

# INDEPENDENT PUBLIC SCHOOL



## Minutes of Meeting No: 5 Harmony Primary School Date: 17<sup>th</sup> July 2018 Commenced: 6.06pm

### ATTENDEES:

Principal – Lea Hadley  
Staff – David Geijsman, Leanne O’Kane, Donna Connors, Kelly Lindley and Rob Thorogood (left at 7.17pm)  
Parents – Berry Johnston (Chair Person), Jason Pearce, Samantha Joseph, Lisa Brennan (left at 7.00pm), Stuart Tarrant, Fred Yasso

1.0	Welcome and apologies	Actions
1.1	The meeting was opened by Berry Johnston and commenced at 6.06pm.	
1.2	Apologies: Louise Legerstee, Brett Hovingh, Rachel Shave, Tim Richardson and Caren Bell Absent: Nil	
1.3	Confirmation of Agenda – Donna apologised for the late notifications and sending of reports – due to her absences for surgery.	
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 number 4 – 19 <sup>th</sup> June 2018  <i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i>  <b>Moved:</b> David Geijsman <b>Seconded:</b> Samantha Joseph <b>Carried</b>	

4.0	General Business	
4.1	<p><b>Health and Well Being (Presented by Rob Thorogood)</b> - Rob went through who was on the Health and Wellbeing Committee, explaining that it links into a number of areas across the school, they send out different reminders to staff to assist students in various areas. The Committee introduced collaborative DOTT time to assist staff, and in assisting team leaders with additional DOTT time to help teachers in their teams. Rob advised all present of the DoE Staff Health &amp; Well Being assistance support program that is available to staff and their family members.</p> <p>The Health and Well Being Committee (HWBC) are always trying to improve communication processes across the board, adopting programs such as Connect and bringing in orientation programs with information sessions for parents. We have been able to invite various guest speakers to our school to talk to students to give them insight into things such as disability sports and refugees.</p> <p>Doing surveys for a number of different areas to various groups to see how things are progressing and to get feedback to increase or improve these areas. Survey results will be shared with the Board on completion.</p> <p>Life Education Van is coming back this year, HWBC have the focus areas that will be taught. In some cases it is tailored specifically to a class depending on that class. Links into school programs and there is a school scope and sequence. There is a parent session whilst van is here. This program has very good topics that assist students with age appropriate information, this year our year 6 students will do a session on moving to high school and year 3 and 4 students will learn about being cyber safe.</p> <p>Hand washing has been addressed and each member has advised their team members that hand washing must be taught in the class.</p> <p>Siren times have been discussed, information will be given to the Board at a future meeting.</p> <p>Each member tries to assist other staff members, always looking at how best to assist staff as needed.</p> <p>Friendly Schools is used across the school.</p> <p>Health is linked closely with SAER, and assists specialist teachers in being aware of students and their needs or requirements.</p> <p>Protective Behaviours is a mandated teaching requirement across all WA schools. 1 in 3 girls and 1 in 6 boys are exposed to sexual behaviour before the age of 18, sadly it can take up to 11 reports from the victim before the abuse is investigated or addressed.</p> <p>All staff participated in a Protective Behaviour PD course yesterday, it was hard going for a lot of staff as there was a large amount covered, it was a fantastic course and very forthcoming to staff. The program assists in teaching students about protecting their personal space and <b>being the boss of their own bodies</b>.</p> <p>A staff member must report sexual abuse themselves, if a teacher has any indication of sexual abuse they must report it. Physical and emotional abuse can be directed to admin for reporting. Various</p>	

4.2	<p>videos were shown during this session so staff could see how grooming occurs, a large number of other resources were also shared.</p> <p>Some parents are reluctant to use proper terminology when referring to body parts as groomers are less likely to target a child that uses the correct terminology as it shows that they have more body awareness. Using correct anatomical references also plays a strong part in how charges are laid and when a case goes to court.</p> <p>Sexual assaults are across the board, there is no evidence to show that one demographic is higher than others.</p> <p>Protective Behaviours should be taught in all areas, the focus is teaching students that it is their body and they are the boss of their body.</p> <p>Inside Out is a great resource in helping students learn about protecting their bodies and what is safe or unsafe touching, what are safe and unsafe secrets and what is the importance in not keeping secrets.</p> <p><b>Health and Physical Education Report (presented by Rob Thorogood)</b> - Physical Education is the only area with mandated teaching times, we have year level sports, year 1/2, 3/4 and 5/6. Teaching Fundamental Movement, also using playgrounds for upper body strength. Rob tries to encourage students to join a community sporting team outside of school hours. Year 3/4 sports do modified sports that will lead to carnival activities when in year 5/6. Students are not forced to participate in carnivals but year 6 students are given preference to participate. HPS has won both winter and summer carnivals this year. For school carnivals the best two students from each tribe and year are picked for jumps and throws, all students are involved in a race and participate in various games.</p> <p>We had A and B grade CCEN carnivals, this year as there was discussion as to having a 9 school carnival but with only 8 lanes this would lead to increased waiting times and more events during the day, which in turn lengthens the day. More students get the opportunity to participate if carnivals have smaller numbers. This could change in following years depending on new schools, or increased numbers at current schools. Students need to be given the opportunity to compete so they can reach the highest level possible. We do participate in a number of state competitions, students can try out, we are the only local school to participate, it is an eye opener for students that always come first to come 35th, it is a good opportunity for them to compete against quality competitors outside of the CCEN.</p> <p>Some of the State Sports programs that we participate in are:          Beach Volley Ball          Soccer - girls and boys          Cross Country          Cricket – boy’s state          Cricket - girl’s regional</p> <p>We have a number of sporting programs visit HPS and support students in various areas.</p> <p>Rob tries to do variety of sports both popular and unknown, we get additional funding for school sporting programs so we can give students a different sport to get a feel and understanding of these</p>	
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sports.

Lea acknowledged that when she came to HPS in 2007 she was worried about the Physical Education Program here, we were able to do a selection process in order to get an expert teacher and Rob has been able to bring quality and passion to our PE area.

It is problematic at present as SCASA has certain time frames for various areas, but there isn't enough time in the week to try and meet all requirements and there is some angst in students going to PE. We are trying to get teachers to adapt to implementing little movement activities such as taking a five minute run around the school in between sessions or ending a session a few minutes early to get students moving. Fitness testing is not used as it can be very negative for students that drop out quickly, it could also impact on their PE participation thereafter. Lea and Rob have discussed an online program for students to do at home to see how they go, teachers would then be able to go in and see how students perform.

Incidental movement will have increased in the early childhood area with play based learning in place. Berry offered to present some 1 hour sessions in support of this.

Thanks to Rob for his presentation, all Board members thought that it was a very beneficial and informative report.

4.3 **Protective Behaviours** – All covered during Rob's presentation.

4.4 **Harvest Lakes Residential Association Report** – Rachel sent her apologies, still in recovery.

4.5 **P&C Report** – There have been no P&C meetings since the last Board meeting, Lea wanted to acknowledge the new nature based art mural in the undercover area that the P&C paid for and to thank the committee for the financial support given to this program.

4.6 Update Minor Works re Parking - Donna gave the update on the bollards and hand rails that had been installed around the school site during the holidays. New fixed bollards were put in place on the left hand side of the admin carpark (as you are exiting) this is to stop cars from being parked on the path. We have had issues with vehicles pushing the paving out of place and this has caused one parent to have a major injury. Fixed bollards were also put at the staff car park to stop vehicles from being driven out the end of the car park and across pedestrian paths as we have had some near misses. We have had drop down bollards installed at the entry/exit area of the staff car park, we will be opening and closing these at certain times of the day (we are expecting a few teething problems with the times but at present it is a guessing game). In order to stop parents from blocking in already parked cars in the carpark at the back of LA 5, we had a hand rail installed at the edge of the path that is behind this car park, as parents were mounting the verge and parking half on the path and half on the road. Sam advised that she saw a parent and two students climbing through the new hand rail rather than walk down and around, HPS is not responsible for teaching adults how to use paths and walkways.

