

INDEPENDENT PUBLIC SCHOOL



Minutes - Meeting No: 05
Harmony Primary School
Date: 24/10/2023

PARTICIPANTS:
Principal – Craig Anderson
Staff –Megan Rollins, Tenielle Elrick, Janelle Mudie, Jen Batten
Parents - Berry Johnston, Jenelle Whitehead, Kirsty de Blanken, Jessica Stockwell, Vassil Balakrishnan, Brett Treeby
Community - Rachel Shave
Apologies: Karolyn Ward, Carly Willian, Sarah Van Der Zanden
Absent:
Guests: 3 x parents attended the open meeting

1.0	Welcome and apologies	Actions
1.1	The meeting was opened by Berry Johnston at 5pm, including Acknowledgment of Country.	
1.2	Absentees/apologies: Karolyn Ward, Carly Williams, Sarah Van Der Zanden	
1.3	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. 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"> • Business Arising from the Minutes of Tuesday 1st August; <ul style="list-style-type: none"> ○ Charges and Contributions were distributed to families in line with required notice, with Edu-Dance remaining – Having witnessed the concerts last term, Mr Nash did not feel it would be right to replace this with a gymnastics program at this time ○ As part of the Classroom Immersion Program, Harmony PS have welcomed 14 Japanese students into their community this week, up until Tuesday 31 October ○ A simple Acknowledgement of Country has been incorporated into our student notices, three times a week. Consultation with our indigenous families and local elders is ongoing as Harmony PS look to join other schools in CCEN in developing a Reconciliation Action Plan 	Craig to arrange for uploading as true and accurate.

	<ul style="list-style-type: none"> Berry to sign copy for school file and school to upload to website now confirmed. <p>Motion: That the Minutes of the Previous Meeting be amended as a true and accurate record. Moved: Jessica Stockwell Seconded: Janelle Mudie Carried: Previous minutes were endorsed by all members present.</p>	
4.0	Standing Items	
4.1	<p>Harvest Lakes Residents Association (HLRA)</p> <ul style="list-style-type: none"> Annual artist in the part 12th of November If turtle is found to be send to Harmony Lake and not the eco park – Requested HPS to send comms out about this. History incursion for year 3 students in week 4 Community rep queried if HPS be part of the Junior Neighbourhood Watch Program. 	<p>Community Rep to send HLRA info to be shared on school comms</p>
4.2	<p>Harmony P&C</p> <ul style="list-style-type: none"> Parents encouraged to attend next meeting (open to everyone) where P&C function and operations will be reviewed. 	<p>Craig to find out if HPS will be part of the Junior Neighbourhood Program.</p>
4.3	<p>Financial Update</p> <ul style="list-style-type: none"> No questions or queries were submitted in relation to the Financial Summary or One Line Budget Statement provided to Board Members with the Agenda for tonight. The school is well placed financially at the end of September (25/7) with a small Cash Variance (\$ 22 674) and a Salary Variance of \$159 010 2 weeks into fourth term, overall spending is down (65.10%) when compared to total budget. This said, there is still a number of significant projects and events to fund in the final 8 weeks of the school year (Basketball Courts & UCA Resurfacing, Year 6 Camp, Graduation) School is still on track to exceed its Minimum Expenditure Requirement (96% of 2023 Budget and 10% of Carry Forward Funds) by \$434 043 As at 17 October, school has received 80.18% of all Voluntary Contributions from families – This equates to 415/517 students. 	
5.0	General Business	
5.1	<p>Literacy update</p> <ul style="list-style-type: none"> Presentation delivered by Rebecca Tibbels. Intervention programs (Mini Lit) working really well. Notes can be provided 	
5.2	<p>Update against Business Plan Priorities</p> <ul style="list-style-type: none"> Presentation shared by Craig. Update on progress towards improvement targets and initiatives. Parent guest questioned the mental health of teachers. Craig and staff rep stated the mental health of teachers is supported. Attrition rate has decreased and workload decreased (compared to a couple of years ago), allowing teachers to focus on students without burden of additional responsibilities. 	

5.3	<p>Chaplaincy Review</p> <ul style="list-style-type: none"> • As part of the review of school operations, and to meet Youth Care’s reporting requirements, Craig asked the board to provide feedback on the Chaplaincy service currently offered at the school in order to complete the annual report; <ul style="list-style-type: none"> ○ How satisfied are you that the Chaplain has provided good Pastoral Care, programs and activities that meet the plans and goals of the school? ○ How satisfied are you that the Chaplain is working with the school to integrate other services to support students and families? ○ How satisfied are you that the Chaplain collaborates and communicates as integral team member upholding a high standard of personal integrity? • Parent reps noted importance of the need for pastoral care services and were satisfied with Craig’s explanation of services provided by Chaplain, however, noted it was difficult to provide feedback without knowing much about the Chaplaincy Program. Parent rep requested a presentation of the Chaplaincy Program at a Board meeting. 	Craig to arrange a presentation on the Chaplaincy program for first Board Meeting in 2024.
5.4	<p>School Development Days</p> <ul style="list-style-type: none"> • The Minister for Education recently approved six School Development Days (SDDs) for 2024. These days are set aside for staff to be involved in planning, review and professional learning activities; • As in previous years, the two days before students commence (Monday 29 January and Tuesday 30 January) are mandated SDDs and cannot be flexibly scheduled nor traded-off. The final mandated SDD on Friday 13 December is able to be traded-off. • Craig stated that the Friday in the middle of Terms 2, 3 and 4 had worked well for staff in 2023 • The Board agreed to the following SDD dates: <ul style="list-style-type: none"> ○ Friday 31 May (Term 2, Week 7) – Preceding WA Day Long Weekend ○ Friday 23 August (Term 3, Week 6) ○ Friday 25 October (Term 4, Week 3) • Parent rep suggested Craig explain to parents why SDDs are planned the way they are and what staff do on these days. 	Craig to write comms with explanation for SDD dates and what staff do on these days
5.5	<p>2024 Board Vacancies</p> <ul style="list-style-type: none"> • Craig took the opportunity to thank all Board members for their contribution in 2023; • In particular, he thanked Vassil Balakrishnan, Berry Johnston, Brett Treeby and Rachel Shave (Community Representative), all of whom are coming to the end of their current term as a board member; • Jenelle Whitehead, Kirsty de Blanken, Karolyn Ward, Jessica Stockwell and Sarah Hintz are coming to the end of the first year of their current term as a board member and were thanked for their continued efforts; • As staff positions on the board are elected annually, Craig took the opportunity to thank Teneille Elrick, Megan Rollins, Carly Williams, Janelle Mudie and Jen Batten for their effort and contribution in 2023 and encouraged them to reapply to continue their work in 2024; • Three vacancies for Parent Representatives to join the School Board for an initial tenure of two years will be advertised in coming weeks, with nominations closing early in the new year in time for the first meeting of the board in 2024; • Our 2024 Community Representative will be identified and elected to the board following discussions at the next meeting in November 2023. 	Craig to send out email inviting parent nominations

	<ul style="list-style-type: none"> All new Board Members elected through this process, must undergo a DoE Criminal History Screening Process before being elected. A link to the online form will be provided to all successful applicants with the cost of the criminal screening being met by DoE. 	
6.0	Other Items/Comments	
6.1	<ul style="list-style-type: none"> Berry provided parent guests with an overview of the Board's role and function Parent rep questioned maintenance and repair of soccer pitch between playground and basketball courts. Craig explained the soccer pitch is in an area that has a shared lease agreement between City of Cockburn and Department of Education. Negotiations on who is responsible for maintenance and repair is on-going. 	
6.2	Next meeting: 21 November 2023	
6.3	Meeting closed: 6:30pm	