

Wembley Downs Primary School Board

Minutes

Date	07/09/2016
Time	1730
Location	Library

Chair Person	Brian Moar
Minute Secretary	Susanne Bradshaw
Principal	Doug Cook

Meeting Opened	1730
Meeting Closed	1908
Next Meeting	02/11/2016

Action points	<ul style="list-style-type: none"> - NA will present Maths Planning processes -Communication policy -Agenda will include board internal survey results
Focus Points	<ul style="list-style-type: none"> -Board internal survey -Community survey

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, Tam Newsome, Belinda Kuster, Lorenza Minghetti, Rob Gray, George Tolev, Nicole Armstrong, Susanne Bradshaw, Kerry Blechynden
Apologies	

ITEM	SPEAKER	DISCUSSION	ACTION																
1. Welcome	BM	-Correspondence in from the Department of Education noting the nomination for DC for WA Principal of the Year for the WA Education Awards 2016. DC is a finalist for this award.																	
2. Principals Report	DC	<p>DC went through Principal's report.</p> <ul style="list-style-type: none"> • Current Enrolments – 412 • Staffing Term 3 <ul style="list-style-type: none"> - The selection process for a Phys Ed teacher has been completed. The successful candidate was Mr Paul Rosier. • Enrolments 2017 and Possible Structures <ul style="list-style-type: none"> - We have received 61 Enrolment Applications for kindergarten 2017. Seven of the applicants are from outside our local intake area and I am intending to direct them to their local primary school; six to Scarborough and 1 to Doubleview. (Four applicants had applied to two schools.) - Current figures for 2017 are: <table style="margin-left: 40px; border: none;"> <tr> <td>Kindy -</td> <td>54</td> <td>Preprim -</td> <td>46</td> <td>Year 1 -</td> <td>58</td> <td>Year 2 -</td> <td>52</td> </tr> <tr> <td>Year 3 -</td> <td>54</td> <td>Year 4 -</td> <td>63</td> <td>Year 5 -</td> <td>60</td> <td>Year 6 -</td> <td>43</td> </tr> </table> 	Kindy -	54	Preprim -	46	Year 1 -	58	Year 2 -	52	Year 3 -	54	Year 4 -	63	Year 5 -	60	Year 6 -	43	
Kindy -	54	Preprim -	46	Year 1 -	58	Year 2 -	52												
Year 3 -	54	Year 4 -	63	Year 5 -	60	Year 6 -	43												

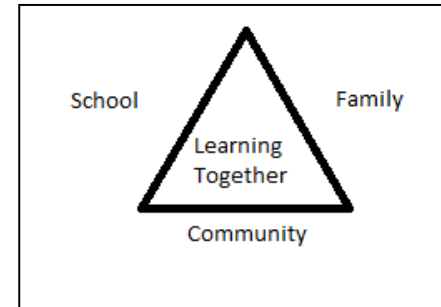
- Possible Class Structure :
 Kindy x 3, PP x 2, Yr 1 x 2, Yr 1/2 x 1, Yr 2 x 2,
 Yr 3 x 2 Yr 3/4 x 1, Yr 4 x 1, Yr 4/5 x 1, Yr 5/6 x 3

- **School Motto Feedback**

Following our last meeting, teachers were invited to involve their classes in a discussion around a revised school motto.

- Strive, Grow, Achieve Together
- School and Family Learning Together
- *School and community working together*
- *Wembley Downs; a community school.*
- *Wembley Downs; a family friendly school*

The community of Wembley Downs is an underutilised resource.



Student Excellence

Wembley Downs Primary School fosters students' learning with programs to address their needs. Our aim is for all students to reach their full potential.

- **Foster a sense of curiosity and life-long learning.**

- *Scientist in Residence Program continues and will conclude at the end of term.*
- *Lunchtime Lego Club has begun and is proving very popular with the younger students.*
- *Musica Viva – Rhythm Works: Performed to the school today as part of the Music Program*
- *Edu Dance begins next term and goes for 9 weeks, culminating in a concert.*

- **Strive for personal excellence.**

- *ICAS Testing results are now available for Spelling, Maths, English and Science. (See below)*
- *15 students were recognised last Friday as champion athletes.*

- **Provide varied learning experiences.**

- *Artist in Residence program begins next week for year 5/6 students. The students have made suggestions regarding the construction of 3 murals. The artist will create designs based on the ideas and then the students*

will assist with the creation of the murals.

- **Implement differentiated curriculum.**
 - *Two staff members have been to Professional Learning on the MiniLit Program. This is a strategy to cater to the students too young for MultiLit. We are also looking at the feasibility of a MultiLit Extension Program to support those students who have completed the course but require additional help.*
- **Provide leadership opportunities.**
 - *Student Faction leaders took on leadership responsibilities in the organisation and training of teams for the Faction Carnival. They also assisted teachers in the bays during the carnival.*
 - *Students who are participating in the Canberra Tour had an opportunity to meet with Minister Julie Bishop and discuss aspects of her role in Government.*
- **Cater for children's physical, social and emotional well-being.**
 - *Rainbows Grief and Loss Program have their Celebrate Me day this Thursday.*
 - *God Guys ad Girl Power Friendship program took place on Monday this week.*
 - *Students from pre-primary to 6 competed in the Faction Athletics Carnival on Friday 2 September.*
 - *Students who were successful at the Faction Carnival will compete in the Interschool Athletics Carnival; Tuesday 13 September and Thursday 15 September.*

Effective Teaching

Wembley Downs Primary school teachers will continue to use the Australian Institute for Teaching and Leadership Standards to strive for excellence in their practice.

- **Knowledge: Teachers demonstrate and develop their professional knowledge and understanding about curriculum, assessment and teaching approaches.**
 - *Two staff received training in MiniLit.*
 - *Four staff, including the Principal, have attended two days of Leading Effective Numeracy Instruction. This learning will help inform our Mathematics Plan for the next two years. Two more days of learning will take place in week one of next term.*
- **Practice: Teachers ensure that learning programs are delivered in classroom environments that are safe, respectful and productive of student learning.**
 - *The PBS Team have set our Processes and Practices for "minor and major" behaviour incidents.*
- **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.

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 continues to be developed with Committee support. The Committee comprises representatives from Admin, Teaching Staff, Parents and Community.*
 - *NQS Committee has assessed 4 of the 7 Quality Areas in preparation for reporting to Government, 31 October.*
- **Roles and responsibilities are clearly communicated and understood to support the strategic vision of the whole school.**
 - *Teaching staff have been surveyed on current practices in Maths to try and gain alignment across the school, within the new Operational Plan.*
- **School members' expertise is valued and there is a culture of mutual respect.**
 - *Anna Dennis has held a session with staff on the revision of Spelling across the school.*

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 held a Busy Bee last weekend as part of their Building Stronger Communities project.*
 - *Rotary Club of Cambridge has invited teachers and parents to a session: "Guiding Your Child Through Emotional Turmoil." We will send one teacher.*
- **Enhance learning opportunities through external partnerships**
 - *P&C Association have organised a eSafety Seminar to be held next term, Tuesday 18 October, in the Art/Science Room.*

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

ICAS English Results

Year Level	Students	High Distinction	Distinction	Credit	Merit	Participation
Year 2	6	1	0	0	0	5
Year 3	15	1	6	3	2	3

Year 4	6	0	1	4	0	1
Year 5	4	0	0	0	1	3
Year 6	37	0	7	6	2	22
Totals	68	2	14	13	5	34

ICAS Writing Results

Year Level	Students	High Distinction	Distinction	Credit	Merit	Participation
Year 3	11	0	1	5	2	3
Year 4	14	0	1	7	1	5
Year 5	3	0	0	2	1	0
Year 6	8	1	0	4	1	2
Totals	36	1	2	18	5	10

3. Triangulating Data against the Business Plan & Survey Results

BM & DC

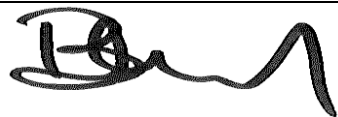
Board internal survey
 -BM went through the results. The survey was quick and easy to complete and agreed to repeat this survey as a process of review. Consistent results on Board's Performance.

Community Survey
 -DC went through the results. Positive feedback from the parents who completed the survey. The largest respondents from the PP.

National Education Survey
 -Similar amount of respondents as per 2014. Do we open again for further input? Difficult due to controls by administrators of survey. All Board members to compare data from 2014 & 2016 & provide feedback. Will conduct further analysis next meeting & highlight our positives & negatives.

DC to email the survey results from 2014 and 2016 and the board will provide feedback.

4. Budget	KB	-The Department require 96% of the school's budget is spent. There are still some areas that have not spent their allocation. It would be beneficial to keep a reserve in the salary account if another teacher is needed. No issues with the budget as there is some money in reserve accounts if required.	
5. Curriculum focus presentation	NA	-Moved to next meeting.	SB to add this to next meeting agenda.
6. Tenure of board members	BM	-Election of members to take place in term 4 in readiness for 2017. This will also allow us to book a training session at the end of the year with Geoff Metcalf as his availability is limited at the start of the year.	DC conduct elections
7. Policy Review	SA & DC	Communication -A discussion on the communication between teachers and the parents of their students. Usually a communication is sent once a term however some teachers are now using apps or blogs to keep parents informed. Agreed that whatever correspondence is used that the school's logo and letterhead be used to keep all correspondence uniform. This will be covered under the school's style guide when it is completed. Class Placement Policy -A necessary policy to outline the process and criteria of placing students in particular classes. Need to address process in newsletters towards end of Year so parents are informed.	SB to email LM the Style Guide
8. P&C Report	BM	-Community Kitchen area grant from Federal Govt will allow for development of the area surrounding the canteen. - -No further issues for Boards attention	
9. Meeting Dates	BM	-Special circumstances to require next meeting moved to week 4 of Term 4 – (DC, SA & GT on Leadership Trip to Canberra)	2/11/16

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

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