



## Wembley Downs Primary School Board Minutes

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| <b>Date</b>     | 15/06/2016 |
| <b>Time</b>     | 1730       |
| <b>Location</b> | Library    |

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| <b>Chair Person</b>     | Brian Moar       |
| <b>Minute Secretary</b> | Susanne Bradshaw |
| <b>Principal</b>        | Doug Cook        |

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| <b>Meeting Opened</b> | 1732       |
| <b>Meeting Closed</b> | 1910       |
| <b>Next Meeting</b>   | 03/08/2016 |

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

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| <b>Action points</b> | -Additional survey questions put forward by June 8.<br><br>-Communication policy. |
| <b>Focus Points</b>  | -Survey<br><br>-Self Assessment<br><br>-Policy Update                             |

| ITEM  | SPEAKER | DISCUSSION  | ACTION |
|---|---------|---|--------|
| 1. Welcome  | BM/DC   | -The School Funding Agreement was signed by the board chair and the principal by May 27 and the board was made aware of the agreement and its obligations.<br>-Board happy with agenda layout noting action points from last meeting and focus points for the current meeting.  |        |
| 2. Principals Report  | DC      | <ul style="list-style-type: none"> <li>• Current Enrolments - 408</li> <li>• <b>Staffing Term 3</b> <ul style="list-style-type: none"> <li>- There will be quite a few changes in term 3 accommodate Long Service Leave arrangements.</li> <li>- We have positions to fill in: Pre-primary, Phys Ed, EA Spec Needs.</li> </ul> </li> <li>• <b>IPS Principals Forum</b><br/>A forum for IPS principals was held last Wednesday. Topics included were:           <ul style="list-style-type: none"> <li>- Expectations of IPS Principals</li> <li>- Leadership professional learning</li> <li>- Research into the effectiveness of School Boards</li> <li>- Research into the impact of becoming IPS on student learning</li> </ul> </li> </ul> |        |
| <b>Student Excellence</b>   |         |   |        |
| <i>Wembley Downs Primary School fosters students' learning with programs to address their needs. Our aim is for all</i> |         |   |        |

students to reach their full potential.

- **Foster a sense of curiosity and life-long learning.**
  - We have purchased 12 Bee Bots using a Science Week grant. These robots will be used to introduce coding to the junior primary classes and for work with coordinates and directions in other years.
- **Strive for personal excellence.**
  - ICAS Testing is ongoing.
  - PEAC Testing scheduled for next week.
- **Provide varied learning experiences.**
  - Sculpture in the Downs; a whole school Design and Technology challenge is due to finish on 20 June with an exhibition.
- **Implement differentiated curriculum.**
  - We currently need to modify classroom programs for a small number of students with self-regulation difficulties.
- **Provide leadership opportunities.**
  - Student Councillors ran a very successful Pirate for a Day fundraising event.
- **Cater for children's physical, social and emotional well-being.**
  - Interschool sport fixtures continue this week at Floreat Park Primary. The final games of the season will be here on 1 July.
  - Students will compete in the City Beach Interschool Cross Country Carnival on Wednesday 22 June.
  - Artist in Residence program to produce wall murals has been approved by the P&C and will occur in 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.**
  - The School Development Day held 3 June saw all classroom staff participate in professional learning about Talk4Writing. The session, presented by Anna Dennis and Caroline Anderson, focuses upon the need for students to have very strong oral language skills to help support their writing.
- **Practice: Teachers ensure that learning programs are delivered in classroom environments that are safe, respectful and productive of student learning.**
  - The PBS Committee has completed the final day of training. The final days training centred on understanding the function of behaviour, factors influencing behaviour and responding to

*unproductive behaviour*

- *The PBS expectations covered this term have been:*
  - Be punctual and organised
  - Work to achieve set goals
  - Wear your school uniform
  - Hands Off

- **Engagement: Teachers develop skills of observation and analysis to seek evidence and remain open to feedback.**

- *I have been to professional learning on Instructional Rounds. The process allows a school to gain feedback on a perceived “problem of practice” through a series of classroom observations. The first Round will be at Parkwood Primary in week 4 of next term followed by Beaumaris Primary in term 4.*

### 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 Committee have begun work on an ICT Strategic Plan. This group comprises representatives from Admin, Teaching Staff, Parents and Community.*
- **Roles and responsibilities are clearly communicated and understood to support the strategic vision of the whole school.**
  - *The Curriculum Committee is re-drafting Operation Plans in both English and Maths. The current plans are no longer reflective of our practice. The new plans will be more prescriptive and take into account changes such as our whole-school planning sheets.*
- **School members’ expertise is valued and there is a culture of mutual respect.**
  - *Several teachers currently have pre-service teachers working in their rooms. These student teachers gain valuable skills and knowledge from our experienced staff and also bring with them a background of current trends in education.*

### 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.**
  - *A first draft of the Communication Policy has been completed. Ongoing*
  - *The Tiqbiz app is getting more users. To-date we have 118. The office staff is working out how to best utilise the app in better communicating with parents. We aim to try and have every family with an app. A newsletter item will go out in the next issue promoting the benefits of the app. We will look for P&C support in further promoting the app.*

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|                          |       | <ul style="list-style-type: none"> <li>• <b>Acknowledging and celebrating individual, group and community success.</b> <ul style="list-style-type: none"> <li>- <i>We have just hosted a Noongar music incursion funded through a PALS Reconciliation grant. Tori Oakley and Kobi Arthur Morrison from the Nonngar Songs in Schools Project taught the students a number of songs and introduced them to some Noongar words.</i></li> </ul> </li> </ul> <p><b>Community Partnership</b><br/> <i>"It takes a village to raise a child."</i></p> <p><i>We will engage members of the community and support all relationships to enhance students' learning.</i></p> <ul style="list-style-type: none"> <li>• <b>Fostering community support and ownership of the school.</b> <ul style="list-style-type: none"> <li>- <i>The P&amp;C Association have begun re-vamping the School Garden area to create a more functioning kitchen garden that can help supply the canteen. They will also create passive play areas for students and seating areas for eating.</i></li> <li>- <i>Rotary Club of Freshwater Bay has donated a Buddy Bench to encourage students to support each other and make new friends.</i></li> </ul> </li> <li>• <b>Enhance learning opportunities through external partnerships</b> <ul style="list-style-type: none"> <li>- <i>I have contacted Protective Behaviours WA to negotiate a parent information evening next term. (Most likely a Wednesday in August.)</i></li> </ul> </li> </ul> |  |
| 3. Budget                | DC    | <p>-Excursion money sits in the account now due to term accounts and waits until the excursion or camp.</p> <p>-P&amp;C given money to school for lease payment and limestone wall. Hasn't yet come out as revenue.</p> <p>-We have been instructed by the Department to spend 96% of our budget this year to spend the money on this year's students rather than holding funds for future projects. Question asked regarding the possibility of an emergency and then having no funds to draw from. The Department would help if there was a big emergency such as the school burning down but it would have to be an emergency on that scale. The school must have an asset management plan.</p> <p>-We have \$11,000 in credit as we sit at the moment.</p> <p>-We do have reserve funds in some areas such as salaries.</p> <p>-We have funds for the students with poor self-regulation.</p> <p>-\$68,000 in buffer.</p>   | <b>Budget accepted.</b>  |
| 4. Board Self-Assessment | BM/DC | <p>DPA comparison.</p> <p>-DC emailed The National School Improvement Tool (NSIT) to the board. The board could use the tool for self-assessment. There are other schools using it such as Kapinara PS. Churchlands PS are doing a review soon and DC will join them to see how the review works. We may be able to get the Principal from Churchlands PS to come to our board meeting to help us with the process.</p>   | <b>DC will present two areas of self-assessment at the next meeting.</b> |

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|                         |               | -At next meeting we will look at two areas and discuss.   |  |
| 5. Review School Survey | BK            | <p>Review additional questions for school survey.</p> <p>-The board agrees to leave the school survey as it is but also agree another survey with open ended responses is necessary. The “two stars and a wish” format was suggested.</p> <p>-Concerns raised about running two surveys after poor responses from the last survey.</p> <p>-Suggested a survey available on the ipads on the verandah for parents to complete while they wait for their kids.</p> <p>-Encourage responses with a competition; the class with the most responses will be awarded a pizza lunch. Do it once with both surveys. Receive an email with a link to each child and your children will be awarded for the survey response.</p> <p>-Asked if the student’s room can be identified. DC will investigate. From a teachers perspective this could cause stress to individual teachers as they could feel identified and targeted.</p> <p>-A parent’s perception may not be the truth but it is still their perception and to be investigated.</p> <p>-A discussion about being able to identify the parent who fills in the survey and being accountable for what you say.</p> <p>-Once the survey is closed the results are instant.</p> <p>-Agreed to start survey at the beginning of August for the entire month.</p> <p>-Agreed to send both surveys at the same time.</p> <p>-Open ended questions will be:</p> <ol style="list-style-type: none"> <li>1. “What is most positive about your child’s experience at WDPS?”</li> <li>2. “What is most negative about my child’s experience at WDPS?”</li> <li>3. “What would you change about WDPS?”</li> </ol> <p>-The survey will be survey monkey with notices sent to remind. Printed copies sent to those w/out email.</p> <p>-Inclusion of a commentary at the beginning of the survey explaining the reason for the survey and how the results are used.</p> | <b>BM to email draft of open ended questions to the board.</b>   |
| 6. Policy Updates       | SA & DC<br>BM | <p>Communication policy</p> <p>-DC wants to sit with someone and go through it. TN has volunteered.</p> <p>Nut Policy and Healthy Eating Policy</p> <p>-BM wants to put forward an item that relates to his daughter.</p> <p>-BM explained that his daughter has a peanut allergy and feels there was an incident in the classroom on multi-cultural day where food was brought in by kids to share.</p> <p>-There was a plate of food that contained nuts and due to cross contamination the food with nuts was asked not to be included but it was allowed for the rest of the class.</p> <p>-We have a healthy eating policy but it doesn’t include allergies or anaphylaxis.</p>  | <p><b>Healthy Eating Policy accepted.</b></p> <p><b>Risk Management Policy draft for next meeting.</b></p> |

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|                                  |    | <p>-A general discussion was had about allergies, using posters in the classroom for greater awareness, the fact that some children will eat nuts in foods at school.</p> <p>-The allergy issue needs to come under a Health and Safety policy rather than a healthy eating policy.</p> <p>-We need to look at a management tool for the school- so that kids, staff and parents know the information.</p> <p>-We need a risk management policy that includes stranger danger, bee stings, anaphylaxis etc.</p> <p>-The traffic light system is used by the school canteen. The Healthy Eating policy stops selling of chocolates for fundraising as these are red foods. The Healthy Eating Policy is a mandated Department policy.</p> |  |
| 7. P&C Report                    | BM | -Quiz night raised 14,000. Basketball hoops are set at the one height and need investigating for lower options.  |  |
| 8. Early Closure-<br>Wed 29 June | DC | <p>-Parent teacher interviews are the last Wednesday of term and there will be an early closure. Kids that cannot be picked up will be looked after at school.</p> <p>-Reports go home the Monday before the interviews. This timing allows a full semester of reporting. Interviews allow communication between parents and teachers.</p>   |  |

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| MINUTES<br>SIGNED: |  | PRINCIPAL |
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