



Wembley Downs Primary School Board- Minutes

DATE:	22/03/2017	CHAIR PERSON:	Brian Moar
TIME:	1730	EXECUTIVE OFFICER:	Susanne Bradshaw
LOCATION:	Library	PRINCIPAL:	Jenny Hirsch


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


ITEM	SPEAKER	DISCUSSION	ACTION
1. Welcome/Apologies	Chair- Brian M	-Brian Moar opened the meeting at 1736. -Anna D, Belinder K and Tam N are apologies.	
2. Disclosure of Interests	Chair- Brian M	Nothing to record.	
3. Acceptance of previous minutes	Chair -Brian M	The minutes from 15th February 2017 are a true and correct record. Anna C motioned to accept minutes. Seconded by George T. All accepted.	
3.1 Business arising from minutes	Chair- Brian M	-Board chair and vice chair roles were discussed including the time spent holding either position. Currently no one has shown interest in taking on the roles. -Discussion about the need for continuity and succession. -Suggested a meeting with the parent group to discuss further as tonight we have two absent board members from the parent group. -Encouraging parents of kids in the younger years to become involved in the board so they have more time to be involved.	Move to next meeting to discuss.
4.2 Finance & Budget	MCS-Kerry B	Finance & Budget (moved to this point of the meeting as Rob G had to leave early) - Kerry explained the Operational One Line Budget. - Finance meeting date had to be changed. Discussion for possible dates of next meeting with the use of Skype. -Another parent has joined the finance committee, Mr Mike Jeffrey.	Brian M motioned to accept the One Line Budget and was seconded by Sue A.

		<ul style="list-style-type: none"> -77% of Voluntary Contributions have been received. -Outstanding disability funds still may come in. <p>(Kerry B left meeting)</p>	
4.3 Learning & Engagement Coordinator	Tina Van Maanen	<ul style="list-style-type: none"> -This item brought forward. -Tina Van Maanen explained her role at the school as Learning & Engagement Coordinator. -Supporting kids at school as well as supporting teachers in the classroom. -Accessing support using resources from the department. -Tina assesses students at educational risk and develops a program to assist them. -The role helps empower teachers to cope with challenging students as well as parents that are often dealing with similar symptoms as their children. -Discussion about the number of kids at WD that are diagnosed and that we receive funding for and those that are undiagnosed. -Some parents seek private assistance during school hours. -WD have a school psychologist one day a week. -Discussion about kids that are not medically diagnosed but that are having issues due to pressures at home. The chaplain assists students with these issues. -Schools resources are under stress however the department is strong in leading schools with these matters. <p>Tina V left meeting.</p>	Next meeting- a breakdown of the students that require support.
8. Annual Report -Update	Principal-Jenny H	<p>This item moved to after Tina's report.</p> <ul style="list-style-type: none"> -Feedback- discussion about the motto and how the first lines are worded. -Graphs- bigger and easier to read (value adding) -More photos!! -Rob G left at 1828. -Naming of the staff in the report to help the community identify. 	Email Annual Report to board for feedback.
4. Principals Report	Principal-Jenny H	<p>Principal presented report.</p> <ul style="list-style-type: none"> -Report was sent with the agenda. -Jenny presented her report- refer to handout. -Jenny spoke about 2017 Extension Science Program and Saint Mary's "Steaming Ahead Challenge Day" for girls in Years 1-6. -Harmony Day activities planned. -Success of Election Day Fundraising. 	

5. Delivery and Performance Agreement & Business Plan	Principal- Jenny H	<ul style="list-style-type: none"> -Review to take place 2018. -The Business Plan is 2015-2017. Organise a meeting for changes for next 3 year term. Using data, consultation, review to prepare for 2018. -Start term 3 getting prepared for the review. -School Development Day on April 24 will be to prepare staff and make them aware of the review. 	<p>Strategic Plan changed to Business Plan.</p> <p>All in favour that it be renamed.</p>
7. Goals & Focus for the board	Chair- Brian M	<ul style="list-style-type: none"> Business Plan Code of Conduct Board Meeting plan- topics for each meeting to be reviewed and updated. 	<p>Terms of reference and code of conduct to be read by the board and notify of any changes required.</p>
9. Board Membership -Induction and succession	Chair- Brian M	<ul style="list-style-type: none"> -Need to consider Board Chair for coming years. -The board has run this process at the beginning of each year. -Induction and open forum for members of the school to come along to learn about the board. -P&C member interested in coming along as the representative. -Suggested having a regular meeting of the P&C president, board chair. -Fundraising of the P&C on election day was an incredible effort! -Discussion about the election day at WD. 	<p>SB email board re P&C member being a representative.</p>
10. Policy Update -Review	Chair Brian	<p>Uniform policy</p> <ul style="list-style-type: none"> -Leavers shirt area needs reviewing. Update the old info about timeline as the policy was written before the new uniform was implemented. -Aspect of legality of printing names on leavers shirts. -Leavers jacket was mentioned. The financial cost of this was discussed. -Inclusivity must be mentioned on our policy. -Sustainability and financially inclusive of all. -Faction shirts are encouraged to be worn for sports days. -Wording about families “need to contact the school” -Discussion about the need for another faction due to the growth of the school. <p>Class placement policy</p> <ul style="list-style-type: none"> -This policy is more for the teachers. The process should be about criteria on how students are placed. Parents are using the policy to get their children in particular classes. -Staff spend time and effort thinking about students and their needs and often this work is undone by parents. -Discussion about the wording of the policy needs to be changed: only extenuating circumstances will be considered. -The need to establish a culture where it is not acceptable to ask for class placement. -Looking at “student excellence” and “teacher excellence” as part of this 	<p>Changes made to both policies.</p>

		process of class placement. -Confidence and consistency going forward in operational matters at the school.	
11. Next meeting	Chair- Brian	Next meeting is Monday May 8 th . -Please note the change to Monday. Meeting closed 1952.	
12. Roundtable evaluation	Chair- Brian M		
13. Additional	Principal- Jenny H	-Invite Laura Mickler to speak at the next meeting on subjects of NQS and on-entry data. -International fee paying students that attend but then do not pay. -Discussion about boundaries- sending students to the correct school. -Having a consistent rule to accepting students into the school, families in boundary first, fee paying or international (on visa). -Toilet plan and costed. Redo rather than refurbish the existing toilets.	Send message via Tiqbiz about ICAS. Draft a letter regarding the toilets being rebuilt.

MINUTES SIGNED:		CHAIR
-----------------	---	-------

MINUTES SIGNED:		PRINCIPAL
-----------------	---	-----------