Financial Report – April 2017
- Fees Paid Rate @ 9<sup>th</sup> May 2017
- Minimum Expenditure Requirement Report – March 2017
- Minimum Expenditure Requirement Report – April 2017
- Operational Budget Report – March 2017
- Operational Budget Report – April 2017
- School Cash Analysis Report – April 2017
- Cash Contingencies Budget
- Financial Management Responsibilities Year Planner
- Harmony Primary School – Finance Committee
- Student Centred Funding Module

No concerns to report. 2017 Fact sheets will be presented after new members have orientation sessions.

New board members do not currently have access to School Board Connect Community, therefore cannot view current and previous finance reports.

Erin asked if the school had received any indications about increased funding we may receive from the Federal Budget increase. Lea reported that she had not and that state government would be responsible for how the funding is dispersed in WA. Lea will advise the board as soon as she any indication of figures etc.

*Moved: Berry Johnson*  
*Seconded: David Geijsman*  
*Carried*

4.4

### UPDATE ON VANADALISM & LINKING TO HARVEST LAKES COMMUNITY

Lea and Jason recently a meeting with Steve Portelli and the Harvest Lakes Residents' Association with regards to the increase in vandalism in the community and on the school grounds.

Jason to extend an invitation for a representative of The Harvest Lakes Residents' Association to join the Board.

Jason will contact the local police department and ascertain if this is something they would be interested in doing.

Lea will ask Jen Robinson to add new members to the connect group.

The residents' association installed cameras in response to anti-social behaviour problems, which has reduced since the installations. However, the problem has now shifted to the school site. Several suggestions were made at this meeting which are currently being investigated. This includes the removal of the solid backing currently installed on the kindy cubby house, to be replaced with a see through, steel grade backing, reducing the ability to hide in there. Due to privacy laws, we would be unable to install a linked camera surveillance system, any cameras would need to be independently run, which increases the cost.

The Harvest Lakes Residents' Association voiced their frustration that School Watch do not respond immediately when they are called. Lea advised that Harmony is on the vulnerable list because of the drug problem in the area, fire at Atwell college and vandalism at Atwell PS. She has been informed that 60% of issues or callouts School Watch respond to in the Perth Metro area are due to alarms not being set or alarm faults.

The Residents' Association are looking at installing a computerised visual message board near the school site and invited Harmony to collaborate with them. Lea advised that the approximate cost of a visual message board is \$20,000, money which would be better spent on resources with and for the students. We would be happy to advertise and display messages if The Residents' Association invite us to.

4.5

#### **STORY DOGS READING INTERVENTION PROGRAM**

Dave Geijsman spoke to the board about the Story Dogs program. This program is volunteer led and registered as a charity, there is no charge to the school for the program. It has been endorsed by the South-East Metro Language Development team as a good program for reluctant readers. Volunteers come in to the school with their dog and read with a small group of children (usually 5 to 6). The program was developed in the eastern states and we are fortunate enough to have a co-coordinator based in Kwinana, who Dave has contacted. All volunteers are screened, hold WWCC and are fully trained by the organisation before commencing in a school, sign up and come to the school after screening and training WWCC. We would look at trialling the program in Term 3.

There have been some parent concerns raised surrounding this program on Facebook, which appears to be stemming from a lack of information about the program. Dave asked Jason to pass on the parent's contact details so he could provide more information and alleviate their concerns.

There have been further concerns raised surrounding a student who is heavily allergic to dogs. If we do decide to trial the program the school would work closely with the student's parents to ensure they felt comfortable with any risk management plans put into place. The program would run in an area where this student would not encounter and any students who participated would thoroughly wash hands etc. before re-entering their classrooms.

Jason asked if we would need to purchase insurance. Dave informed the board that safety is the number one priority of the company, all dogs are fully screened, trained and tested and the organisation has insurance cover for up to \$20 000 000.

All Board members supported going forward with the program.

Jason to pass on contact details to the parent who is concerned about program – who can give more information.

Dave to continue to liaise with the Story Dogs coordinator and keep the board updated.

4.6	<p><b>COMMUNITY LIBRARY BOX</b></p> <p>Dave shared that the Literacy Committee re investigating set up of a community library box. Lea liked the idea that it encourages children who may not have library bag and cannot borrow to still read. Lea suggested it be for use during school time to reduce damage or loss of books. Samantha commented that we need to ensure content is age appropriate. Concerns were raised that this doesn't overrun the existing school library. The Literacy Committee is planning to reach out to the school community for book donations. There has been some talk of the year 6 students running a second-hand book stall for the fete, so before the literacy committee asks for book donations Dave will clarify this with the year 6 teachers.</p>	Dave to check with year 6 teachers if the students are planning to run a second-hand book stall for the fete.
4.7	<p><b>UPDATE FROM HAND HYGIENE COMMITTEE</b></p> <p>Donna, Berry, and school nurse met to discuss this issue. Berry reported that there was clear direction from the nurse that hand hygiene is an important skill for children to develop. She has offered to do in class hygiene lessons with students. The school nurse indicated that hand sanitizer has not been shown to have a positive impact. The school nurse stressed that we must ensure that the toilets have adequate drying facilities. Berry reported that an audit conducted after the meeting found several toilets had no paper towels, and no other means to dry hands.</p> <p>Leanne advised that we may have access to some SN State Wide Services funding to install a medically endorsed hand dryer, as we have a student with cystic fibrosis who requires thorough hand washing facilities. Leanne has contacted Amanda Hitchcock at SEND with regards to this and will keep the committee and board updated.</p>	Leanne to keep the board updated re SEND funding for hand dryer.
4.8	<p><b>UPDATE ON TREES</b></p> <p>The removal or replanting of the trees are still being investigated. The current focus is on the installation of the new chicken coup to be installed in Week 4 and works to reduce vandalism.</p>	
<b>5.0</b>	<b>Meeting Closed/Adjournment/Next Meeting</b>	<b>Actions</b>
	Meeting closed at 7.37pm. Next meeting on Tuesday 20 <sup>th</sup> June 2017	

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Signed (Chair)

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Date: