

INDEPENDENT PUBLIC SCHOOL



Minutes of Meeting No: 3
Harmony Primary School
Date: 15th May 2018
Commenced: 6.03pm

ATTENDEES:

Principal – Lea Hadley
Staff – Louise Legerstee, Kelly Lindley, Donna Connors and Toni Shane (Numeracy Report)
Parents – Jason Pearce, Berry Johnston, Samantha Joseph, Fred Yasso, Tim Richardson, Caren Bell, Lisa Brennan, Brett Hovingh and Rachel Shave

1.0	Welcome and apologies	Actions
1.1	The meeting was opened by Jason Pearce. Apologies: Leanne O'Kane, David Geijsman and Stuart Tarrant	
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 March 2018. <i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i> Moved: Louise Legerstee Seconded: Caren Bell Carried	
4.0	General Business	
4.1	Board Chairperson - Jason has resigned as chairperson, Berry Johnston only nominee and endorsed as new chairperson. Meeting handed over to Berry at 6.06.	
4.2	Numeracy – Lea introduced Toni Shane to Board members K-2 - Toni looking at avenues for students to do extended maths inside the class, she is currently doing some research and will be looking at other schools and how they go about it. Toni spends her TST Wednesday going to classes to assist teachers and students working at a low level. 3-6 - Year 3s will be included in intervention program after NAPLAN results returned and analysed, looking at avenues to push the students that are working on a high level, we want all students to show progress.	Attach copy of Toni's Numeracy Report to Meeting Folder.

	<p>Currently streaming JEMM's to year 4, 5 and 6, we will be having the author of the JEMMs book coming to site to see how we teach the program to our students.</p> <p>Numeracy committee members went to 3 day professional development presentation late last year on measurement and geometry.</p> <p>Teachers believe the JEMMS and EMMs program is integral to keeping the students progressing in numeracy learning, looping students with the same teacher does assist the students in a quicker progression.</p> <p>Is it possible for Toni to do a one page document to pass to parents to advise them on progress and how the results have improved? Toni is very keen to push the higher end students so they continue to progress.</p> <p>Nothing on the school website for numeracy at this stage, perhaps add the board presentation to the website.</p> <p>The intervention program assists those students that are in the below the 20% bottom level of testing, this program will assist them in learning the missing blocks of numeracy learning.</p> <p>We have tried in the past to get parents to look at numeracy items so that they are aware of how tasks are taught to the students today, but very little interest has been shown with these. Toni to have a discussion with each year group to see if we can advise parents of what and how numeracy tasks are being taught so that parents can support their children at home, Lea advised all present that Toni only has limited time and getting this information to parents could be problematic and that teachers are here to teach students and not parents. Is it possible for teachers to advice parents on connect what is being taught during the week and possibly put a link to show what activities or lessons are about. Toni has instructed students to highlight concepts that they are unsure of in their Step It Up books as they haven't been covered as yet. Concepts are taught based on the current curriculum, by the end of the year all concepts have been taught to each year group as required. Toni to make sure that this is communicated better to parents, perhaps a quick little information sheet to be placed in the front of the Step It Up books to assist parents.</p> <p>Operational plan is tweaked, but has remained basically the same for the last 4 years and has strong links to the school business plan.</p> <p>STEM is not a subject on its own and has to be integrated with other subjects; Toni, Christine and Sandra are commencing planning very soon to address all requirements. The year 4s next science learning task will be STEMS based.</p> <p>Thanks to Toni for her presentation.</p>	<p>Look at having something on website.</p>
4.3	<p>Harvest Lakes Residents' Association - We now have lights that are on during the night around the lake, the boardwalk across the way will be extended around the Eco park and if more people are walking around it could assist in reducing the unnecessary behaviour.</p> <p>Cubby still being used out of hours. The cameras that have been installed in the Eco Garden have been of great benefit. Still working on the crossing on Lyon road.</p>	
4.4	<p>Finance - A quick budget overview was given, Board members are welcome to contact the MCS for more in-depth overview, Lea went through the regulatory framework guidelines on what is expected from a School Board in their governance of the Finance budgets.</p>	

	<p>The new payment plan form was presented. Do a “Did You Know” about payment plans.</p> <p>New process in place for follow up communication for excursions and incursions, Lea to send out communication process to parents. Parents may be unimpressed if their child misses out due to non-payment. Financially stressed parents will be looked at on a case by case need. Hopefully this will stop the same people from not paying in time.</p> <p>Do a regular Facebook list of Did You Knows, do a scheduled list of Did You Knows!</p> <p>Lea showed a newspaper report - Post Code Roulette was a notice in the West Australian, shows HPS in the top 10 schools for charges for the year, showed that each child was charged \$427 per year, doesn't show what we charge our students, it doesn't give a school based context, we were compared to Success Primary School who don't offer Canberra camp, as many excursions and chargeable programs such as Spelling Mastery, Athletics, Stephanie Alexander, Cars and Stars.</p> <p>The finalised 2018 Finance Budget was presented to the Board (via email) and a quick overview was given (all members present were advised that the Manager Corporate Services (Donna Connors) would go through the budget more in-depth if needed.</p> <p>Moved: Louise Legerstee Seconded: Fred Yasso</p> <p>2018 Finance Contingency Budget was fully endorsed by all present.</p>	
4.5	<p>Chaplaincy Funding - Chaplaincy funding has been approved for future years via the Federal Government. Chaplains are not employed by the school but through YouthCARE, funding is not connected to CPI, P&C contribute to the program and we pay the difference. All Chaplains have to be appointed via YouthCARE, they do the merit selection process in conjunction with school Principal. Our Chaplain works with all students, and runs the BUZ program with year 4, Terri assists students, parents and staff. Terri is amazing and goes out of her way to support our entire school community in any way that she can.</p>	
4.6	<p>Playground - The new playground is underway, softfall was put in today. Donna sent the Department two submissions for playground grants, one for the softfall in the admin area and then one for the new ECE playground. We have been awarded \$25k towards playgrounds, we will take the notification to the Finance Committee to make final decision, Lea and Donna think half for each area, Donna is planning on doing a submission to the City of Cockburn in July/August for funding and Donna has asked Rachel to take back to the Harvest Lakes Residents' Association for them to possibly do a letter of support to attach to our submission.</p>	
4.7	<p>Other General Business - Lea thanked Jason for his endeavours on the School Bboard as he has been the Chairperson for 5 years and has been an outstanding leader for the School Board, his efforts are very much appreciated by Lea and all members. Jason will be staying on as a board member. Berry acknowledged and thanked Jason on behalf of the Board.</p> <p>Lea apologised for the slight delay uploading the 2017 Annual Report, we are looking at a new method of report preparation and what is included. It will be a long process but will be in place before the 2018 report due.</p> <p>Brett was trying to look for the Behaviour Management Policy, had issues trying to locate, it appears that DoE have our old website.</p> <p>NAPLAN commenced today, usually we commence language conventions, but started with writing, which caused some angst for our year 3 students, students vomiting and refusing to do the writing, Lea had emailed the</p>	Advise Jenny as needed.

	Department to see if other schools had the same issues.	
5.0	Meeting Closed/Adjournment/Next Meeting	Actions
	Meeting closed at 7.55pm. Next meeting on Tuesday 19 th of June 2018. Apologies – Kelly Lindley	

Signed (Chair)

Date: