

INDEPENDENT PUBLIC SCHOOL



Minutes of Meeting No: 2
Harmony Primary School
Date: 20th March 2018
Commenced: 6.05pm

ATTENDEES:

Principal –
Staff – David Geijsman, Louise Legerstee, Leanne O’Kane, Kelly Lindley, Jennifer Robinson and Sandra Orr
Parents – Jason Pearce (Chair Person), Simon Berry, Berry Johnston, Samantha Joseph, Stuart Tarrant, Fred Yasso, Tim Richardson, Caren Bell and Lisa Brennan

1.0	Welcome and apologies	Actions
1.1	The meeting was opened by Jason Pearce. Apologies: Lea Hadley, Donna Connors, Brett Hovingh 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 20 th of February 2018 <i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i> Moved: David Geijsman Seconded: Stuart Tarrant Carried	
4.0	General Business	
4.1	Welcome to new members Introduction of all members to introduce new members. Simon Berry last meeting. Lisa has nominated for a one year position and can nominate next year if she wishes to at the time. Jason is going to stay on the Board but resign from Chairperson position after 5 years. Will offer support to incoming Chairperson. Nominations to be emailed to Lea.	

Discussions are open for interjections when staff are presenting to the Board.

4.2

ICT/Technologies Update (presented by Jennifer Robinson and Sandra Orr)

2 subjects – digital tech and design technologies. Within these areas the school has been focusing on developing these across the school and reporting began last year.

ICT is all about using the technologies whereas Digital Technologies is creating and using.

ICT policy that students sign. Links to cyber safety. This policy is linked to website and has been updated this year. Parent information evening for parents and the Hour of Code to show parents the link to computing linked to technology and showing that everyone can code. Media Captains that support teachers and students across the school.

Resources purchased this year – Lego We Do, Blue Bots, Dash and Dot, Spheros. Links across the curriculum. Professional learning will be provided for the staff.

School Website – new this year. Developed by three staff members to meet our needs and to minimise cost. Harmonyps.wa.edu.au Links to the FB page. Translation capacity. Calendar can be linked to your own calendar. Absentees can be completed on here. Menu option for community links such as Harvest Lakes and AYLA. Information on access is available to show how many per day and what they have accessed. Links to School Board are on the website and 2017 has been loaded.

iPads – setting up of apps process is more efficient now and each teacher with iPad access has an iPad available for use. 3 members from ICT committee went to an APPLE PL yesterday. Covers and keyboards have been purchased.

Loose parts play has been introduced in lower primary.

Maker Space has been created in the library and this will be available to classes from term 2.

TDS (Teacher Development Schools) 2018/2019 includes a Digital Technologies component.

Opportunity to support other schools. Additional funding is part of this process and access to PL.

Training up staff onsite. Provide professional learning for other teachers across the State. These have started this term. Huge interest in sessions and repeat sessions are being scheduled.

CCEN (City of Cockburn Education Network) Technology Leaders presenting PL for network schools 30th April. Our staff are presenting on Design Technologies for this year. Presented Digital Technology last year. Showing teachers how to integrate this across the curriculum and creating resources to be shared.

CCEN grant for Digital Literacy. Training for school digital technology leaders. Develop and share year level programming. Common assessment tasks, PL on coding, moderation of tasks

Sandra has been awarded as one of 100 teachers to Teachers can Code. Will be able to present workshops. 2 year project.

Office 365 pilot – offered the opportunity because we have a reputation as early adopters of innovative programs. Use through Connect. Can be leveraged on all devices we have.

NAPLAN online – weeks 3 and 4 term 2. Yr 5s using MacBook's. Yr 3s using iPads, except LA20 who will use MacBook's. Yr 3 handwritten writing Yr 5 on MacBook. Reading must be completed first to determine which test is given for the Language Conventions test. Tailored test design. 3 week turn around except the writing test.

Reporting both areas of Technology this year.

All classes to be on Connect by the end of the term. Parent general communication to move to Connect.

Reports will be on there. Will not expire as it did last year.
Parent ICT Open Day to be integrated with Open Night in term 3 after feedback.
MacBook – stats provided for uptake in year 4, 5 and 6 for last year and this year.
2018: Year 4 - 78%, Year 5 - 89%, Year 6 - 90%
2017: Year 4 – 86%, Year 5 – 92%, Year 6 - 85%
Restriction to Access – DoE has some filtering and blocking. School can block certain things as they come up. Hard to keep up with this hence ICT agreement. Learn by making mistakes in a safe environment. Block things we know will be a problem. Teaching them how to manage something they feel uncomfortable with. Question of safe mode in Google – Jen will investigate but outlined some of the issues with this.
How to Keep my Mac secure information to be posted on website. OT awareness of safe use of keyboards and cyber safety. Also access to Connect for the School Board members. Suggestion of media presentation on website of how to use MacBook for example.

4.3

Budgeting for 2018

Finance reports have been emailed out to Board members. Budgets still in draft format as we are yet to receive funding from the Department, this should come through 27th March, 2018 via our gateway payments. Only then will we have an accurate account of finances, budgets will then be amended to suit. Current figures reflect our locally raised funds only via contributions, hire agreements etc. No student centred funding included as yet.
Statements emailed out last week, hopefully will generate some additional monies for Voluntary Contributions, MacBook charges, SAKGP etc.
Reminded Board that voluntary contributions continue to be received throughout the year and term three is a better indicator.
Lea and Donna are always open to explaining the budget to new members.
Reports sent via email:
Cash Report - February 2018
Consolidated Financial Report – February 2018
Minimum Expenditure Requirement Report – February 2018
Operational One Line Budget Statement – February 2018
Payments Rates Received @ 19th March 2018 Report
School Cash Analysis Report – February 2018

4.4

Draft Class Placement & Processes Policy

This is consistent practice type of contact to be placed in the document. Include on FB did you now and Website. School policy not Board policy some strategies on how to broach topic with their child.
Leanne gave a brief overview to the new Board members as a new member stated that it would be best to get the class lists out earlier. It was explained why this was not possible and that they go out at the very earliest so that we can ensure that correct placements are in place. A brief overview of the other schools provided by Lea at the last meeting, also put their lists out in similar way so we are not different

	<p>to other schools excepting those that have only one stream of students. Other schools who do place theirs out earlier still make changes and it is thought that the angst around this for parents was too high and hence the decision the school Admin has made around this timing.</p> <p>Leanne explained that this document is a school based document and we are seeking to inform Board members to give their input so that we can try to answer parent questions and concerns by creating it. She asked Board members to support the information in the community and to always encourage parents to come to Admin and ask questions themselves as our doors are always open.</p>	
4.5	<p>Roster for Minutes Summary for Newsletter</p> <p>Jason to cover minutes from this meeting and last and distribute. Reminder to only publish after they have been approved by the Board at the next meeting. Minutes helps to promote the school in a positive light and to communicate. Jason to create a list for the minutes to be collated by members.</p>	
4.6	<p>Future Meeting</p> <p>Lea to present the latest ACARA results at an upcoming meeting. All parents are welcome to Board meeting just need to let Board know prior. Reminder to email Lea with nomination for Chairperson.</p>	
5.0	Meeting Closed/Adjournment/Next Meeting	Actions
	Meeting closed at 7.35pm. Next meeting on Tuesday 15 th of May 2018.	

Signed (Chair)

Date: