

INDEPENDENT PUBLIC SCHOOL
HARMONY PRIMARY SCHOOL
Board Meeting



MINUTES		
Date:	21 November 2017 Commenced: 6.04pm	
Attendees:	Chair – Jason Pearce Principal – Lea Hadley (Chair) Staff – David Geijsman, Leanne O’Kane, Louise Legerstee and Laura Fox-Woodford Parents – Jason Pearce, Berry Johnston, Samantha Joseph, Brett Hovingh, Sheree Martin, Stuart Tarrant, Simon Berry, Fred Yasso and Erin Swarbrick Community – Rachel Shave	
1.0	Welcome and Apologies	Actions
1.1	The meeting was opened by Lea Hadley and continued by Jason Pearce	
	Apologies: Fred Yasso	
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	The minutes from meeting 24 October 2017 <i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i> Moved: Laura Fox-Woodford Seconded: Leanne O’Kane Carried	
4.0	General Business	

4.1	<p>2018 Draft Budget Endorsement</p> <p>Draft budget was reviewed by Board. Board requested to receive budget in advance of meeting to allow time for review and queries.</p> <p>Draft budget endorsed in principle. Further queries to follow before endorsement of final budget. Board requested minutes from Finance Committee budget planning meeting to provide context for the draft budget figures.</p> <p>Final draft budget figures will differ from first draft due to changes in student numbers. Student Centred Funding is driven by student numbers, and cannot be finalised until end of term one.</p>	<p>Lea: Ensure earlier distribution of budget papers prior to next review/endorsement request</p> <p>Lea: Finance Committee Planning Minutes to be forwarded to Board Members</p>
4.2	<p>Harvest Lakes Residents' Association</p> <p>The Harvest Lakes Christmas Concert is being held at the Harmony Primary School oval from 6pm on Friday the 22nd of December Food trucks (healthy alternatives) and big band will be present.</p> <p>Annual General Meeting on 29th of December 2017.</p>	
4.3	<p>Secretary of Board</p> <p>Concern regarding non-staff member coordinating Board minutes, due to record keeping requirements under the Records Act and coordination of website updates.</p> <p>Stuart confirmed the Terms of Reference will be updated to allow non-Board members to undertake secretarial or "Executive Officer" duties of the Board.</p> <p>Minute taking responsibility will remain the responsibility of Harmony PS administration.</p> <p>Lea confirmed that the Harmony PS website is being overhauled, and a new website will be released in the first half of 2018.</p> <p>Board documents, including meeting agenda and minutes, will be uploaded onto the new website for reference by the Harmon Primary School community.</p>	<p>Stuart: Update TOR to reflect decision</p>
4.4	<p>Students at Educational Risk</p> <p>Leanne O'Kane provided a detailed overview of the programs provided by Harmony PS Student Services for "kids at educational risk".</p> <p>The program is run by the Student Services Committee which includes Leanne, the school Chaplain the school Psychologist and various staff members.</p> <p>Programs offered include:</p>	

	<ul style="list-style-type: none"> - Academic Intervention Includes three tiers of numeracy and literacy intervention: <ol style="list-style-type: none"> 1. Whole of class 2. Differentiated groups within class 3. One on one or small group lessons - Fine and Gross Motor Skills Assessment and advice provided by Berry (Occupational Therapist) in conjunction with Education Assistant - Life Skills - Transition Program Assists Year Six students in the transition from primary school to high school - Social and Emotional Support Kids Matter” program for staff and students New “Friendly Schools” included as part of the curriculum Additional books and internet resources available for children, teachers and guardians - Social Skills Offered to children with identified depression, anxiety or Autism Spectrum Disorder (ASD) “Lunch Club” for children who require assistance with self image Guidance for children at risk of bullying EAs trained in new “Highway Heros” program 	
4.5	<p>Curtin University – Speech Pathology Service</p> <p>Curtin University have offered a program whereby a final year speech pathology student is placed in Harmony Primary School to assist with identifying and improving the speech of our children.</p> <p>The program will consist of “whole of class” oversight, and custom one-to-one assistance where necessary</p> <p>\$14,000 for two semesters</p> <p>Berry queried whether it would be more cost effective to engage a Speech Pathologist through government tender. Berry agreed to look at the logistics of this process.</p>	<p>Berry: Investigate logistics surrounding tender process for in-house Speech Pathology services</p>

	<p>The Board approved the program (in principle) for Semester One and Two. Lea will make contact with Curtin University to make further enquiries regarding the offering.</p>	<p>Lea: Make further enquiries with Curtin University</p>
4.6	<p>Viability of Future Programs</p> <p>Due to ongoing government funding cuts, Lea expressed her concern regarding the ability to fund programs offered at Harmony PS (eg. Stephanie Alexander Kitchen Garden).</p> <p>The Board expressed the need to think beyond 2018, and the potential for alternative income earning/fundraising methods to fund future programs.</p>	<p>Jason: Table for further discussion later in 2018</p>
4.7	<p>Kindy Playground</p> <p>Laura informed the Board that plans for the Kindy playground have been prepared by external agency and submitted with quote for works.</p> <p>Funding is needed for the playground. At the moment phase one of the build is looking viable, however additional funding will be required for phase two.</p> <p>It was suggested that the Harmony PS community may be able to assist with providing skills/labour needed for the build.</p>	
4.8	<p>Clarification of Health Program</p> <p>Sam was approached by a parent concerned that the Safe Schools program may be implemented at Harmony PS.</p> <p>Lea confirmed that Harmony Primary School is not teaching the Safe Schools program, and any future plans to teach it (or similar programs) will be referred to the Board for approval prior to implementation.</p> <p>The current health program within Harmony Primary School includes the protective behaviours teaching, which educates children in body rights and protection through age appropriate discussions.</p>	
4.9	<p>Roster for Ongoing Newsletter Contribution</p> <p>A roster will be developed to allocate the task of preparing the monthly Board contribution to the Harmony PS newsletter.</p>	
5.0	Meeting Closed/Adjournment/Next Meeting	Actions
	<p>Meeting closed at 8.15pm. Next meeting on Tuesday 20th of February 2018.</p>	

Signed (Chair)

Date