

Wembley Downs Primary School Board

Minutes

Date	11/05/2016
Time	1730
Location	Library

Chair Person	Brian Moar
Minute Secretary	Susanne Bradshaw
Principal	George Tolev

Meeting Opened	1730
Meeting Closed	1831
Next Meeting	15/06/2016

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

ITEM	SPEAKER	DISCUSSION	ACTION
1. Budget	KB	<ul style="list-style-type: none"> -KB went through the comparative budget explaining different accounts to the board. -Excursion account has money held due to the introduction of term accounts. Excursions have not yet occurred so money is held until the time of excursion then paid out. -Camps & excursions and dance lessons accounts are revenue accounts where money comes in and out so is not included in the budget. -Electricity and water accounts are high especially water- sewerage and toilets are a high cost. -Term accounts working well so far. Busy at beginning of each term receiving money but then it slows down and admin can catch up with other jobs. It's a new system and parents are getting used to it. School contributions are being paid and it's a work in progress as all become used to the new system. -RG pointed out that if the year were to finish now the closing balance would be less than the previous year closing balance/ starting balance at beginning of the year. -KB believes the school budget to be in a good position. 	
2. Principals Report	GT	<ul style="list-style-type: none"> -Increase of 2 kids to the enrolments. Total of 404. -Staff changes: Kristian Leeson taken a full time position at another school, resigning here 	

as of May 27. James Cowen will fill this roll for remainder of term 2. Robyn White has retired- being replaced by Paula Green. Claire Williams taking LSL from May 27th returning term 4, her roll being filled by NA. (LSL being forced by the department means there will be many replacements coming in).

- Walk to school day on May 20th.
- Icas testing coming up in June.
- PEAC postponed due to test reformatting, date to be advised.
- iPad trolley set up and ready to be used, classes have access to a full class set of iPads.
- Ralf Steeg continues in supporting role of year 5 student, at present this is 1 day a week but will return to full time on May 30.
- SEN disability services are funding the use of laptops for some students. Laptops being can be taken home and used in homework.
- Councillors are doing really well in conducting their duties. Faction captains are organising lunch time sports competitions. Sporting grants have been received enabling after school AFL clinics for Years 1 and 2.
- NA continues maths coaching with teachers to facilitate common practices across the school as well as developing skills and knowledge. AD continues to work with teachers on balance literacy programs.
- PBS Committee has completed the final day of training that focused on the function of behaviour, factors influencing behaviour and responding to unproductive behaviour. PBS expectations covered this term: be punctual and organised, work to achieve set goals, wear your school uniform and hands off.
- Performance Management continues including Specialist teachers.
- Maths resources have been sorted and organised as well as new resources purchased.
- Staff had a professional development session with Dr Paul Swan in Maths. Due to its success it is likely the staff will have another session later in the year.
- Planning sheets have been developed in Design Technologies in addition to the sheets for Maths and English. There will be a whole school exhibition of plastic sculptures to be held in June.
- Curriculum leaders have begun discussions in celebrating NAIDOC week.
- Communications policy is still a work in progress.
- Tiqbiz is growing in users and admin staff continue to learn the benefits of this app. We aim to have every family using the app for communication.

		<ul style="list-style-type: none"> -Inter-school sport has started and fixtures are staggered throughout the term. -Completion of the courts is pending a meeting between bmd and the P&C subcommittee -Curbing in the quad needs to be fixed. -Community involvement: Basketball clinics starting term 2 & 3. Wembley Downs tennis club using quad every Wednesday. Running club has good attendance every Monday and Friday. Jollettes Gym is using the undercover area every Tuesday afternoon. -Tabitha Yngstrom is running the Science in Residence Program in term 3 and the P&C has committed to funding this. - Following on with the Good Guy/Girl Power workshops we are discussing with Year 4 parents and students possible dates to run these again. Just Year 4 at this stage. 	
3. Review School Survey	LM	<ul style="list-style-type: none"> -LM started the discussion for the next parent survey. -Some questions cannot be changed and are nonnegotiable as they are departmental questions. -Agreed that the survey should not be changed too much otherwise data comparison becomes difficult. -Each family needs to receive one survey per child so they can truthfully answer for each experience. -Discussion about ways to send it- tiqbiz, newsletter link, website. -The last survey had a very low response rate which needs to be improved. Is there are compelling reason for parents to complete it? Was there a paragraph explaining the reason to take part in the survey? -The importance of the survey to the Principal, Teachers and Board should be highlighted in the communication when the survey is sent out. Making it clear to parents that this is their chance to say what they love about the school and where they believe improvements could be made. -Marketing the survey may help get a better response rate. -The board need to look at the questions –we cannot change question one as this is the nonnegotiable section but the other nine are the schools own questions. -RG suggested making complete changes to the survey and going forward from now, as there were only 64 responses we should disregard and make this our first survey. -BK happy to collate all feedback before the next meeting. -RG would like to clean it up first and then give feedback to the updated survey. -Lm read out the questions that we used in the survey from 2014. Agreed that the 	<p>Board Members to circulate any comments or proposed additional questions to the Board in the next four weeks, allowing one week for collating before the next meeting.</p>

		<p>questions added were good.</p> <p>-Suggested adding open questions at the end of the survey to gain feedback in parents' own words. The survey cannot be too long as this will deter parents from completing it.</p> <p>-The board to work on adding questions rather than changing the 2014 survey.</p> <p>-Discussion on how to send it out with the child's name attached so it is clear.</p> <p>-Suggestion of offering a prize for the highest return rate by class. RG suggested a pizza lunch.</p> <p>-Reminders sent to get parents to respond. Don't leave the opening and closing dates too long.</p>	
4. Policy Updates	SA	<p>-Discussion on 'Communication' draft.</p> <p>-Agreed to postpone for DC's return.</p> <p>-SA has been on long service leave.</p> <p>-First draft went out then changes made and now it will be looked at again.</p>	SA and DC to continue work on communication policy.
5. P&C Report	BM(email)	<p>Read out</p> <p>Nothing to report from the P&C</p>	
6. Additional		<p>-Sports shirts – Uniform shop will not be ordering any faction shirts until they have funds to do so.</p> <p>-GT talked about changes to the school to make the school look better. The vegetable garden has been moved many times due to projects and some people are hesitant to start something if it is going to be interrupted- the kids need to see their work finished and not changed.</p> <p>-RG would like a yearly schedule for the board meetings to better prepare for each meeting.</p>	Annual meeting plan to be attached to the principal's report or to the agenda for each meeting.

MINUTES SIGNED:		VICE CHAIR
MINUTES SIGNED:		ACTING PRINCIPAL