

INDEPENDENT PUBLIC SCHOOL



Minutes - Meeting No: 05
Harmony Primary School
Date: 23 October 2024

PARTICIPANTS:
Principal – Craig Anderson
Staff – Megan Rollins, Janelle Mudie, Jen Batten, Stella McQuade, Hayley Whittaker
Parents - Berry Johnston, Jenelle Whitehead, Karolyn Ward, Kirsty de Blanken, Sarah Hintz, Ferg Inglis
Apologies: Jessica Stockwell, Carol Zhang (Community rep)
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: Carol Zhang, Jessica Stockwell	
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	Update on business arising from previous meeting on 31 July 2024 <ul style="list-style-type: none"> • Fire Plan was submitted and approved by DFES • Contributions and Charges and Student Personal Items list for 2025 have been sent home to families • Risk Mitigation/Management processes for excursions now have a more explicit reference to the availability of seatbelts on buses, where bus transport is part of the excursion · • Berry to sign copy for school file and school to upload to website now confirmed. <p>Motion: The Minutes of the Previous Meeting noted as a true and accurate record. Moved: Kirsty de Blanken Seconded: Karolyn Ward Carried: Previous minutes were endorsed by all members present.</p>	Craig to arrange for uploading as true and accurate.

4.0	Standing Items	
4.1	<p>Harmony P&C</p> <ul style="list-style-type: none"> • Meeting scheduled for tonight (31/07/24). • Bingo fundraiser to be held on 25 November 2024 • End of year concert to be held in week 8 	
4.2	<p>Financial Update (Craig)</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 October (22/10) with a small Cash Variance (\$ 33 559) and a Salary Variance of \$202 919. • Verified September Cash shows the school has received 91.81% of budgeted revenue and spent 72.69% of budgeted expenditure with 3 months remaining in the school year. • School still on track to exceed its Minimum Expenditure Requirement (96% of 2024 Budget and 10% of Carry Forward Funds) by \$302 571. • Reserve Accounts are healthy (\$408 743.79), with plans in place for each individual allocation. • Curriculum and Professional Learning spending is on track for this time of year, with around 67% of these budgeted funds expended at the end of September – Big spending items, including Camp, Swimming Lessons & End of Year Excursions, will see this figure rise significantly by the end of the year. 	
5.0	General Business	
5.1	<p>Assessment and Reporting Policy (Craig)</p> <ul style="list-style-type: none"> • Craig shared data from recent survey of parents with members of the board in advance of tonight's meeting • Of the 75 responses, 80% agreed that the written comments in English and Mathematics added value to the end of semester report. However, less than 25% of our 330+ families completed the survey which, on average, took 54 seconds to complete • While the parent data was supportive of the provision of comments in English and Mathematics, the push from DoE and SSTUWA remains to reduce red tape and workload for our teaching staff, which necessitates the removal of this requirement from end of semester reports • In line with the Director General's recent statement about the reduction of workload associated with reporting to parents, the teaching and executive staff of HPS have agreed that; <ul style="list-style-type: none"> ○ The progress and achievement of students will be assigned a grade at the strand level of each learning area at the end of each semester as required by The School Curriculum and Standards Authority (SCSA). ○ There will no longer be a comment for each learning area. ○ The general comment will be general in nature, with reference to positive aspects of the student's learning outcomes and areas requiring more focus. ○ Attitude, Behaviour and Effort will be reported as usual. ○ Where regular attendance is below 90%, this will continue to be reported. ○ Where it is deemed necessary to meet with parents to further explain the written report, this will be clearly indicated on the report. 	

	<ul style="list-style-type: none"> • These changes will not impact on our communication processes with families and any parent wishing to discuss their child's progress will be encouraged to contact the class teacher to arrange a suitable time. • In 2025, we will continue to look at streamlining our Reporting to Parents processes to ensure families are receiving the information/communication they require to understand their child's progress, while being aware of, and managing, the workload of teachers and administrators. • Time spent composing written comments for English and Mathematics can now be better spent planning and delivering quality teaching and learning experiences for our children. <p>Board noted and supported the changes to the Assessment and Reporting Policy</p>	
5.2	<p>Literacy update - Presentation delivered by Laura Fox Woodford (Literacy lead)</p> <ul style="list-style-type: none"> • Overview of assessment data by class, cohort, whole of school level • Intervention programs (Mini Lit) working really well – progress monitored every 2 weeks • New English expectations and curriculum overview documents to be implemented in 2025. • Literacy team currently reviewing literacy plan targets 	
5.3	<p>Update against Business Plan Priorities (Craig)</p> <ul style="list-style-type: none"> • Presentation delivered with data on progress 	
5.4	<p>School Development Days 2025 (Craig)</p> <ul style="list-style-type: none"> • The Minister for Education recently approved six School Development Days (SDDs) for 2025. These days are set aside for staff to be involved in planning, review and professional learning activities; • The two days before students commence (Monday 3 February and Tuesday 4 February) are mandated SDDs and cannot be flexibly scheduled nor traded-off. The final mandated SDD on Friday 19 December is able to be traded-off • Parent rep requested that there be no SDD for World Teacher Appreciation Day, which will be 31 October 2025. • Board agreed on the remaining 3 flexible SDDs as below: <ul style="list-style-type: none"> ○ Friday 30 May (Term 2, Week 5) – Preceding WA Day Long Weekend ○ Friday 29 August (Term 3, Week 6) ○ Friday 7 November (Term 4, Week 4) 	
5.5	<p>2025 Board Vacancies (Craig)</p> <ul style="list-style-type: none"> • Craig took the opportunity to thank all Board members for their contribution in 2024; • In particular, he thanked Jenelle Whitehead, Kirsty de Blanken, Karolyn Ward, Jessica Stockwell and Sarah Hintz, all of whom are coming to the end of their current term as a board member; • Berry Johnston, Ferg Inglis, Carly Hartshorn and Carol Zhang (Community Member) are coming to the end of the first year of their current term as a board member and were thanked for their continued efforts. • Four vacancies for Parent Representatives to join the School Board for an initial tenure of two years, and two further vacancies for an initial tenure of one year, will be advertised in coming weeks. Nominations will close at the end of November, in time for an election to be held before the end of the school year (if required), and new members announced prior to the first meeting of the board in 2025; 	<p>Craig to send out email inviting parent nominations</p>

	<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. As staff positions on the board are elected annually, Craig took the opportunity to thank Janelle Mudie, Jen Batten, Stella McQuade, Megan Rollins and Hayley Whittaker for their effort and contribution in 2024 and encouraged them to reapply to continue their work in 2025. 	
6.0	Other Items/Comments	
6.1	<p>Discussion, led by parent rep on ideas for teacher and staff recognition opportunities, including possibility for a 'letterbox' in the office for parents to post 'shout outs' to deserving teachers and staff.</p> <p>Discussion on agenda for final board meeting of 2024. Agreement by members to have meeting online or review /action items out of session</p> <p>Meeting closed: 6:20pm</p>	