4.7 **Finance** – All monthly reports were sent via Connect, we have received full clearance on our end of financial year reporting. We will be instigating the 'Did You Knows' on Facebook to give parents additional information on the programs that students are participating in at HPS in the hopes to increase parental payment for these items, (to include Athletics, Cars & Stars, IPADs, Spelling Mastery, Science Journals and the Stephanie Alexander Kitchen Garden Program). We have asked

Dave for Spelling Mastery and Cars and Stars to commence this requirement. We sent out Unpaid Billing Item Reminders at the end of term 2, we have had a decent number of payments come in over the vacation break, especially in the Kindy area.

Reports sent:

Cash Report – June 2018

Comparative Budget Statement – June 2018

Consolidated Financial Report – June 2018

Financial Position Summary/Minimum Expenditure Report – June 2018

Operational One Line Budget Statement – June 2018

Operational School Cash Plan Report – June 2018

Rates Received @ 17<sup>th</sup> June 2018

Meeting 4 Minutes – 19<sup>th</sup> June 2018

Agenda Meeting 5 – 17<sup>th</sup> July 2018

**Moved:**            **Leanne O’Kane**

**Seconded:**      **Samantha Joseph**

**Carried**

- 4.8      **Business Plan Targets/Outcomes** - We are bound as a Board to go through these outcomes, Lea has suggested to the Board members to go and look at these to see if they have any questions any lines of enquiry can be put on Connect, these will be addressed at the next meeting. Dave and Lea will be working on this requirement. NAPLAN results are already late, so we can't guarantee that we can give feedback at the next meeting.

- 4.9      **Staffing for 2019** – Staffing can be very problematic, the first step is to find out who is working when, especially given that we have a large number of staff that only want to work part time due to family and personal reasons. We are trying to predict staff requirements based on historical information and with student numbers having dropped over the last three years it is difficult to plan for.

We currently have 15 students in kindy that were over flow from Aubin Grove and we don't know what the parents of these students are thinking of doing next year, whether they are returning to Aubin Grove or staying here this will be unknown until the end of the year. We also can't structure classes without knowing student numbers as there is mandated class levels and this also covers split classes.

We are not doing a selection process this year and all fixed term staff have been advised that we can't guarantee any positions next year, Lea has advised them to apply at other schools. We also look at teachers with expertise and who is able to do leadership roles. We have to be very careful in offering permanency to staff members especially as we don't know when other staff members who are permanent that are currently on part time may wish to return to full time. We can't stop our very experienced permanent teachers from looking at other schools to further develop their skills, we need to look at what is the best for our students and who best fits those needs. Board members are asked to support the school in letting parents know how much work and thought goes into this area.

We will send a letter to those Aubin Grove kindy students to see what their plans are for next year for their child.

Leanne to follow up and ensure that the classroom placement policy is online by the beginning of term 4.

4.10	<p><b>General Business</b> – An email was received from a parent, who was unhappy that Billing Item Reminders had been printed and posted and that they should have been emailed home like school reports. It was suggested that this was a waste of resources and money, given that we are a sustainable school and that the cost of this activity would have been better off spent on other areas. The Board was advised that at present we have no way of actually emailing this directly to parents as the system that we have to use (as provided universally to all WA public schools by the Department of Education) is not a web based data base (School reporting is web based hence the ability to email directly). Donna advised that the only way of emailing reminders individually would be to print them all up, electronically save individually, name each report saved, then have to create a separate email for each family and then upload each reminder as needed. This would take at least 10 minutes if not more for each student and there is not enough time available to even contemplate this, if money permitted we could hire a relief staff member to possibly do this but we also have the problem where parents are not reading their emails. Board members were advised that as of today that one year 6 class had had one parent actually open their child's school report, hence why we actually post them out as they tend to get seen by the parent then. We don't send them to the class, to go home with the student, as end up being ignored and left in the bottom of school bags. The Department of Education are testing a new school web based program for integration to schools but this is not for at least 18 months, we are assuming that as it is web based that we will be able to directly email parents payment requests but at present there is no easier way for us to get these to parents. Berry will address this directly with the relative parent.</p>	
<b>5.0</b>	<b>Meeting Closed/Adjournment/Next Meeting</b>	<b>Actions</b>
	Meeting closed at 7.54pm – the next meeting is scheduled for Tuesday 21 <sup>st</sup> August and to commence at 6.00pm.	

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Signed (Chair)

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Date: