

# INDEPENDENT PUBLIC SCHOOL



Minutes of Meeting No: 7  
Harmony Primary School  
Date: 19<sup>th</sup> of September 2017  
Commenced: 6.05pm

## ATTENDEES:

Principal – Lea Hadley (Chair)  
Staff – David Geijsman, Leanne O’Kane (left 7.30pm), Louise Legerstee, Donna Connors and Wendy Conti (HASS/TDS left 6.30pm)  
Parents – Berry Johnston, Simon Berry, Samantha Joseph, Brett Hovingh, Sheree Martin, Stuart Tarrant, Rachel Shave and Fred Yasso

1.0	Welcome and apologies	Actions
1.1	The meeting was opened by Lea Hadley (acting Chair).	
	Apologies: Jason Pearce, Laura Fox-Woodford and Erin Swarbrick	
1.2	Confirmation of Agenda Items Added <ul style="list-style-type: none"> <li>Terms of Reference</li> <li>Harvest Lakes Residence Association</li> </ul> Stephanie Alexander Kitchen Garden Program was cancelled due to Sharm Clissold having to attend presentation night elsewhere.	Add to next 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	The minutes from meeting 22 <sup>nd</sup> August 2017  <i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i>  <b>Moved:</b> Simon Berry <b>Seconded:</b> Sheree Martin <b>Carried</b>	
4.0	General Business	
4.1	<b>HASS/ Teacher Development School (TDS) Report</b> Wendy Conti presented the HASS and TDS Reports, <i>copies attached.</i>  It was questioned about the impact of time taken by the teacher from the classroom whilst doing	

4.2

TDS requirements, Wendy clarified that she was team teaching with the same teacher, who covered the one day a week TDS requirements and in most other instances that she was away from the classroom that the same teacher was used, thus impact on the students is not existent.

Wendy is currently mentoring Melissa Taylor, from the junior area, so that she is able to up skill teachers from our ECE and assist in TDS support for other schools.

To date our TDS team have assisted over 360 teachers this year.

Lea and Wendy have just completed a TDS application for 2018.

### Finance

- Reports sent via email:
- Cash Report – August 17
- Comparative Budget Statement – August 17
- Consolidated Financial Report – August 17
- Minimum Expenditure Requirement Report – August 17
- Operational One Line Budget Statement – August 17
- Payment Rates Received @ 15<sup>th</sup> September 17
  
- Agenda 7 – 19<sup>th</sup> September 2017
- Minutes – Meeting 6 – 22<sup>nd</sup> August 2017
- 2018 Student Personal Use Item Lists (Booklists)

Booklists were sent to Board members, since personal diary has been added to Year 3 to Year 6 at an additional cost of \$1.74 per student. Booklists will be sent home early in term 4.

The Department of Education are in the process of producing a new Student Management System for all schools to use, this should include an online payment/permission system, we are not sure when this will be installed in all schools so we are also looking at an app that allows parents to complete permission slips and payments in one hit.

The Finance Committee will be looking at a stream lined approach to Excursions/Incursions as currently office staff can do at least 8 lots of follow up on any given activity and still have parents state they know nothing about the activity. The Board will be notified of what procedure is put in place and parents will be notified early next year and during Parent Information Night.

For example – Life Education

1. Paper form sent home with all students – Kindy to Year 6
2. Emailed a few days later to all parents/caregivers
3. 2<sup>nd</sup> paper copy given (individually named) to unpaid students
4. \*\* Email to all teachers advising which students still unpaid
5. 2<sup>nd</sup> email to unpaid parents
6. Facebook add
7. 3<sup>rd</sup> individual named sheet sent home
8. \*\* 2<sup>nd</sup> Email to teacher
9. Text message sent to all unpaid students' parents
10. Phone calls made directly to parent

Board will be informed as to the procedure after the Finance Budget Meeting in term 4.

	<p>Teachers are also notifying their parents/caregivers as to the incursions and excursions as needed.</p> <p>We also have to chase up those parents that have returned forms stating that they are making a Direct Deposit payment and nothing has come through the bank, and vice versa, chase up those who have made the payment to the bank but not sent in the permission slip.</p> <p>As a school we do not want any students to miss out on these activities but the amount of time that it is taking to do follow up is a huge impact in the Office, parents and students need to be more proactive in returning payments and forms. Permission slips will advise to parents stating that non-attendance or participation will occur if payments are not paid by the due date.</p> <p>Our Finance Committee are also looking at increasing the cost of facility hire to outside agencies, currently it is \$15.00 per hour or session, we are looking at increasing to \$20.00. Each agency/person that use school premises are required to complete a Deed of Licence. Deed of Licence is a new DoE requirement, previously we completed a Community Usage Agreement which was only 3 pages long. The Deed of Licence is now a two part requirement, part A is "Instructions and Risk Assessment (9 pages) and part B is the actual "Deed of Licence" (34 pages), given the amount of time that it takes for office staff to complete these documents and get the relative paperwork from the Applicant, we feel that \$20.00 per session or hour is a small price to pay.</p> <p>It was suggested that perhaps we look at charging a fee for each 'Deed of Licence" application, especially when we spend the time giving people/agencies the information then at the last minute they decide they think the current rate of \$15.00 is too expensive, we have wasted all that time in doing the initial work.</p> <p><b>Moved:</b>                <b>Lea Hadley</b>  <b>Seconded:</b>        <b>Simon Berry</b>  <b>Carried</b></p>	
4.3	<p><b>NAPLAN</b></p> <p>David Geijsman presented an overview of our 2017 NAPLAN results, we have had pleasing improvements in all results, and Lea reminded all that NAPLAN results are only compared to WA public schools and against schools on the same ICSEA as HPS. <i>Report attached.</i></p> <p>Discussion was held around the cost of these improvements.</p> <p>Keyboard skills will be added to the Curriculum, hand writing is a mandated requirement. (Keyboard skills will be a necessary requirement as NAPLAN moves to electronic devices).</p> <p>The new Year 1 testing was discussed along with the implications of this requirement at a school level.</p> <p>Lea did mention that our processes could impact on new staff to HPS, but these were always taken in to consideration during the recruitment process and our Teacher Support Team (TST) plan to assist new teachers to adapt to the HPS current systems.</p>	Donna to email CCEN Manager Corporate Service Network Group to see what they charge.
4.4	<p><b>UNIFORM POLICY</b></p> <p>There has been a mandated change from DoE and the Minister – Sue Ellery. Uniform Policies</p>	Uniform Policy to be updated and shared on Connect.

	<p>must be changed so that female students may wear school shorts to school, it was decided to change our Uniform Policy and not define either male or female. To now say "Students at Harmony Primary School can wear"</p>	
4.5	<p><b>TERMS OF REFERENCE (TOR)</b>  Brett, Erin and Stuart have been working on the TOR, a draft is almost finalised and will need to be shared on Connect prior to approval, and they are hoping to have it ready to roll out at the next meeting. Please communicate on Connect if you wish to give feedback once the draft is up.</p> <p>The will be an abridged version on the HPS webpage with a link to the full version once formalised.</p> <p>Erin has sourced other TOR's from other schools; they are also looking at the ratio of staff and parents that currently make up the Board membership.</p>	
4.6	<p><b>HARVEST LAKES RESIDENCE ASSOCIATION (HLRA)</b>  Rachel advised that the children's Mud Day on the 1<sup>st</sup> of July had been a great success with 48 kids showing up on the day even with the wet weather, HLRA thanked HPS for advertising this on Facebook as needed. They have advised that they are having their annual Christmas Concert on the 22<sup>nd</sup> of December.</p> <p>A new pedestrian crossing is going to be installed at the intersection near the shops on Lyon Road.</p> <p>There has been photographic evidence provided to the Police Department of children setting fire to park furniture in the Wetlands next door, the pictures are very clear and it will be easy to identify the children involved.</p> <p>Conversation was again held around the cubby house as HLRA had been advised that a couple were seen in there during daylight on the weekend behaving inappropriately.</p> <p>Rachel provided a picture of the skip bins, apparently there are ravens raiding the bins during the day and that rats and mice have been seen there. The bins are not closed and is it possible to look at new ones.</p>	Donna to contact contractor to see if bins can be replaced.
<b>5.0</b>	<b>Meeting Closed/Adjournment/Next Meeting</b>	<b>Actions</b>
	Meeting closed at 7.55pm. Next meeting on Tuesday 24 <sup>th</sup> of October 2017	

Signed (Chair)

Date: