

Wembley Downs Primary School Board

Minutes

Date	02/12/2015
Time	1730
Location	Library

Chair Person	Brian Moar
Minute Secretary	Susanne Bradshaw
Principal	Doug Cook

Meeting Opened	1737
Meeting Closed	1950
Next Meeting	17/02/2016


Board Members	Brian Moar, Doug Cook, Sue Akerstrom, Michelle Adams, Anna Wilson, Lorenza Minghetti, Rachel Clegg, Rob Gray
Invited Community	Susanne Bradshaw, Kerry Blechynden
Present	Brian Moar, Doug Cook, Sue Akerstrom, Anna Wilson, Lorenza Minghetti, Rachel Clegg, Susanne Bradshaw, Kerry Blechynden, Rob Gray, Belinda Kuster, Tam Newsome
Apologies	Michelle Adams

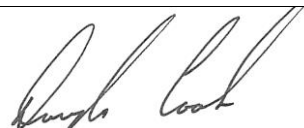
ITEM	SPEAKER	DISCUSSION	ACTION
1. Board chair	BM	<p>Board chair report</p> <p>-Welcome from BM, induction of new reps will take place at the first meeting next year. Thank you to AW and RC for all your work on the board.</p>	Letter of thanks to AW, RC and MA
2. School Finance	DC - RG	<p>Budget Report</p> <p>Comparative budget</p> <p>-Monies still to be paid for excursions and P & C donations that haven't yet been invoiced.</p> <p>-Account reminders being sent to families with amounts outstanding and school Contributions and charges are still coming in as most people do like to pay.</p> <p>-Monies still to come out for graduation etc. Chaplain monies still in credit however only had chaplain from term 3 onwards so next year we may not have sufficient funds.</p> <p>-Still have money in teacher training account. Teaching resources still to be bought for next year.</p> <p>-Sporting school budget will be used to pay basketball program.</p> <p>-Discussion about the financial operations of the school for the benefit of the new parent representatives, including the role of the board in relation to the financial</p>	<p>Budgets accepted</p> <p>The board accepted the proposed budget for 2016.</p>

		<p>running of the school.</p> <p>2016 Budget</p> <p>-There are no major changes for next year's budget.</p>	
3. Principal's Report	DC	<p>Principal's Report</p> <p>Enrolments:</p> <p>-400 kids on the books for next year which is more than expected. Looking at having 3 Yr 5/6 classes to mitigate social issues with the current Yr 4s.</p> <p>Board membership:</p> <p>-Explanation of the parent representative process to the board. Doug thanked Anna and Rachel for their contribution to the board.</p> <p>Student Excellence:</p> <p>-Pre-primary nature play continues.</p> <p>-Yr 6 completing sailing.</p> <p>-Yr 5s continuing with computer program LOGO.</p> <p>-Tabitha doing great things in Science Bites. The board acknowledge her efforts and a letter of thanks will be sent.</p> <p>-Graduation planning continues. Planning continues for Canberra trip. Student planning for end of year Bad taste day will raise money for their gift to the school. Room 11 organising Asthma research fund-raising. In-term swimming was successful. Program will run in weeks 7 & 8 of term 4 next year.</p> <p>Effective Teaching:</p> <p>-Meeting with Jason Crofts at Scarborough PS to learn about the Walk Through app.</p> <p>-Appointment of an EA to assist in Room 12.</p> <p>Shared leadership:</p> <p>-Maths planning day organised for 28 January with Literacy and Numeracy Project Consultant</p> <p>-Ann Evans organised excursion to SciTech for 4 classes.</p>	SB to do letter of thanks to Tabitha

		<p>-Planning sheets for teachers continue for English and Maths showing the links between Strategic, Operational and Classroom planning.</p> <p>Enhanced Communication</p> <ul style="list-style-type: none"> -Website work continues -Citizenship Awards to include a badge and this will start fresh next year. -Discussion about the effectiveness of certificates for older students. <p>Community Partnership</p> <ul style="list-style-type: none"> -Science bites will still operate throughout the holidays. <p>Discussion about the need for planning for the leavers of 2016 if the 5/6s will be combined classes. Important for Yr 6s to have special leavers activities only. Staff have been working on this.</p>	
4. Policy Review	DC/SA	<p>Policy Review</p> <p>Dress Code Policy</p> <ul style="list-style-type: none"> -RG's updated policy read out to board. Discussion about the leaver's shirt, the old and the new for 2016. -Next year the last part of the policy can be taken off. -Great job by uniform committee getting the uniform to where we are now. -Recycling of old uniforms to Africa organisation and we will receive some income. <p>Student Leadership Policy</p> <ul style="list-style-type: none"> -BM explains the idea of the policy. -The old system all kids get to be a councillor. Changes will be made where 3 teachers, the deputy, the principal and councillors will meet each week to discuss the jobs of the councillors. The councillors will also have a group of kids that they will direct in roles. -Discussion about whether music leaders can also be student councillors. Year 6s need to choose either to be a councillor or a Faction Captain. -Keep the faction captains and vice captains separate from the leadership group. Elect councillors first, then faction captains. -Administration leaders are the quiet helpers that are not as outgoing. Every kid in year 6 will be involved in some way and the leaders will be in control. -Policy needs further clarification. Discussion about whether this is an operational program as opposed to a policy. This needs to be ready to run in 2016. -RG moves that we have 8 student councillors, these cannot be faction captains and 	<p>DC to tidy up the program and email out.</p> <p>Once the program is finalised, SA will inform the Yr 5s in preparation for 2016.</p>

		this is through an election process.	
5. Business Plan	All LM	-Discussion about the Business Plan. -DC would like to reduce photo of him and add more photos of kids. -Move to find 3 other photos of kids! -Question about who the audience is of the plan. Mainly new families coming to the school or interested existing families. -Prices for printing of the Business Plan	Print 100 copies using Kerry's quote.
6. School Board	BM	-2 new parent representatives- Tam Newsome and Belinda Kuster. Already covered in chair's report.	
7. P & C		-RC reported that some parents from the P & C believe that every child should experience the leadership role- this is a minority of parents that have this view. -Should it be put out there to the whole school that the leadership group in Yr 6 is what it is and that they should aspire to. -BM went over the role of the representative from the P & C to the board – there is not a nominated position from P&C to a full member of the board, but this board will always ensure that a representative will be invited as a position on the board, but with no voting rights. This is as per the requirements of the Act. -TN recommends that a board member attends the P&C. Open and effective communication diffuses issues. Board members need to become more visible in their roles so the community can approach the board members instead of approaching the class rep or the P&C members. -Training is provided for all members of the board. -In closing of the 2015 year, DC and BM will be working on the annual report and it will be delivered at the first meeting of next year. It will be emailed out before the meeting and then time between meeting 1 & 2 to make any further changes. It needs to be endorsed prior to the 2 nd meeting of the year, as it is presented at that meeting. -Thank you to MA, AW and RC. -BM thank you to everyone for a great year.	

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

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