


# INDEPENDENT PUBLIC SCHOOL

	<p>Minutes of Meeting No: 1 Harmony Primary School Date: 19<sup>th</sup> February 2019 Commenced: 6.07pm</p>		
<p>ATTENDEES:</p>	<p>Principal – Lea Hadley Staff –Donna Connors and Kelly Lindley Parents – Berry Johnston, Tim Richardson, Samantha Joseph, Jason Pearce, Caren Bell, Rachel Shave and Stuart Tarrant</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 6.07pm.</p>		
<p>1.2</p>	<p>Apologies: Brett Hovingh, Leanne O'Kane, David Geijsman, Fred Yasso and Lisa Brennan (resignation received in response to agenda email)</p>		
<p>1.3</p>	<p>Absent:</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 9 - 20<sup>th</sup> November 2018.</p>		
	<p><i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i></p>		
	<p><b>Moved: Lea Hadley</b></p>		
	<p><b>Seconded: Samantha Joseph</b></p>		
	<p><b>Carried</b></p>		
<p><b>4.0</b></p>	<p><b>General Business</b></p>		
<p>4.1</p>	<p><b>Nominations:</b></p>		
	<p>The following parent/community members will need to renominate, if wanting to stay on the Board:</p>		
	<p>1. Fred</p>		
	<p>2. Brett</p>		
	<p>3. Stuart advised that he will be resigning from the Board, Berry thanked him for his service, Stuart said that he has learnt so much about the school and how we operate, he has enjoyed being able to provide the school community with accurate and responsive feedback</p>		
	<p>4. Lisa to be replaced (due to resigning)</p>		
	<p>Staff - Louise resigned late last year and will be replaced by Michelle Oatey.</p>		
	<p>If we have to follow through with the voting process, this will be done via Survey Monkey, in order to cut back on the cost of postage, copying and paper, we will be using an electronic format from now on.</p>		

4.2	<b>Survey Results:</b> It was the Department of Education mandated survey that was finalised at the end of last year, Lea added a field for comments from parents as requested. Results need to be looked at and we will probably need a full meeting to go through the results, some of the comments boarded on harassment, we need to consider these comments. Lea advised all members that we are not obliged to provide this feedback to anyone, as it was mandated survey with an additional field, but she would like to share some of the feedback with Board members. New members to be given orientation prior to next meeting so that they have an overview and understanding of Board processes and procedures, this will need to be prior to next meeting so the survey results can be discussed in depth.	
4.3	<b>Code of Conduct Amendments – WWCC to be included:</b> Code of Conduct - what requirements are needed, you need to have a valid Working with Children Check to access the School Board Connect Site, this requirement needs to be added to the code.	Berry to amend, Donna to forward as needed.
4.4	<b>Harvest Lakes Residents Association/Bollards on Oval:</b> HLR Association were excited to see that the bollards were in place around the oval, Donna advised that the City of Cockburn requested confirmation from HPS that we did in fact support the installation of the bollards on the oval. There was very little vandalism and damage over the Christmas holidays.	Donna to forward copy of response to Board members.
4.5	<b>Budget/Finance</b> Due to budget cuts, Kindy have applied to the P&C for support in purchasing cooking corner items and PE have requested support for sports shirts. There will be no change in the financial reporting to the Board this year. Members present were reminded that the 2019 Draft Finance Budget was shared and endorsed during the November 2018 meeting, but significant cuts were required. Resources and some Professional Development applications had been reduced (instead of sending 6 staff members we will only send 2-3 and they will on share the information). Professional Development will be limited this year, we have some very highly skilled professionals within the school that can provide PD assistance within our school.  <b>Endorsement – 2019 Financial Budget</b> <b>Moved - Jason</b> <b>Seconded - Rachel</b> <b>Full Board endorsement given by all members' present</b>	
4.6	<b>Attendance Alert</b> Parent concern addressed to the school "I send my students to school every day and I have to assume that they have arrived at school" but doesn't really know. We can make use of a SMS system, if a child is absent it will send the parent a message that they can respond to. The Department provides the program platform but school required to pay the SMS costs. We have contacted other local schools for feedback but only Hammond Park responded to say that it works well. There could be some teething problems but we are aware of this. Can be used for evacuation notifications etc., schools can tailor messages to suit their needs, messages cost \$0.12 per message. Only use for attendance and high need notifications such as emergencies or carnival cancellations. Could become problematic for parents to respond to if inundated with excursion/incursion follow up or P&C notifications, best to leave for attendance as it will catch up on numerous unexplained absences.	
4.7	<b>Bushfire Plan</b> We have done a large amount of clean up around the school, removed a number of trees, bushes and stored items. We have had an Onsite Fire Inspection and have created a new compliant fire plan including an invacuation procedure, showing that we can get all people on site into buildings as required. We are in Category One due to our proximity to the wet lands. All students and people on site will be directed to blocks that have toilets. The plan has been finalised.	
4.8	<b>Bollards on Oval</b> Discussed in 4.4	

4.9	<p><b>Numbers and Class Allocations</b></p> <p>Lea structured our classes based on anticipated numbers, one local school has over staffed their school by anticipating a high intake from a new development that didn't eventuate. We do have a few classes that have high numbers and the class teachers will get additional assistance at reporting times and as needed. Pre Primary classes are low in numbers but this will work well as they have very minimal EA time now as this is no longer funded by DoE. Lea went through the class numbers explaining why, last year we had a lot of incorrect information out in the school community as to why students were leaving our school. The student trends for 2018 former students were shown, last year and again this year we have supported three local schools with providing kindy placements. Only one family that we know of left the school as they were unhappy.</p> <p>A question was asked how many kindy students do we have that are out of bounds this year?</p>	Donna to email Board.
4.10	<p><b>Tribe Leader Shirts &amp; Hair Accessories – Student Dress Code</b></p> <p>Year 6 students were advised that they needed to wear the school coloured scrunchies, teachers are now advising students that school leaders are to wear school coloured head wear. It is hard to police hair accessories.</p> <p>We encourage students to wear school coloured hair accessories, currently the dress code states head bands to be in school colour.</p> <p>The uniform shop has a hair accessory band stand that has a number of options, P&amp;C were asking if they could put it on Flexi Schools, Board has no problems with this as Flexi Schools is under the P&amp;C's umbrella, but not to be confused with a mandatory requirement.</p> <p>Tribe leader shirts, Board has received a letter asking if it was possible for a tribe shirt to separate the tribe leaders whilst participating in sports, feedback was sought, do they need to be more visible, do we include the other leaders?</p> <p>Gear up \$15 for printing, would take two weeks, Caren advised that no minimum numbers, Rob has advised that the current shirts seem to work well, students might not know the leader names but certainly recognise the leaders, current year six leaders wear high vis vests during recess and lunch. Year 6 students also need a leavers shirt. Ministers are seen as the most prestigious leaders as they are the school ambassadors and are required to promote our school during events, we have our tribe leaders for sports, kitchen leaders for Stephanie Alexander program, music leaders and media leaders. All year 6 students are school leaders in a number of ways such as recess duties in a number of areas, the ministers and leaders have to arrange cover for themselves if they are required to do something that relates to their minister/leader roll. All year 6's have a leaver shirt especially for special events such as graduation. We have had different shirts in previous years but due to costs these were changed, the Board members think that all ministers and leaders would need a different shirt.</p> <p>Board members took a vote on whether we move forward in investigating new shirts, result as follows:  <b>Yes – 1</b>  <b>No - 9</b></p> <p>Based on the vote – we will not be proceeding with any changes to the shirts and will remain with Leaders and Ministers having their identifying badge.</p> <p>Do we establish a mandatory school skirt length due to some skirts looking to short, Lea did mention a year 6 child that had very small shorts but it was because of trying to keep costs down and not having to buy new school clothes? We can only encourage students to dress appropriately, it is a very sensitive area and we don't want this to become a judgment call that could impact negatively in public arena. This is more a conversation with parents rather than students.</p>	
5.0	<p><b>Other General Business</b></p>	
	<p>With less SAKGP time, we have concerns with the garden and garden beds, Gail will be released from two lunch duties to run a Garden Program, HLRA to check if they would they have any people that would be interested in assisting within the program or may have time to help in the garden. Does the community want to share some garden space with us? Rachel's husband is interested, Caren offered a few years ago and is keen to assist, Sam knows a few people that she thinks may be interested. We would appreciate any help, they would need WWCCs, confidentiality agreement etc. Do we give one community member a key for access etc., there is a lot to discuss, we are looking for donations for seeds and seedlings. We have had some butterfly friendly plants donated as part of our butterfly program, they are monarchs.</p> <p>Rachel to do newsletter notice.</p> <p>Survey feedback will be provided at the next meeting, new members to be inducted prior to this.</p>	
5.0	<b>Meeting Closed/Adjournment/Next Meeting</b>	<b>Actions</b>

	Meeting closed at 7.45pm – next meeting is scheduled for Tuesday the 19 <sup>th</sup> March 2019 to commence at 6.00pm.	
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**Signed (Chair)**

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**Date:**