

INDEPENDENT PUBLIC SCHOOL



Minutes of Meeting No: 4 Harmony 20th June 2017 Commenced: 6.03pm

ATTENDEES:

Principal – Lea Hadley
Staff – David Geijsman, Leanne O’Kane, Donna Connors and Laura Fox-Woodford
Parents – Jason Pearce, Berry Johnston, Erin Swarbrick, Simon Berry, Sheree Martin, Samantha Joseph, Fred Yasso, Brett Hovingh, Stuart Tarrant and Rachel Shave (Harvest Lakes Residents Association)

1.0	Welcome and apologies	Actions
1.1	<p>The meeting was opened by Jason Pearce and commenced at 6.02pm.</p> <p>Apologies: Louise Legerstee</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>	
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	
	<p>The minutes from meeting 16th May 2017</p> <p>AYLA Meeting had occurred, more information will be provided after their July Board Meeting, a member from AYLA has been asked to attend the HPS Board meetings.</p> <p>Hand dryers are being looked at, there is one to come for the Yellow Block (for medical needs for current student), other areas will be budgeted for in future years, no need for in Kindy and Pre Primary as they have full hand washing facilities.</p> <p>Cubby house back wall has been removed and a steel grate has been put in place to leave the back of the cubby opened, quotes for sensor security lighting and CCTV are underway at present, the Staff Car Park lighting issues have been rectified. Rachel thanked the school and Board for the changes in the cubby and for having the lighting issue sorted.</p> <p><i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i></p> <p>Moved: Samantha Joseph Seconded: Leanne O’Kane Carried</p>	

4.0	General Business	
4.1	A quick round the table introduction was held so that all current and new members were able to identify who is who.	
4.2	<p>Literacy Report David Geijsman presented the 2017 Literacy Update to all present – copy attached to Meeting 4.</p> <p>Story Dog's is up and running and we currently have 2 dogs that have gone through the application and training process.</p>	Did you know notice – to encourage students to read to other family members or family pets in order to try and foster a love for reading and literature.
4.3	<p>FINANCE</p> <p>Monthly Reports sent to Members</p> <ul style="list-style-type: none"> • Minimum Expenditure Requirement Report – May 2017 • School Cash Analysis Report – May 2017 • Cash Report – May 2017 • Consolidated Financial Report – May 2017 • Minimum Expenditure Requirement Report – May 2017 • Operational Budget Report – May 2017 • Fees Paid Rate @ 19th June 2017 <p>Mandatory DoE requirement is for all School Board Members to now have Screening Clearances and WWCC, applications can be collected from the Admin office and if members submit their tax invoice receipts and bank account details back to the Office, we can issue them a refund, only volunteer screening and WWCC needed.</p> <p>A question was asked in relation to HPS having any financial obligation to Co Safe, this program has nothing to do with HPS and is all run via the City of Cockburn, our security is all through the DoE.</p> <p>All monthly reports endorsed by members present.</p> <p><i>Moved: Berry Johnson</i> <i>Seconded: David Geijsman</i> <i>Carried</i></p>	Board members that currently hold a DoE Crim Check Clearance or WWCC are requested to provide a copy to Donna.
4.4	<p>Business Plan Lea presented all present with the new HPS Business Plan, staff will get a laminated copy on the 17th of July, it is on line and copies are available from the Admin Office, all new enrolments are also provided with a copy.</p> <p>National Board Week will commence the first week of term 3, do we have an open meeting for the July meeting, expression of interest in next newsletter, do we have a normal meeting followed by a special parent meeting session.</p> <p>A question was how do we know that we are meeting the goals set on the Business Plan, Lea explain that the Business Plan is just a document to show what our school is working on achieving. The Delivery and Performance Plan is what the Board looks at to ensure that all aspects are covered. The Annual Report, which is available to parents, is used to see how our school is</p>	Jason to do a mini survey amongst the Board to see what is preferred.

	tracking and progressing.	
4.5	Electronic Reporting An option has been given for schools to do electronic reporting, at this stage, as a school we are unsure of how we feel about this, we will be trialling year 6. Lea has an issue as there is no personal signature of the opportunity to add stickers, which parents and students like. We will then ask for parent feedback on how they feel about electronic reporting, we don't know if parents are still going to want a paper copy, how will we manage as a school if some want electronic and others paper. Electronic reporting meets our schools sustainable practice requirements.	
4.6	WA Education Awards Jason explained the process /program, include in the newsletter. Lea did advise that the school does have to provide supporting documentation to support nominations, School Board, community groups and P&C can nominate. A copy of the document was given to Fred to pass on to Jennifer Yasso – President of the P&C.	
4.7	Harvest Lakes Residents Association Security and Police contact information to be added to Facebook and Newsletters, Lea advised that anyone that is on site out of hours are actually trespassing and can be reported, especially if they are on the Admin side of verandas, everything else oval side is shared community resource.	
4.8	Other General Business <ul style="list-style-type: none"> • Connect message to be sent out to see what interest there is for community guest speakers for the next 12 months. • Newsletter notice to come from Sheree. • Minutes – do we make them public via the Web, all meetings are open as long as Lea or Jason are notified in advance. 	
5.0	Meeting Closed/Adjournment/Next Meeting	Actions
	Meeting closed at 8.15pm. Next meeting is on Tuesday 18 th of July 2017	

Signed (Chair)

Date: