

Wembley Downs Primary School Board

Minutes

Date	03/08/2016
Time	1730
Location	Library

Chair Person	Brian Moar
Minute Secretary	Susanne Bradshaw
Principal	Doug Cook

Meeting Opened	1730
Meeting Closed	1923
Next Meeting	07/09/2016

Action points	Survey school motto Attendance requirements in Newsletter
Focus Points	Media Focus on ICAS

Board Members	Doug Cook, Brian Moar, Sue Akerstrom, Tam Newsome, Belinda Kuster, Lorenza Minghetti, Rob Gray, George Tolev, Nicole Armstrong
Invited Community	Susanne Bradshaw, Kerry Blechynden
Present	Doug Cook, Brian Moar, Sue Akerstrom, Belinda Kuster, Lorenza Minghetti, George Tolev, Nicole Armstrong
Apologies	Rob Gray, Tam Newsome, Sue Akerstrom

ITEM	SPEAKER	DISCUSSION	ACTION
1. Welcome	BM	Additional Agenda items included: School's Forum, WA Education Awards & Board efficiency Survey.	
2. Principals Report	DC	<p>DC went through Principal's Report and Focus for 2017.</p> <ul style="list-style-type: none"> • Current Enrolments – 408 <p>Student Excellence</p> <p><i>Wembley Downs Primary School fosters students' learning with programs to address their needs. Our aim is for all students to reach their full potential.</i></p> <ul style="list-style-type: none"> • Foster a sense of curiosity and life-long learning. <ul style="list-style-type: none"> - <i>Scientist in Residence Program began yesterday and will run for the next four weeks.</i> - <i>We have opened the "top gate" and made a path into the school through the garden. Mel has designed a planting scheme of aromatic herbs to plant along the route. (This will also mean students can avoid walking through the car park.)</i> - <i>Mel has recommenced Cooking Club for year 6 students during lunchtimes.</i> 	<p>Survey parents as they enter school &/or survey monkey.</p> <p>Teachers at Staff Meeting</p> <p>DC & GT to talk to kids</p>

	<ul style="list-style-type: none"> - <i>Emily Bauch is collecting resources to begin lunchtime Lego Club.</i> • Strive for personal excellence. <ul style="list-style-type: none"> - <i>ICAS English Testing held yesterday.(Ordering issues saw less year 4s tested than we wished.)</i> - <i>ICAS Science results have been released. (See below)</i> - <i>PEAC Testing held yesterday due to parent request.</i> • Provide varied learning experiences. <ul style="list-style-type: none"> - <i>Students involved in the Canberra Tour have begun a series of learning sessions on Thursday afternoons in preparation for the excursion.</i> • Implement differentiated curriculum. <ul style="list-style-type: none"> - <i>During semester 1 we held 34 Case Conferences to monitor the progress of students at educational risk. These meetings include; Principal, Learning Support Coordinator, School Psychologist, Classroom Teacher and Parents.</i> • Provide leadership opportunities. <ul style="list-style-type: none"> - <i>Student Councillors ran a very successful My Hero Day to raise awareness and funds for bone marrow failure and blood cancer in children.</i> - <i>Faction leaders took on leadership responsibilities in the organisation and scoring of the Faction Cross Country event.</i> - <i>Faction leaders have begun lunchtime sport practice with students in preparation for the Athletics Carnival.</i> • Cater for children’s physical, social and emotional well-being. <ul style="list-style-type: none"> - <i>Rainbows Grief and Loss Program continues with both middle and upper primary.</i> - <i>God Guys ad Girl Power Friendship program booked for year 4 students.</i> - <i>Students from pre-primary 6 competed in the Faction Cross Country Carnival on Friday 29 July</i> - <i>Ten students from years 3 – 6 (5 boys and 5 girls) will compete in the Scarborough Interschool Cross Country Thursday, 4 August.</i> <div style="background-color: red; color: white; padding: 5px; text-align: center;">Effective Teaching</div> <p><i>Wembley Downs Primary school teachers will continue to use the Australian Institute for Teaching and Leadership Standards to strive for excellence in their practice.</i></p>	Media focus on ICAS results
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- **Knowledge: Teachers demonstrate and develop their professional knowledge and understanding about curriculum, assessment and teaching approaches.**
 - *Paraprofessional staff completed their third day of Classroom Management Strategies (CMS) training at Churchlands Primary on Monday 18th July.*
 - *Teachers completed a session of Jacques' Stratified Systems and how this relates to levels of work.*
 - *Talk4Writing programs have been developed and implemented across all classes pre-primary to year 6.*
 - *Aboriginal Cultural Awareness session will be presented to staff on Wednesday August 17th. This session is in preparation for learning about the Aboriginal Cultural Standards Framework.*

- **Practice: Teachers ensure that learning programs are delivered in classroom environments that are safe, respectful and productive of student learning.**
 - *The PBS expectations to be covered this term are:*
 - Play the game safely
 - Include others
 - Join in
 - Be honest and tell the truth

- **Engagement: Teachers develop skills of observation and analysis to seek evidence and remain open to feedback.**
 - *Nicole Armstrong and Anna Dennis are working with a group of six teachers to improve classroom practice through peer observation and feedback. We will investigate ways to expand this to all teachers.*
 - *Next Tuesday I will be at Parkwood Primary with a group of colleagues to observe their teachers in a series of STEM lessons. We will then give feedback to the principal about how the initiative is working in his school.*
 - *On Friday 22 July a Triad Group (Principals from WDPS, Kapinara and Churchlands) met at Churchlands to review the information they are submitting for their IPS Review. This Friday, 5th March, the group will be here to look at our progress from ERG to IPS and our current initiatives in English and Maths.*

Shared Leadership

To foster a culture where staff, students and parents share responsibility and are accountable for problem solving, learning and collaboration.

- **School members feel empowered to take ownership of initiatives.**
 - *The ICT Strategic Plan development continues with Committee support. The Committee comprises representatives from Admin, Teaching Staff, Parents and Community.*
 - *A committee of teachers from K – 2, and the principal, has been established to evaluate our performance against the National Quality Standards for Early Childhood Education.*

- **Roles and responsibilities are clearly communicated and understood to support the strategic vision of the whole school.**
 - *A draft for a revised Maths Operational Plan has been created by Nicole Armstrong. This will be further developed by the Maths Committee at next week’s Staff Meeting.*
 - *Anna Dennis has begun work on a revised English Operational Plan.*

- **School members’ expertise is valued and there is a culture of mutual respect.**
 - *Anna Dennis and Caroline Anderson continue to receive support from the staff in the implementation of Talk4Writing.*
 - *Jacqui Williams, P&C President, has developed a plan to increase community use of the school vegetable garden area.*

Enhanced Communication

We will use open, clear and timely communication to inform and engage members of the community during the students’ learning journey.

- **A comprehensive range of formal and informal communication strategies and systems.**
 - *Communication Policy has been re-drafted for presentation to the School Board.*
 - *The Tiqbiz app has been upgraded and the result appears to be less than satisfactory.*

- **Acknowledging and celebrating individual, group and community success.**
 - *All students who received an A Grade in their Semester 1 Report received Academic Excellence Certificates last week.*
 - *One student from each class received a Citizenship Award at the end of last term.*
 - *Students who had received PBS Behaviour Tokens went into a grand raffle draw at the end of last term to win footballs, netballs, soccer balls and rugby balls.*

Community Partnership

"It takes a village to raise a child."

We will engage members of the community and support all relationships to enhance students' learning.

- **Fostering community support and ownership of the school.**
 - *The P&C Association have been successful in securing a Curtin Community Grant of \$10 000 for the development of an Outdoor Community Kitchen.*
 - *Rotary Club of Freshwater Bay has donated 30 microscopes for use in Science. A scientist associated with Rotary is developing a series of activities for class teachers that include microscope use.*
- **Enhance learning opportunities through external partnerships**
 - *Protective Behaviours WA will present a parent information evening on Wednesday 10th August. Tickets are \$10 and available from the Office. (We've only sold 10!)*

ICAS Science Results


Year Level	Students	High Distinction	Distinction	Credit	Merit	Participation
Year 2	3	0	1	0	0	2
Year 3	11	0	4	2	0	5
Year 4	16	0	2	3	7	4
Year 5	3	1	0	0	0	2
Year 6	39	0	2	8	7	22
Totals	72	1	9	13	14	35

ICAS Spelling Results

Year Level	Students	High Distinction	Distinction	Credit	Merit	Participation
Year 2	1	0	1	0	0	0
Year 3	11	1	0	4	4	2
Year 4	13	0	1	3	2	7
Year 5	5	0	1	2	0	2
Year 6	9	0	1	3	1	4
Totals	39	1	4	12	7	15

		<p>Discussion on new school motto, incorporating Community as our community is involved in the school.</p> <ol style="list-style-type: none"> 1) School and Community Learning Together; 2) A Family Friendly School; 3) Community Achieving (or Learning) Together. <p>Incorporate new motto when signage replaced.</p> <p>Board approves 26 May 2017 as a Professional Development day, for staff to attend conference.</p> <p>ICAS science and spelling results are out. BM suggested getting some media opportunity for the high distinction kids to promote the ICAS to the rest of the school, to encourage kids to participate next year.</p> <p>BM sent an email to Julie Bishop to see if she can come and talk to the kids who are going to Canberra.</p>	
3. Attendance Data	GT	<p>GT went through the Attendance Data.</p> <p>DC needs to check the system again as when kids are late they still show up as absent.</p>	Mention importance of attendance in newsletter.
4. Budget	DC	No major issues on the budget.	Budget approved
5. Board Self-Assessment	BM/DC	Survey done. Data will be sent by email with the minutes.	
6. School Survey Update	DC	School Survey will be emailed out on Friday. Teachers will ask the students to mention to their parents for a chance to win a pizza lunch. DC to send out.	Survey Sent out
7. Policy Updates	SA & DC	Communication Policy. Discussion on implementing requirements & specific time expectations: “teachers and parents will communicate with regards to the individual needs of the child when needed”. DC to redraft and discuss with staff.	Redraft & present staff meeting
8. P&C Report	BM	New Community Kitchen. DC got approval to look into new water fountains.	
9. WA Education Awards	BM	We need to look at how we nominate staff. Very short time line this year. Schedule this for June next year to start discussions. BM also looked into the nomination for School Award – probably we are not ready yet but we might be able to nominate next year. We need to look at the criteria.	Include in forward time line, create committee Term 2, week 3
10. Forum	BM	Sean L’Estrange organised forum to talk about high schools. BM and 2 P&C Reps are going to attend. Talk about the future of the new high school. Our numbers are also increasing but we need to talk about feeders schools as well.	

		BM will report at our next meeting or by e-mail.	
11. Self Assessment	DC	DC presented the National Assessment Tools which staff have participated in. Include results in DPA & need to communicate achievements to the community.	

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MINUTES SIGNED:		PRINCIPAL
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