


# INDEPENDENT PUBLIC SCHOOL

	<p>Minutes of Meeting No: 6 Harmony Primary School Date: 21<sup>st</sup> August 2018 Commenced: 6.02pm</p>	
<p>ATTENDEES:</p>	<p>Principal – Jennifer Robinson Staff – David Geijsman, Leanne O’Kane, Donna Connors, Kelly Lindley, Christine Reich and Gail Kenney Parents – Berry Johnston (Chair Person), Jason Pearce, Samantha Joseph, Lisa Brennan, Brett Hovingh, Rachel Shave, Tim Richardson and Caren Bell</p>	
<p><b>1.0</b></p>	<p><b>Welcome and apologies</b></p>	<p><b>Actions</b></p>
<p>1.1</p>	<p>The meeting was opened by Berry Johnston and commenced at 6.02pm.</p>	
<p>1.2</p>	<p>Apologies: Louise Legerstee, Fred Yasso, Stuart Tarrant and Lea Hadley</p>	
<p>1.3</p>	<p>Absent: Nil</p>	
<p>1.3</p>	<p>Confirmation of Agenda – Additional Item added – Lunch/Recess swap for term 4.</p>	
<p><b>2.0</b></p>	<p><b>Disclosure of Interests</b></p>	
<p>2.1</p>	<p>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.</p>	<p>There were no conflicts of interest determined.</p>
<p><b>3.0</b></p>	<p><b>Minutes of Previous Meeting</b></p>	
<p>3.1</p>	<p>The minutes from meeting number 5 – 17<sup>th</sup> July 2018</p>	
<p></p>	<p><i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i></p>	
<p></p>	<p><b>Moved: Leanne O’Kane</b></p>	
<p></p>	<p><b>Seconded: Samantha Joseph</b></p>	
<p></p>	<p><b>Carried</b></p>	
<p><b>4.0</b></p>	<p><b>General Business</b></p>	

4.1	<p><b>Science Report – Presented by Christine Reich</b></p> <p>Christine went through her report advising all present on what targets the Science Committee had set and how we were tracking as a school. Our students have just participated in Science Week, 12 students did submissions, Christine was thrilled to see other students asking participants questions and being surprised at what was explained, it was great to see our students engaging with each other whilst talking about their science week creations. The criteria this year was very in depth; we saw that the students with interest in science chose to participate. The students read their material and when questioned by the Committee provided additional informative information.</p> <p>Is there a science app that students could use to increase their science knowledge? Our Science Committee is happy to look at any suggestions that come forward.</p> <p>The Science Program is for year ½ and has replaced the Library Program as part of teachers DOTT time, we will need to look at our results next year to see if having a science specialist has been beneficial.</p> <p><b>Report Attached.</b></p>	
4.2	<p><b>Stephanie Alexander Kitchen Garden Program Report – Presented by Gail Kenney</b></p> <p>Gail commenced working in the garden last year and has also taken over the kitchen this year, she works in conjunction with Sharmila Clissold who is the Program Manager.</p> <p>Donna advised all that Gail has been proactive in getting the aquaponics up and running correctly and has done an amazing job. We have harvested more produce this year than we have previously. Father's Day afternoon tea this week, Gail is hoping it doesn't rain so our Dads can see the garden.</p> <p>The Kitchen is open on Open Night, there will be some food samples provided on the night as well as a stocked Harvest Trolley so our families can taste and purchase products made or grown by the school.</p> <p>Signs needed to ask parents not to take items from the fenced garden! Facebook and newsletter inclusions. Suggestions to invest in chicken wire fencing to place over areas of fence.</p> <p>Nutrition is a focus and lessons are also taught on nutrition and recipes are as healthy as possible. Sharm and Gail are looking at items they can implement for sustainability and that can be included on the harvest trolley.</p> <p>Gail acknowledged the P&amp;C Committee's financial support to the program in the funding of the chicken cage and the funding given this year which she has used to replace old equipment so that our students are familiar with new kitchen tools that are now available.</p> <p><b>Report Attached.</b></p>	<p>Gail to have the signs made up and Donna to arrange blurb for Facebook and Newsletter.</p>

4.3	<p><b>Harvest Lakes Residential Association Report</b></p> <p>They are looking at applying for a Bankwest Easy Grant, which will be used for cleaning up the lake if they are successful in their application. As it is based on public voting the Board will support this by trying to encourage parents to participate, we can include in newsletter and on Facebook to try and get parents and school community to vote in support of the association.</p> <p>The oval has been driven on again over the weekend and damaged by tyre tracks, City of Cockburn and Co Safe have been contacted, letter to be sent to the City of Cockburn and Department of Education. CCTV was discussed and the possibility of residents that face the oval having evidence on the actual vehicles doing the damage. Bollards being placed around the oval was discussed as part of a potential solution.</p> <p>Doctor Jennifer Martin will be talking at the next HLRA meeting and will be talking about the Royal Flying Doctors service, next meeting is on the 29th of August, she will also have a few items for sale.</p>	
4.4	<p><b>P&amp;C Committee</b></p> <p>Parking is improving, we are also going to identify repeat offenders on Facebook and the Newsletter.</p> <p>Parking monitors will be going around to try and help educate parents to park correctly.</p> <p>P&amp;C funds are relatively low at the moment but they have a number of activities coming up for the remainder of the year.</p> <p>Crosswalk is still a work in progress, Caren is looking at volunteers to assist in number tracking. We have been advised that we can't have led signs in that area as they won't be funded.</p> <p>Berry advised that she thinks identifying a parents could be problematic, we can't actually identify an individual, so it was agreed that we would post pictures of their vehicles with license plates blocked.</p>	
4.5	<p><b>Lunch/Recess Time Swap</b></p> <p>Lunch and recess time changes, Lea sent out notification to Board members after last meeting, to advise that the Executive Committee had discussed a trial recess and lunchtime swap. Lunch would commence 11am with a 10-minute period of eating time and 30 minutes of play time. The swap was discussed with Heather (P&amp;C Canteen Manager) to see if any issues could be seen prior to the swap. The only issue she could predict as being problematic were the parents who order late on Flexi Schools, but we have a plan in place to cover this if it occurs. We will trial in term 4 to see how it works and if it works well it will be implemented as a permanent change next year. Staff to be reminded students need to have crunch and sip in the morning. Behaviour will be monitored to see if the change makes any difference. Students are starving by lunch time now, we are wanting to improve student's attention and ability to learn during the middle part of the day. A parent survey will be done at the end of the year, parents will be advised via newsletter, Connect and the Parent Open Night. Board members would like some form of reporting to see if the change has made any difference in student outcomes, perhaps teachers observations would be sufficient. Kindy's will have their own lunch period; Pre Primary's will follow same time frame as year 1-6.</p>	

4.6	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- Reports send via Email and Connect:</li> <li>- Cash Report – July 2018</li> <li>- Comparative Budget Report – July 2018</li> <li>- Consolidated Financial Report – July 2018</li> <li>- Minimum Expenditure Requirement Report – July 2018</li> <li>- School Cash Analysis Report – July 2018</li> <li>- Rates Received @ 17<sup>th</sup> August 2018</li> <li>- Agenda Meeting 6</li> <li>- Minutes Meeting 5 – 17<sup>th</sup> July 2018</li> </ul> <p>It was questioned as to why the Forecast Cash Expenditure on the Consolidated Monthly Report shows that September – December as having no forecast expenditure showing. This is a mandatory report that we are required to generate as per Financial End of Month Procedures – mandated by the Department of Education, we are not sure why it shows as Nil, as we will most definitely have to spend school cash funds until the end of the year. The cash Finance figures do not go through to the Student Centred Funding system until the end of month process has been complete and approved by DoE Central Finance Officers, which would be why the value shows as Nil, but as the wording is Forecast something really should be showing. Donna to follow up with DoE Central Finance to see why this is or if the wording should or could be changed.</p> <p>A brief discussion was held around budgeting, spending and what processes were in place to ensure that the budgets set for each year were expended in the year they were allocated, what happens to money that is unspent and how we need to ensure that we spend within the set allowances mandated by the DoE.</p> <p><b>Moved:</b>            <b>Leanne O’Kane</b>  <b>Seconded:</b>       <b>Samantha Joseph</b>  <b>Carried</b></p>	Donna to follow up with Finance.
4.7	<p><b>Review of Business Plan</b></p> <p>Dave and Jennifer gave a review of the current Business Plan and the outcomes as needed. The Executive Committee have done a reflection of the Business Plan and what progress has been made towards the set outcomes.</p> <p>Pam Bowles has completed the Visible Learning survey and a report will be presented to the Board at a future date. Pam surveyed individual classes and each teacher was given feedback, Admin was given feedback on each year level.</p> <p>Collaborative planning has been a major benefit to our school, peer collaborative time has also assisted our teaching staff, new graduates are given extra time to go and view exemplary teaching.</p> <p>NAPLAN data is reviewed by all staff, although year 3 and 5 are the only years to do the testing all teachers need to be involved.</p> <p><b>Report Attached.</b></p>	

**Other General Business**

Donna advised all members that earlier this year we had received an email from a parent that was concerned about buses and lack of seat belts when our students were participating in excursions. A response was sent back to with a copy of the DoE Excursion Policy addressing seatbelts on buses for school aged students and that the price would increase significantly.

Nothing further was received until the 31<sup>st</sup> of July where the same parent was concerned about students heading off to the ARC for swimming lessons. It was stated that children's safety shouldn't be complicated and perhaps Harmony should be the school to set the example in taking the lead in using seat belts on buses for our students and they wanted to know the cost increases that would result in using seat belted buses. A response was sent to the parent advising that the Board had discussed the same issue in June this year, and a copy of the Board Minutes (June Meeting – item 4.7) was included in the response as well as the concerns of parents on the Board and the impact that price increases would have on their children participating in excursions. It was also mentioned that the seat belts on buses were in fact adult size and that this could impact heavily on smaller children and that parents also use public transport (buses and trains) that don't have access to seatbelts so the Board Members were very comfortable in making the decision to remain as we are now. We also gave them the financial impact calculations on what it would cost for year 5 & 6 Swimming if we were to go to seat belted buses (we would need two buses based on numbers and this would be an increase of \$330 per day – this is the cost of a non-seat belted bus so in fact the cost would be higher by having two buses with seat belts – the additional cost of \$330.00 per day for 10 days would then be at least \$3300 for the two weeks of lessons – increasing the cost of the lessons by a minimum of \$22.00 per student). A final response was received from the parent stating *Hi Donna – thanks so much for your considered response and for sharing the minutes of the Board meeting with me. I really do appreciate it. It is heartening to know the issue has been recently discussed. In the interim I have also been in touch with Perth Transport Authority for advice as there was a move some years ago to look into this matter for PTA appointed school buses. I can't remember his name now, but the man I spoke with explained the myriad issues including cost and the need for additional buses for excursions for the same number of students if seat belts were required. Most important though was his explanation of the design and construction of buses approved for school excursions and the fact that children are safer on buses than in private vehicles/cars. He explained that policy is data driven and there simply isn't any data to support the risk of injury to children on school buses. He was very candid and said that other vehicles in collision with a bus generally come off worse while the occupants of the bus are rarely injured.*

*I am happier today that I was a couple of weeks ago. I think eventually all buses will and should have seatbelts – it's a no brainer. But I appreciate this will take time and in the meantime our children are protected by the engineering of the buses.*

*Thanks again Donna.*

*All the best*

**Copy on Board File.**

Fred was due to do the meeting recap but as he was away Berry has volunteered to do it, Fred will do the next meeting.

Berry bought up the school web page and that it looks boring, Jennifer explained that there is a plan in place to improve the page and that parents didn't realise there was more content at the bottom of

	<p>the page due to the scrolling video. Needs updating especially in areas such as Canberra which says coming soon even though Canberra has been finalised this year.</p> <p>Jason is happy to input the data as long as it is given to him, if he is emailed information about school programs such as Cars and Stars he will upload as needed.</p> <p>Sharmila Clissold is a finalist for Education Assistant of the Year, today she had her photo shoot, she has also had an interview with the local newspaper. The judging panel will come to site to do a visit as part of the judging process, they will interview Sharm, students, teachers and parents prior to making a final judgement.</p> <p>Berry bought up the Open Forum Night, do we do it again as we only had one parent attend last year, look at doing it for the first meeting at term, November 20th, do a Facebook invite and email all parents to see who RSVPs. Will continue to go ahead as it is part of the Board Policy.</p> <p>Survey should be next meeting and music and art reports to the agenda.</p>	Survey, Music and Arts Reports – Agenda 7.
<b>5.0</b>	<b>Meeting Closed/Adjournment/Next Meeting</b>	<b>Actions</b>
	Meeting closed at 8.45pm – the next meeting is scheduled for Tuesday 18 <sup>th</sup> September and to commence at 6.00pm.	

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Signed (Chair)

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Date: