

# INDEPENDENT PUBLIC SCHOOL



Minutes of Meeting No: 5  
Harmony Primary School  
Tuesday 18<sup>th</sup> July 2017  
Commenced: 6.06pm

## ATTENDEES:

Principal – Lea Hadley  
Staff – David Geijsman, Louise Legerstee and Laura Fox-Woodford  
Parents – Jason Pearce, Berry Johnston, Erin Swarbrick, Sheree Martin, Samantha Joseph, Fred Yasso, Brett Hovingh, Stuart Tarrant and Rachel Shave (Harvest Lakes Residents Association)

1.0	Welcome and apologies	Actions
1.1	The meeting was opened by Jason Pearce and commence at 6.06pm  Apologies: Leanne O’Kane, Donna Connors & Simon Berry  Confirmation of Agenda	
1.2		
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	
	The minutes from meeting 20 <sup>th</sup> June 2017  Jason to action WA Education Awards School Board awareness week to be discussed today AOB  <i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i>  <b>Moved:</b> <b>Stuart Tarrant</b> <b>Seconded:</b> <b>Fred Yasso</b> <b>Carried</b>	
4.0	General Business	

**FINANCE**

Lea passed out Operational Line Budget and Cash Report sample report from DET to help board members with reading finance reports

Lea, Jenifer Robinson and Donna recently attended the DET's Finance Leading & Planning the One-Line Budget for Schools PL for school leaders. This examined in more detail the student-centred funding model links with student need, and how it will look going forward in 2018. Lea shared information provided at the PL to the Board.

Highlights relevant to HPS:

- 2017 funding for SEE is based on NAPLAN data from 2016 or 2015. Allocation of this works on performance.
- 2.92% increase in notional salary rates
- Census process explained and importance of accuracy and evidence for including children in the count
- If you lose students midway through the year the funding remains. Number of new students before we achieve additional funding is approx. 20. Primarily funding and student numbers evens out from beginning to end of the calendar year

HPS's Funding Agreement was received signed and returned in T1. Lea reported that we have a very good audit rating and management of funding. Lea attributed this largely because of Donna's skills and management.

Disability Funding allocation and need was briefly outlined. Unlike the one-line budget funding if a student leaves the school, the school loses the funding. Allocation of funds is based on criteria across a system of levels. Requirements and criterion are rigid and in almost all cases a confirmed diagnosis is necessary. When a student has an imputed diagnosis, or has additional needs not allowed for in the scope of funding, the school must meet those needs within their existing monies.

This term Lea will begin to develop an idea of the structure for next year; expected enrolment numbers and potential class structure

**Monthly Reports sent to Members**

- Cash Report - June 2017
- Comparative Budget - June 2017
- Consolidated Finance - June 2017
- Minimum Monthly Expenditure - June 2017
- Cash Analysis - June 2017
- Operational One Line Budget - June 2017
- Rates Received

All monthly reports endorsed by members present.

*Moved: Louise Legerstee*  
*Seconded: Dave Geijsman*  
*Carried*

4.2	<p><b>Business Plan/Operational Plan - Lea</b></p> <p>The Operational Plan (OP) (2017-2020) sits under the umbrella of Business Plan (BP). Lea explained the continuum, and some areas of focus to work on, to support us achieving the BP goals, e.g. excellence in teaching. Teaching staff are frequently working in teams to update and outline what practice will look like in each year levels to move towards achieving outcomes.</p> <p>Science Technologies Engineering and Mathematics (STEM) is a DET focus. HPS created our own Operational Plan for focusing on whole school approach to the incorporation of STEM in learning programs. Lea outlined the rationale and the strategies/measures we use to monitor development. Brett asked for explanation about funding of these plans. Lea explained that funding is usually budgeted into the year, and what is included in the plan is within the means of funding for the school. At times the school will experience budget blow-outs, as a result of unexpected and unforeseen circumstances. Example of such an instance is staffing changes within LA14 this year. These changes have influenced the reallocation of funding across cost centres to meet student needs. However, we have a risk management plan which usually alleviates the likelihood of big budget blow outs.</p> <p>Erin suggested the development of key performance indicators for the BP. Berry highlighted referencing to the OP. During development of the BP last year the SMART goals were formulated to sit within the OP. Erin sought clarification on accountability of achievement of these goals to the Board. Jason advised that the reports we receive from LA Co-ordinators at meetings supports this. It was suggested we ask LACs to include a section in their presentation which reports how the school is progressing towards meeting the goals outlined in the OP and BP.</p>	<p>Lea to advise this to LACs for future board reports/presentations</p>
4.3	<p><b>School Board – Terms of Reference - Jason</b></p> <p>In recent times the Board has developed and endorsed a Code of Conduct and Confidentiality Agreement for all Board members to adhere to. We have used the Terms of Reference for School Boards provided by the Department of Education (2011).</p> <p>Erin put forward we consider developing our own Terms of Reference. This would help us provide clarity for parents, and explain what the board does. Erin questioned whether the 2011 ToR is current. She suggested the Board review this and place a copy of our ToR on the school webpage. Research Erin has conducted found that several other IPS schools south of the river do this. Jason will speak to Jen Robinson about including a section on the school website for links to the IPS ToR and FAQs, to support parents who seek more information about the role, and accountability, of the Board. Erin provided all members with a hard copy of a model ToR for unincorporated councils and a FAQ factsheet for parents about school boards. Erin suggested we could use the blank ToR as a model, and adjust as needed. It was decided that all Board members would read over and consider the blank ToR, then discuss it at the next meeting.</p>	<p>Jason to liaise with Jen Robinson to place a link to a copy of the ToR on the school webpage and a link to the FAQ for school boards</p> <p>Board to review the document and provide feedback at next meeting. Item to be added to next meeting's agenda.</p>
4.4	<p><b>Health Program</b></p> <p>Sam received a parent concern and questions about whether the school is using the SAFE school program. Recent media attention to the program has seen a level of parent unrest. Re. the parent concern; HPS is not, and does not intend on using SAFE schools.</p> <p>Lea added that it appears to be more a high school based program. There is registry of schools using it which can be accessed online. As a school, we feel our community needs do not warrant the inclusion of SAFE schools. We are utilising other programs to meet SCSA curriculum outcomes</p>	

	<p>for health and wellbeing.</p> <p>Lea added that parents always have the right to ask for their child to not participate in specific area of health, e.g. based on religious beliefs etc. Open-ness and communication with teachers and parents is essential in achieving this. Example of how this is already embedded in to the school's practice is in year 6 physical education lessons. Teachers always provide information to parents way in advance of any teaching and provide permission slips to be returned.</p>	
4.6	<p><b>School Development Day – Term 3</b></p> <p>Monday:</p> <p>EAs attended an onsite PL for Social and Emotional learning. Jenny Orange presented Highway Heroes, a research based program which is being utilised nationwide and internationally. It aligns to K-6 curriculums and is a ready to go resource for teachers/EAs to use. More information can be found through their website: <a href="https://bestprograms4kids.com/highway-heroes/">https://bestprograms4kids.com/highway-heroes/</a></p> <p>Teachers looked at AITSL judging standards using e-Journal for 1.5 hours.</p> <p>Teacher spent 1.5 hours in year level teams looking at operational plans to explore the finite details of how these would look in classrooms.</p> <p>Teachers in 1-3 explored Consistent Practice in Data from BEST Performance. This will support teachers to use data effectively to improve teaching practice.</p> <p>Teachers In 4-6 met to discuss Canberra and camp changes for next year.</p> <p>K-PP teachers met to discuss NQS and EY playground refurb.</p> <p>Tuesday:</p> <p>Y4-6 spent an hour after school today exploring data coaching.</p> <p>Literacy Committee met to discuss how to effectively use data and the implementation of PAT writing.</p> <p>K-2 met to discuss NQS and EY playground refurb.</p> <p>CCEN update - Lea</p> <p>The past few years we have had increase in PL days from 6-7 to support schools in their development and understanding of the AC. Next year this will return to 6 days.</p> <p>From 2019 schools are required to teach and provide full reporting on ALL AC areas. This includes Technologies, which is split into two sub-strands (Digital Technologies and Design and Technology) and is a very in-depth and new area of teaching. Teachers were able to participate in a CCEN half a day last year to develop understanding of teaching and reporting of DT. They have not had the opportunity to develop their understanding of D&amp;T across the network. The principals feel across the CCEN this is an area teachers need further support with. They are requesting schools in the CCEN add an extra day next year to support teachers with their practice in the D&amp;T Curriculum. Lea outlined the process involved in adding the additional PL day. Firstly, school principals will meet, if numbers across the CCEN are in agreement it would need to be approved by Sharon O'Neil before it would be implemented.</p> <p>Sheree asked if OSH club can offer a causal day for care. Lea advised that providing numbers are sufficient OSH club would provide a causal day. Berry suggested the PL day be added to the two days back at T1. Dave voiced concerns about adding more load on to an already busy time of the year, especially for new teachers to the school. Dave offered adding the PL day on to <b>the end of term 1</b> as an alternative. Teachers would have the opportunity to reflect and plan from the PL over the holidays. Families would be less impacted as it would mean starting school holidays one day</p>	<p>Lea to discuss options with CCEN and send an –mail to board members with update</p>

	earlier. All members agreed. Lea will present this option to the CCEN principals at their next meeting and will feedback any information to board members via e-mail.	
4.7	<b>Delivery &amp; Performance Agreement</b> The board reviewed the accountability agreement. Jason and Lea signed the document at the meeting. Lea will send the signed copy to the DET.	
4.8	<b>Other General Business</b> <ul style="list-style-type: none"> <li>School Board Week – This week, as part of board awareness week, the board will be making a conscious effort to open communication. Community update/info blurb for this month will focus on the functions and role of the Board. Suggestions to include some of the FAQs from the handout Erin provided. Erin volunteered to write up this and pass it on to Kathryn Scott for inclusion in the Newsletter. Lea advised Erin that it should be sent by Wednesday for inclusion in W1 newsletter or Wednesday W3 for W3 newsletter.</li> <li>Jason will liaise with Jen Robinson, and update the board section of the website to include links to Terms of Reference</li> <li>Berry suggested we use the upcoming Board Open Night as an opportunity for us to have the annual meeting for parents set out in the ToR Erin provided. This could be a 1 hour awareness and meet and greet meeting. Term 3 is a very busy term with events after school e.g. school production. It was suggested that we look at having this ‘Open Night’ in T4, as it will provide more opportunity for parents to attend. This meeting/open night was scheduled for <b>October 24<sup>th</sup> 2017</b>. We will move the board meeting forward one week to accommodate performances.</li> <li>Berry advised that she had all the relevant meetings with the school nurse and is ready to present the information to the board. An item will be added to the next meeting agenda to provide a Hand Hygiene update.</li> <li>Rachel advised the Board that the Harvest Lakes Residents Association would be holding a meeting Wednesday 26<sup>th</sup> at 7pm to discuss the Traffic Lights at Lyon Rd, and the impact it is having on safety and traffic management. Lea offered to add an announcement in the school newsletter to alert parents to it. She added that the Residents Association is welcome to include information or announcements in the newsletter at any time.</li> <li>Lea asked Rachel if she would like to have a regular time at meetings to keep the Board up to date on issues within the community. Rachel accepted the offer. Harvest Lakes Residents Association Report will be added as regular item to all future meeting agendas.</li> </ul>	<p>Erin to submit to Kathryn to be published in the newsletter</p> <p>Discuss the Agenda for this open night at the next meeting.</p> <p>Add Hand Hygiene as an agenda item to discuss steps going forward in 2018.</p> <p>Harvest Lakes Residents Association (HLRA) Representative’s Report to be added to all future meeting addendas</p> <p>Lea to ask Kathryn Scott to add Rachel to the distribution list for emails and newsletter so she can access this.</p>
<b>5.0</b>	<b>Meeting Closed/Adjournment/Next Meeting</b>	<b>Actions</b>
	Meeting closed at 8.04pm. Next meeting is on 15 <sup>th</sup> August 2017	

Signed (Chair)

Date: