

INDEPENDENT PUBLIC SCHOOL



Minutes - Meeting No: 6
Harmony Primary School
Date: 21/11/2023

PARTICIPANTS:

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

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: Rachel Shave, Brett Treeby, Kirsty de Blanken	
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 Tuesday 24 th October <ul style="list-style-type: none"> • Nil Motion: That the Minutes of the Previous Meeting be amended as a true and accurate record. Moved: Jenelle Whitehead Seconded: Carly Williams Carried: Previous minutes were endorsed by all members present.	Craig to arrange for uploading as true and accurate.
4.0	Standing Items	

4.1	Harvest Lakes Residents Association (HLRA) <ul style="list-style-type: none"> • Nil update 	
4.2	Harmony P&C <ul style="list-style-type: none"> • Open Meeting scheduled for tomorrow night (22/11) • Bingo night At The Quarie was successful 	
4.3	Financial Update <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 October with a small Cash Variance (\$ 19 397) and a Salary Variance of \$197 096 • As of 16 November, we have received 82.49% of all Voluntary Contributions from families – This equates to 427/514 students 	
5.0	General Business	
5.1	H&PE Update <ul style="list-style-type: none"> • Craig shared 2023 H&PE review prepared by Adam Nash • A range of new initiatives trialled in 2023 for PE program, with positive feedback received, especially in relation to sport carnival organisation • 2024 goals have been set, including retention of Kiddo assessment program for Years Pre Primary – 2, feedback adopted for carnivals, improvement to equipment organisation and storage for sport shed, high level tournaments being explored, All Abilities Carnival to be hosted by HPS • Health scope and sequence to be broader than wellbeing for all years next year 	
5.2	Technologies Update <ul style="list-style-type: none"> • Craig shared update prepared by Hannah Gray, Curriculum Leader for Technologies • At the start of 2023, the Technologies committee was reactivated with representatives from lower and upper primary attending termly meetings to discuss key priorities. These included: <ul style="list-style-type: none"> ○ 2023 Operational Plan – adopted start of Term 2. ○ Resource audit conducted (Semester 1) by committee, to get an idea of what HPS currently had and identify gaps. ○ 1 hour of code whole school event to promote engagement in technologies identified, to take place end of Term 4. ○ Term 3-4: committee sought feedback from staff at team meetings regarding Technologies Scope and Sequence (ongoing). • Schools 1:1 Macbook program <ul style="list-style-type: none"> ○ Previously years 4-6 (parent funded) but now years 5-6 only. ○ School Macbooks for year 4 were available at start of 2023 however required external support to set up (which is why they were not available until the middle of term 2). 	

	<ul style="list-style-type: none"> ○ The three classes with year 4 students have been using Macbooks in class on a weekly basis, focusing on developing student skills (signing in to their school profile, saving documents, conducting research safely, programming in technology, processes required for looking after shared devices) ● 2024 directions <ul style="list-style-type: none"> ○ Due to the breadth of the technologies curriculum, the review committee made a decision to focus on drafting a Scope and Sequence for Digital Technologies (with the intention of completing a scope and sequence for Design Technologies in 2025). ● There will also be a focus on supporting staff to build confidence and competence using digital devices as teaching tools, through trialling an ICT Café approach and professional learning sessions. ● Staff restructure has allowed for new position to be created for Network Support Officer (0.4FTE), who is doing a wonderful job; ticketing system helping with efficiency of resolving tech problems 	
5.3	<p>2024 Draft Budget</p> <ul style="list-style-type: none"> ● Craig shared reports from the Preliminary Dashboard showing current planning for 2024 <ul style="list-style-type: none"> ○ Preliminary Student-Centred Funding Statement ○ Preliminary One Line Budget Statements ● Currently, with student enrolments, preliminary staffing profile and projected 2023 carry over funds, we will start 2024 school year with approximately \$20 000 in salary surplus and a small cash surplus of around \$10 000. ● The preliminary one-line budget for 2024 was <i>noted</i> by the board. ● Parent member queried effectiveness of fencing around school in reducing financial impact on school due to vandalism. Craig advised frequency of vandalism had reduced, but unclear on reduction in cost for maintenance ● Parent member query in relation to availability of PEAC program at HPS – advised still available for Yr 5 & 6 students after testing in Yr 4 ● Craig clarified that reserve account had not been used for 2 yrs, this cannot be used for people 	
5.4	<p>Workforce Planning and Recruitment Strategy</p> <ul style="list-style-type: none"> ● A full merit selection process was conducted to identify our new permanent Deputy Principal (replacing Leanne O’Kane), commencing in 2024 – Ms Amy James will be assuming this role. Ms James comes to us with several years’ experience in similar roles, most recently at Leda and Hammond Park Primary Schools. ● In 2024, we have allocated 0.80FTE of teaching time to an ‘instructional coach’. Ms Carly Williams will be taking on this role supporting our classroom teachers with both their planning and in-class instructional and engagement strategies. ● The school continues to work on securing the best available teachers for our classrooms/programs in 2024 <ul style="list-style-type: none"> ○ For 2024, we have made one permanent offer of employment to existing fixed term staff <ul style="list-style-type: none"> ▪ Erin Taylor ○ In addition, we have offered fixed term offers to <ul style="list-style-type: none"> ▪ Sarah Pitt ▪ Amanda Ginty ▪ Janelle Mudie ▪ Brooke Brophy ▪ Jacqui Burdinat ▪ Nat Chai ▪ Hannah Gray ▪ Maria Vidler 	

	<ul style="list-style-type: none"> We are still looking to fill 1x teacher position and hope to secure staff into this vacancy in the coming days. 	
5.5	<p>2024 Community Representative to the Board</p> <ul style="list-style-type: none"> As per ToR, the School Board are able to co-opt a member of the local community to be a member of the Board for such period, 12-24 month tenure, or in relation to such matters, as determined by the Board where that person's experience, skills or qualifications would enable him or her to make a contribution to the Board's functions. Rachel has recently notified Berry and Craig that she will not be continuing as Community Representative to the board in 2024, but indicated HLRA would like to maintain a presence on the board. The board must first consider other suitably qualified members of the general community before making a decision. Craig asked the board to consider the existing experience, skills and qualifications within our membership and identify any areas we could target from within our local community. Board discussed consideration of HPS business plan to identify gaps in need, including cultural focus, youth focus Board considered contacting City of Cockburn local members, child dev, youth centre or other community agencies <p>Action: Board to email suggested names/agencies to Craig/Berry by mid next week (28/11)</p>	
6.0	Other Items/Comments	
6.1	<p>Next meeting: Term One, week 3 2024 – existing Board and new members</p> <p>Meeting closed: 6:30pm</p>	