

# INDEPENDENT PUBLIC SCHOOL



Minutes - Meeting No: 07  
Harmony Primary School  
Date: 09/05/2023

**PARTICIPANTS:**  
Principal – Craig Anderson  
Staff – Carly Williams, Megan Rollins, Tenielle Elrick, Janelle Mudie, Jen Batten, Laura Fox-Woodford  
Parents - Berry Johnston, Jenelle Whitehead, Kirsty de Blanken, Karolyn Ward, Jessica Stockwell, Sarah van der Zanden, Vassil Balakrishnan, Brett Treeby  
Community - Rachel Shave  
**Apologies:**  
**Absent:**

| 1.0 | Welcome and apologies   | Actions   |
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| 1.1 | The meeting was opened by Berry Johnston at 5 pm, including Acknowledgment of Country.  |   |
| 1.2 | Absentees: No absentees   |   |
| 1.3 | No new members  |   |
| 1.4 | Agenda confirmed  |   |
| 2.0 | Disclosure of Interests & Agenda Additions  |   |
| 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.<br><br>No conflicts of interests identified   |   |
| 3.0 | Minutes of Previous Meeting   |   |
| 3.1 | Business Arising from the Minutes of <ul style="list-style-type: none"> <li>• New Positive Behaviour Management Policy and Procedures introduced from Monday 24 April</li> <li>• Reminder sent to families via Connect that 'bottoms' and 'jumpers/jackets' need to be navy in colour, not black</li> <li>• Parent Rep raised inaccuracy in the minutes relating to therapists on school site. Craig confirmed that requests for therapy during school time will be continued on a case by case basis, considering capacity to accommodate the request and educational relevance of proposed therapy.</li> </ul> Motion: That the Minutes of the Previous Meeting be amended as a true and accurate record.<br>Moved: | Craig to amend minutes before uploading as true and accurate. |

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|            | <p>Seconded:<br/>Carried: Previous minutes were endorsed by all members present.</p>  |  |
| <b>4.0</b> | <b>Standing Items</b>   |  |
| 4.1        | <p>Harvest Lakes Residents Association (HLRA)</p> <ul style="list-style-type: none"> <li>- Movie night was a success – reminder to bring warm jumper etc</li> <li>- Annual artist in the part 12<sup>th</sup> of November</li> <li>- Christmas on the oval – 17<sup>th</sup> of December – volunteers needed –</li> <li>- HLRA offered support for book week by way of a Pikachu costume</li> <li>- If turtle is found to be send to Harmony Lake and not the eco park -HLRA to provide flyer to be placed on the Facebook page</li> </ul>  | <p>HLRA to provide flyer to school</p> |
| 4.2        | <p>Harmony P&amp;C</p> <ul style="list-style-type: none"> <li>- New office bearers</li> <li>- 20<sup>th</sup> year anniversary – is this year but will organise a celebration for another year (Possibly 25<sup>th</sup> Anniversary)</li> </ul>  |  |
| 4.3        | <p>Financial Update</p> <ul style="list-style-type: none"> <li>- No questions or queries were submitted in relation to the Financial Reports provided to Board Members with the Agenda for tonight.</li> <li>- The school is well placed financially at the end of April with a small Cash Surplus (\$30 951) and a Salary Surplus of \$101 333. The larger than anticipated Salary Surplus is due, in part, to staff entering leave prior to a replacement being employed – meaning this is not always an accurate figure.</li> <li>- Spending in most areas is on track for this time of the year and will be monitored over the next few months to ensure 70 – 75% of funds allocated to Curriculum and Student Services is spent by the conclusion of Semester One (Currently 15%).</li> <li>- Overall, we are due to exceed our Minimum Expenditure Requirement (96% of 2022 Budget and 10% of Carry Forward Funds) by \$520 855.</li> <li>- As of 26 April we have received 71.03% (72.37% in 2022) of Voluntary Contributions from families. This equates to 129 students with unpaid contributions.</li> <li>- 129 students have not paid contribution</li> </ul> |  |
| <b>5.0</b> | <b>General Business</b>   |  |
| 5.1        | <p>Annual Funding Agreement</p> <ul style="list-style-type: none"> <li>• The board were provided a copy of the recently released 2023 Funding Agreement outlining the accountability expectations in relation to funding and operation of the one-line budget. It brings together legislative, policy and procedural requirements in the areas of: <ul style="list-style-type: none"> <li>• budget planning to achieve outcomes;</li> <li>• budget administration;</li> <li>• budget monitoring and reporting; and</li> <li>• budget governance.</li> </ul> </li> <li>• As well as Per Student Funding, Student Characteristics Funding is determined at census each year; <ol style="list-style-type: none"> <li>i. Enrolment Linked Base Funding - \$141 069.75</li> <li>ii. Per Student Funding - \$4 150 684 (510 funded students)</li> </ol> </li> </ul>   |  |

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|     | <ul style="list-style-type: none"> <li>iii. Aboriginality - \$23 163 (11 funded students)</li> <li>iv. Disability - \$347 134.74 (15 funded students and 42.28 equivalent for Educational Adjustment)</li> <li>v. EAL/D - \$72 970.75 (28 funded students)</li> <li>vi. Social Disadvantage - \$ 58 053.26 (69.31 equivalent from the bottom three deciles of disadvantage)</li> <li>• Our Funding Agreement outlines the Purpose/Background, Outcomes, Timelines, Basis of Allocation, Expectations of Schools, Reporting Requirements, Monitoring and Evaluation and Contacts for 8 individual Targeted Initiatives <ul style="list-style-type: none"> <li>i. Additional Support for Delivery of Mental Health Programs - \$12 369.24</li> <li>ii. Graduate Teacher Support - \$7 733.15</li> <li>iii. In School State Funded Chaplaincy Program - \$23 211.84</li> <li>iv. Level 3 Classroom Teachers Additional EA Time - \$12 369.24</li> <li>v. School Psychologist – IPS Flexibility - \$41 728.34</li> <li>vi. Schools with a Low Proportion of Level 3 Teachers - \$12 369.24</li> <li>vii. Additional Education Adjustment - \$15 094.05</li> <li>viii. Preschool Reform Agreement - \$62 304</li> </ul> </li> <li>• The funding agreement also outlines Operational Response Allocations made to the school for; <ul style="list-style-type: none"> <li>i. Dental Therapy - \$5 698</li> </ul> </li> <li>• Leaving a total One Line Budget of <b>\$5 071 609.60</b></li> <li>• <b>Craig</b> called for any feedback from members prior to endorsing the signing of this important document.</li> <li>• After a short discussion, the school board <b>acknowledged and noted the 2023 Funding Agreement.</b></li> </ul> |   |
| 5.2 | <p>HASS Update - Craig to present Power Point from Peter Bartley</p> <ul style="list-style-type: none"> <li>- HASS Committee has representatives from Junior Middle and Upper Primary</li> <li>- Major Events for 2023 <ul style="list-style-type: none"> <li>o Harmony Day</li> <li>o NAIDOC Week</li> <li>o Reconciliation Week, including Sorry Day</li> <li>o Remembrance Day</li> </ul> </li> <li>- Ways of Teaching, including the use of High Impact Teaching Strategies and Consistent Assessment practices are the focus of the 2023 Operational Plan with a budget of \$1 616.</li> <li>- Smoking ceremony – Request from Parent Representative for an invitation to be open for parents to attend</li> </ul>   | Craig to invite parents to attend when smoking ceremony details are finalised |
| 5.3 | <p>NQS Update</p> <ul style="list-style-type: none"> <li>- Introduce Laura Fox-Woodford, NQS Team Leader</li> <li>- Data tells us where we are in comparison to other schools</li> <li>- Consistent teaching across Kindy</li> <li>- Board member Brett commended on the progress of the programme</li> <li>- Intervention programme reviewing if special programme is needed to support literacy</li> <li>- Could test children are not doing well and retest but monitoring at this stage</li> <li>- Parent Representative commended Laura on the progress and impact of the work being done in this space.</li> </ul>  |   |
| 5.4 | <p>On Entry Analysis</p> <ul style="list-style-type: none"> <li>- Introduce Laura Fox-Woodford, K – 2 Team Leader</li> <li>- Improve use of outdoor areas</li> <li>- Play-based learning for Kindy, Year 1 and Year 2</li> <li>- Improved teacher knowledge of best practice in explicit literacy instructions</li> </ul>   |   |

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|            | - K2 staff to discuss and develop an early childhood philosophy to guide future PL and practices   |  |
| 5.6        | <p>School Culture Survey Results</p> <ul style="list-style-type: none"> <li>• As part of our Business Plan, staff were invited to complete a School Culture Survey – 28 (41%) of staff participated. <ul style="list-style-type: none"> <li>○ <u>What did the survey tell us?</u> <ul style="list-style-type: none"> <li>▪ 100% of staff believe our whole school communication processes are well established</li> <li>▪ 93% of staff say positive behaviour approaches are being applied consistently across our school</li> <li>▪ 90% of staff feel that our leaders identify, develop and support leaders at every level of a distributed leadership structure</li> <li>▪ 86% of staff feel there is a strong culture of belonging and pride in our school</li> <li>▪ 82% of staff agree there is a demonstrated shared ownership in our school for student success</li> <li>▪ Only 65% of staff feel that the ACSF informs our culturally responsive whole school planning</li> </ul> </li> <li>○ <u>Why might we be seeing what we are?</u> <ul style="list-style-type: none"> <li>▪ The impact of PBS is gaining momentum in 2023</li> <li>▪ Guidelines and focus on communication evident in responses</li> <li>▪ A clear priority in the past 18 months has been addressing school culture perceptions</li> <li>▪ A new Business Plan commenced in 2023</li> </ul> </li> <li>○ <u>What are we doing in response to the data?</u> <ul style="list-style-type: none"> <li>▪ Continue focus on evidenced based approaches to teaching and learning as outlined in our Business Plan</li> <li>▪ Regularly review classroom allocations and look for ways to create active learning spaces within our physical environment, both indoors and out</li> <li>▪ Engage with the Aboriginal Cultural Standards Framework</li> <li>▪ Continue to prioritise staff workload in decision making</li> <li>▪ Investigate opportunities to engage parents in a way that doesn't increase staff workload</li> </ul> </li> <li>○ 41% staff completed survey – low results due to lot of new staff members and some questions are not relevant. Survey to be more streamlined to teacher and Teacher's assistant (eg. Separate questionnaire) Currently there are challenges with this as it is a specific DoE survey being used.</li> </ul> </li> </ul> | Craig to reflect on timing/strategies to increase participation in follow up survey. |
| <b>6.0</b> | <b>Other Items/Comments</b>  |  |
| 6.1        | <ul style="list-style-type: none"> <li>- Parent representative questioned why is numeracy not focussed on, and focus is on literacy? It was explained that is a core skill to master in order to engage in all areas of learning. It was also explained that the assessments indicate that literacy is the primary area of need rather than numeracy.</li> <li>- Parent Representative questioned why Junior cross country was not being held in 2023. Craig explained that the school had decided to align our school event with the interschool event, only including Years 3 – 6. Notice to be put on Connect advising all parents of this switch.</li> </ul>   |  |
| 6.2        | Next meeting 1 August 2023   |  |
| <b>7.0</b> | Meeting Closed: 19:15pm  |  |