

INDEPENDENT PUBLIC SCHOOL



Minutes of Meeting No: 1
Harmony Primary School
Date: 20th February 2018
Commenced: 6.05pm

ATTENDEES:

Principal – Lea Hadley
Staff – David Geijsman, Laura Fox-Woodford and Donna Connors
Parents – Jason Pearce (Chair Person), Simon Berry, Berry Johnston, Samantha Joseph, Brett Hovingh, Stuart Tarrant, Erin Swarbrick and Fred Yasso

1.0	Welcome and apologies	Actions
1.1	The meeting was opened by Jason Pearce. Apologies: Leanne O'Kane, Louise Legerstee and Rachel Shave	
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 21 st November 2017 Minutes to be amended to show that Donna Connors was present to present the 2018 Draft Financial Budget. <i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i> Moved: Jason Pearce Seconded: Erin Swarbrick Carried	
4.0	General Business	
4.1	Declaration of vacant positions Berry Erin Jason Sam time has ended, expressions of interest to be sent to school community, current members would need to re nominate. (This was incorrect as Simon Berry's position was also up for re nomination) Sheree resigned late last year and Laura has also tendered her resignation, Kelly Lindley to take	

4.2

over Laura's staff position.

Nomination request to go out within two days, one week to nominate, then in conjunction with Jason we will do the voting process if required and all to be finalised one week before the March meeting.

Composition to remain as is, if we can get parent interest, if not we may need to look at changing current composition.

All options available will be used to send out nomination requests.

Summary of Numbers, Classes, etc.

Currently we have 600 students and 2 less classes than last year, LA 5 and LA 17 are empty, LA 5 may be relocated by the Department to another school but currently we don't know when. We are currently using LA5 as a Science room, OSHC are going to remain in the undercover area due to the space needed, LA 17 wouldn't be big enough for the numbers that they currently have enrolled.

Students leave for various reasons, new schools opening in their areas, relocating due to family needs etc.

We had to collapse a class during the last week of school due to high numbers of parents advising that their child/children would attending other schools or that they were leaving Perth etc.

Local intake students can supersede the industrial class student levels, Lea went through the numbers for year levels. The decline in numbers was questioned and if Aubin Grove numbers drop do some of our students then move to Aubin Grove,

One family left due to being unhappy with the school, the rest are for valid reasons.

Commence tracking why people are leaving

Erin has stated that there is signifgant reputation risk at present due to the number of students leaving HPS, especially in her social circle. Board members need to educate parents as to why. Sam mentioned an issue about a parent complaining on social media about the cost of a report reprint, she advised that this was a board approved charge and that she would be happy to converse more if needed.

Lea showed research in conjunction with 20 schools (CCEN schools and other schools from her collegiate group) to see how they notify their parents about student placements and when they advise their parents. Only 4 of the schools actually advise at the end of the year, Hollywood only have one year group each year so no problems with letting parents know before the school year.

Parents often see the placement of their child as an individual and are not privy to how we have structured each class and year level. Hopefully the new policy will support parents in their understanding of their child's class placement. This policy will be made live on the school web page once it has been endorsed.

Do a 'Did you Know' about class lists, when policy completed.

Donna and Office staff to track as needed.

Policy to be included on new web page on finalisation.

Draft a 'Did you Know' for when completed.

	<p>Board members to give feedback about the placement policy, it will also go to staff for feedback, teachers will be required to use class maker for assisting in class structure.</p>	
4.3	<p>Budgeting for 2018 Reports sent to members via email – as follows: Agenda – Meeting 1 Cash Report – December 2017 Consolidated Financial Report – December 2017 Minimum Expenditure Report – December 2017 Operational One Line Budget Statement – December 2017 Payments Rates Received @ 16th December 2017 School Cash Analysis Report – December 2017 Cash Report – January 2018 Comparative Budget Report – January 2018 Consolidated Financial Report – January 2018 Minimum Expenditure Report – January 2018 Operational One Line Budget Statement – January 2018 Payments Rates Received @ 19th February 2018</p> <p>2018 fixed Finance Budget was emailed to Board members today, we won't give actually final figures for 2018 funding until we get the SCF figures for 2018. We have had to amend the draft budget and cut down certain cost centre budget requests, we usually carry a surplus of \$10,000 in finance but this year just over \$1300, SCF has been around \$100,000 but this year we are anticipating \$18000 this is based on our estimation at present.</p>	<p>Budget to be agenda item at next meeting.</p>
4.4	<p>Draft Class Placement and Processes Policy Will be covered more in depth when Leanne O'Kane returns to work, also discussed to a degree during item 4.2.</p>	<p>Add to another upcoming Agenda.</p>
4.5	<p>Roster for Minutes Summary for Newsletter On hold until we know the 2018 board members, Jason will do tonight's for inclusion in the newsletter.</p>	<p>Roster to be done at next meeting.</p>
4.5	<p>Reporting to the Board Lea will look at having a staff member come to report on areas such as ARTS. Finance was scheduled for 20th of Feb but we will have to wait until we actually get final SCF information.</p> <p>Lea to add another column to show Board requirements, column to include items such as endorsing the draft budget, newsletter blurb, charges and contributions, surveys, open night etc.</p> <p>Kathryn to add all finance documents to Connect from now on.</p> <p>Jason to now do calendar appointments as needed</p> <p>Mandated surveys are every two years, terms of reference currently state each year, TOR to change, survey results go in the annual report each year and the same data is used the following year (if a non-survey year).</p>	<p>Lea to follow up with Specialist Teachers.</p>

4.6	<p>Other General Business</p> <p>Deed of licence - did you know</p> <p>Look at another sports operator, or do we look at OSHC doing more sporting activities on Tuesdays,</p> <p>Send all email to see if any other sporting providers.</p> <p>Some concerns were raised in regards to students accessing inappropriate material when using electronic devices. The ICT policy availability for parents, parents would like to know what improvements are in place to provide better security to students and what can be accessed. The policy is on the current webpage, it was upgraded last year due to online assessments. We don't have our own filtering system but there is an overall DoE security program. ICT is scheduled on the next meeting, but members or parents can make an appointment with Jen Robinson to discuss if needed. What do we do at a school level? It is the schools job to review school policy but is will be shared with the Board.</p>	<p>Do a "Did you Know" informing the public what is required for a Deed of Licence.</p> <p>Donna to contact Kidz N Sports to see if there is another operator that can conduct a program for HPS students.</p>
5.0	Meeting Closed/Adjournment/Next Meeting	Actions
	Meeting closed at 7.50pm. Next meeting on Tuesday 20 th of March 2018.	

Signed (Chair)

Date: