

# INDEPENDENT PUBLIC SCHOOL



Minutes of Meeting No: 4  
Harmony Primary School  
Date: 19<sup>th</sup> June 2018  
Commenced: 6.01pm

## ATTENDEES:

Principal – Lea Hadley  
Staff – Louise Legerstee, Donna Connors, Leanne O’Kane, David Geijsman and Michelle Pozzi (Mental Health Program – Left at 7.37pm)  
Parents – Berry Johnston (Board Chairperson), Jason Pearce, Samantha Joseph, Tim Richardson, Caren Bell, Brett Hovingh, Rachel Shave and Stuart Tarrant

| 1.0 | Welcome and apologies  | Actions   |
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| 1.1 | The meeting was opened by Berry Johnston.  |   |
| 1.2 | Apologies: Kelly Lindley, Lisa Brennan and Fred Yasso<br>Confirmation of Agenda – Mental Health Program to be present by Michelle Pozzi added as item 1  |   |
| 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 15 <sup>th</sup> May 2018.<br><br><i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i><br><br><b>Moved:</b> Samantha Joseph<br><b>Seconded:</b> Louise Legerstee<br><b>Carried</b>  |   |
| 4.0 | General Business   |   |
| 4.1 | <b>Mental Health Program</b> - Friendly Schools Plus is a program about empowering little people in how best to deal with bullying and what to do in that situation, it is taught at age appropriate levels, there is developmental scope and sequence with this program. Suicide training is more high school based, the year 6 age group is taught about self-care and also gives them training in noting and identifying if their friends are suffering. HPS has its own system if we are aware if a child is self-harming or at risk, such as what to do, where to go, who to speak to and standard emails advising parents.<br><br>Gate keepers course allows us to effectively manage and support a student at risk if Psych is unavailable. |   |

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|     | <p>The courses that Leanne, Michelle and Lea have attended have advise that not only diagnosed students have needs but a large number of other students within the school could be effected by mental health issues at any given time, the training will be passed on to all teacher so that all students are having their needs met. Leanne advised that we do need to track students in order to help manage as needed.</p>  |  |
| 4.2 | <p><b>Literacy Report (presented by David Geijsman)</b> – Information given about NAPLAN and didn't include 2018 results as they are not available until next week as HPS NAPLAN was done online, we still won't be able to do like to like school evaluations as not all schools did online testing, their results will take longer to evaluate.</p> <p>Best Performance provide us with expert NAPLAN analysis for us, they have commented on how good HPS learning plans are, some schools have nothing in place to improve these results.</p> <p>NAPLAN results when received are crossed checked with student grades to ensure accuracy. Media coverage of NAPLAN can be very negative and adds to the concerns of parents in letting their child participate, parents need to know that it is only a snapshot of the child on that day, but the results are used within a large number of other tracking methods for their child, such as teacher reporting, it is used for the longitude tracking of each student across their learning journey.</p>  |  |
| 4.3 | <p><b>SAER (Students at Educational Risk)</b> - Leanne O'Kane presented a flyer providing information and gave a brief overview on the Student Service Team, Implementation, Professional Learning and impacts on student's services with the new funding model and the current three tier system that is used to provide effective and measurable interventions for all students that have identified issues, conditions and/or needs.</p> <p>Leanne advised that staff are very good at sharing information after attending professional development courses.</p> <p>Parents are not aware of behaviour issues of other students at HPS, Admin work very hard on supporting behaviour issues at a school level. We try and give our staff as much information as possible so that they are fully aware of student needs or requirements so that we meet all needs and both staff and students are safe at all times.</p> <p>Berry has support the school with hours of training with our EAs and established tracking systems for us to use to identify students that need tier three programs, she has also been very supportive in helping us developed our sensory areas to best meet the needs of our students.</p> <p>We do share within the CCEN and deputies meet once a term so that we are all doing similar things to meet student requirements.</p> <p>We do look at teacher applications to see if they have had experience or training within the programs that we currently use.</p> <p>Leanne to add brain breaks, mindfulness, yoga, stretching and animal fun to tier 1</p> |  |
| 4.4 | <p><b>Harvest Lakes Residents' Association</b> - Still working on crossing at the shops, Rachel will send Donna the soft fall support on the 16th of July.</p>   | Rachel to provide letter as needed.                |
| 4.5 | <p><b>WA Education Awards</b> - Berry has received information about the WA School Awards for 2018, it is</p>  | P&C – possible agenda item for their next meeting. |

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|     | <p>available on the WA DoE website and closes next Friday.</p>  |  |
| 4.6 | <p><b>Student Crossing / Windchime Terrace</b> - Two years ago not enough cars were using the road, but since the change in location to our Kiss and Drive it appears the numbers have doubled if not tripled. Caren is still trying to get volunteers to cover the cross walk! Caren is applying for electronic speed signs for Windchime Terrace, City of Cockburn have put in road counters, Police have been present on Gibbs and Aurora drive three times in the last few weeks.</p> <p>Caren gave a few examples of problem parking that she has noted whilst doing her audits, Donna advised that bollard installations were being arranged to assist with these issues. Lea thanked Caren on her efforts in supporting our school in getting this in place, it takes a hard work and dedication in getting this sorted.</p> <p><b>Finance</b> – All reports were sent via Connect as needed:<br/> Cash Analysis Detail Report – May 2018<br/> Comparative Budget Report – May 2018<br/> Consolidated Monthly Report – May 2018<br/> Financial Position Summary Minimum Expenditure Report – May 2018<br/> Operational Analysis Report – May 2018<br/> Operational One Line Budget Report – May 2018<br/> Operational School Cash Plan Report – May 2018<br/> Rates Received @ 12<sup>th</sup> June 2018<br/> Minutes Meeting 3 – 15<sup>th</sup> May 2018<br/> Agenda 4 – 19<sup>th</sup> June 2018</p> <p>“Did You Knows” next term for programs such as Athletics and Cars and Stars in order to bring parents attention to these programs, unpaid billing item reminders sent today, parents might be upset as it includes items that are not yet due. We have added a note to advise parents of which items are not yet due.</p> <p><i>Motion: That the Financial Reports be accepted as a true and accurate record.</i></p> <p><b>Moved:</b>           <b>David Geijsman</b><br/> <b>Seconded:</b>   <b>Louise Legerstee</b><br/> <b>Carried</b></p> | <p>Donna to contact relative Program Managers to get blurbs for the “Did You Know” Facebook notices.</p> |
| 4.7 | <p><b>Seat Belts Buses</b> - Seatbelts are not mandated by the Department, we need to factor in a few different impacts if we decide to use buses with seatbelts - such additional costs, two children to a seat, we could also see additional buses being needed to carry students if two to a seat. Swimming will be very costly especially year 5 and 6. Berry did advise that it could be very problematic in buses as seat belts are adult sized and not suitable for students. Members were advised that if we (at a school level) have any issues with buses or drivers we certainly make contact with the company to address our concerns, we only use two bus companies to ensure safe practice.</p>   |  |
| 4.8 | <p><b>General Business</b> – Brett to do this meeting newsletter blurb and Stuart will do next meeting. Survey, two areas chosen from previous survey to send out additional questions so we could get further information and clarification, hopefully cutting of survey week two next term, always taken to executive to,</p>   | <p>Add to future agenda.</p>   |

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|            | <p>discuss for additional information prior to going to the board. Add to future agenda.</p> <p><i>Agenda items to be sent to Lea, Berry and via Connect.</i></p> |                |
| <b>5.0</b> | <b>Meeting Closed/Adjournment/Next Meeting</b>  | <b>Actions</b> |
|            | Meeting closed at 7.55pm. Next meeting on Tuesday 21 <sup>st</sup> August 2018.   |                |

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**Signed (Chair)**

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**Date:**