



## Wembley Downs Primary School Board- Minutes

<b>DATE:</b>	15/02/2017	<b>CHAIR PERSON:</b>	Brian Moar
<b>TIME:</b>	1735	<b>EXECUTIVE OFFICER:</b>	Susanne Bradshaw
<b>LOCATION:</b>	Library	<b>PRINCIPAL:</b>	Jenny Hirsch


<b>ATTENDEES:</b>	Jenny Hirsch, Brian Moar, Sue Akerstrom , Susanne Bradshaw, George Tolev, Anna Cathcart, Tam Newsome, Belinda Kuster, Kerry Blechynden and Anna Dennis
<b>APOLOGIES:</b>	Rob Gray


ITEM	SPEAKER	DISCUSSION	ACTION
1. Welcome/Apologies	Chair- Brian M	<ul style="list-style-type: none"> <li>-Brian Moar opened the meeting at 1735.</li> <li>-Rob Gray is an apology.</li> <li>-Board training last week was noted as worthwhile and the content was different from the last training.</li> <li>-Folders were distributed to all board members containing school board documents- including Terms of Reference, Code of Conduct, the Delivery and Performance Agreement and our school's Strategic Plan.</li> <li>-The board will have access to the documents Geoff Metcalf mentioned at the training session.</li> <li>-Data evaluation including on-entry, NAPLAN and ICAS was discussed as an area that the board need to focus on. The board can be invited to school meetings that focus on data evaluation to achieve this.</li> </ul>	
2. Disclosure of Interests	Chair- Brian M	Nothing to record.	
3. Acceptance of previous minutes	Chair -Brian M	<p><b>The minutes from 30th November 2016 are a true and correct record.</b></p> <p>Brian M motioned to accept minutes. Seconded by George T. All accepted.</p>	

3.1 Business arising from minutes	Chair- Brian M	<ul style="list-style-type: none"> <li>-The Board looked at the previous minutes from last year. The need to run a formal motion was noted.</li> <li>-Uniform and school motto</li> </ul>	
6. Selection Process	Chair- Brian M	<ul style="list-style-type: none"> <li>Principal appointment</li> <li>-The item of Principal appointment was to be item 6 however the discussion progressed to this item at this point at the meeting.</li> <li>-Doug Cook is still the Principal at WDPS but the position of Acting Principal will be available from term 2.</li> <li>-Jenny Hirsch spoke about the job at WD then left the room while the board discussed the process of selecting a principal.</li> <li>-The chair of the board will sit on the selection panel. Brian M explained his role on the panel when Doug Cook was appointed. Discussion about what the school want from a Principal.</li> <li>-Some private schools appoint a senior teacher to the panel but the Regional office decides who is on the panel for public schools.</li> <li>- All panel meetings are confidential, so cannot speak about Who etc.</li> </ul>	
4. Principals Report	Principal-Jenny H	<p><b>Principal presented report.</b></p> <ul style="list-style-type: none"> <li>-Report to go out a week before the meeting.</li> <li>-Jenny presented her report- refer to handout.</li> <li>-Discussion about the Talk for Writing program, training and when it will be implemented, and related funding.</li> <li>-Discussion about the early learning area and the current audit by NQS. Laura M has been running this. An early childhood team come in to see the processes that are being used. Report available to community.</li> <li>-A positive for Laura to report back about the NQS process.</li> <li>-P&amp;C have helped with professional learning in the past.</li> <li>-Professional learning is an investment.</li> <li>-Communication app discussion. The department have an app that has been</li> </ul>	<p><b>JH will go the P&amp;C to discuss the role of parent representatives.</b></p>

		<p>investigated. Teachers can use it with their classes. May not be an admin app-absentees etc.</p> <p>-Some teachers use apps to communicate with their parents. There are 2 different needs (administration and teacher communication.) Important to find out the need before suggesting the use of a tool. Teachers will use what best works for their need.</p> <p>-Ask that there is a discussion at the P&amp;C about parent rep communications. All communication needs to come through the school. A need for the role of parent rep to be defined.</p>	
4.2 Finance & Budget	MCS-Kerry B	<p><b>Finance &amp; Budget</b></p> <p>- Kerry explained the Operational One Line Budget.</p> <p>-The finance committee will meet before the next board meeting. Expressions of Interest have gone out to the staff for a representative to sit on this committee.</p>	<p>The motion to accept the Preliminary One-Line budget as is with expected changes based upon final census figures.</p> <p>Brian M motioned. Sue A seconded.</p>
5. Delivery and Performance Agreement & Business Plan	Principal- Jenny H	<p>- Review to take place 2018.</p> <p>-The Business Plan is 2015-2017. Organise a meeting for changes for next 3 year term. Using data, consultation, review to prepare for 2018.</p>	
7. Goals & Focus for the board	Chair- Brian M	<p>Business Plan</p> <p>Code of Conduct</p> <p>Board Meeting plan- topics for each meeting to be reviewed and updated.</p>	<b>Review Meeting schedule &amp; send to members</b>
8. Annual Report -Update	Principal-Jenny H	<p>It is a work in progress. Must be online at the end of the term.</p> <p>Feedback required from the board.</p>	<b>Email report for feedback prior to next meeting</b>
9. Board Membership -Induction and succession	Chair- Brian M	<p>-Need to consider Board Chair for coming years.</p> <p>-The board has run this process at the beginning of each year.</p> <p>-Board Induction- suggested opening it up to the community to give people an idea of what the board is about.</p> <p>-Discussion about board members and invited community to create an effective board. Suggested the possibility of a co-opted member (parent representative from the P&amp;C).</p> <p>-Anna C will go to the P&amp;C next week with Jenny H to determine if a P&amp;C member will attend the board.</p>	

		-Upcoming Board training will be attended by the Principal, the chair and a board staff member.	
10. Policy Update -Review	Chair Brian	Policy review will begin at meeting 2.	<b>Uniform policy &amp; Class placement policy to be discussed at next meeting.</b>
11. Next meeting	Chair- Brian	Next meeting is Wednesday 22 <sup>nd</sup> March. -Discussion about board meeting day and times being suitable for all members and it was determined that Mondays will be better. Meeting closed 1945	<b>SB to change meeting dates to Monday of Week 3 and 8 starting in Term 2.</b>
12. Roundtable evaluation	Chair- Brian M	This will become an item for the end of every meeting.	
13. Additional	Principal- Jenny H	"School and Community Learning Together"	

MINUTES SIGNED:		CHAIR
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