

# Wembley Downs Primary School Board

## Minutes

<b>Date</b>	17/02/2016
<b>Time</b>	1730
<b>Location</b>	Library

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

<b>Meeting Opened</b>	1732
<b>Meeting Closed</b>	1825
<b>Next Meeting</b>	23/03/2016

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

ITEM	SPEAKER	DISCUSSION	ACTION
1. Board chair	BM	<p>-Meeting began with an explanation for the 2 new staff members joining the board this year. The voting resulted in a tie between Nicole Armstrong and George Tolev. Both staff members agreed to join the board.</p> <p>-Welcome to Tam and Belinda to their first official meeting. This first meeting we will discuss our goals for the year. The main items for each meeting for the year were outlined by BM.</p> <p>-Explanation as to why things are discussed at specific times of the year such as results of Naplan Testing.</p> <p>-Communications policy is needed as the ERG review noted this as an area that required action and we are yet to report how we are achieving this. Discussion about the school website, Tiqbiz and the newsletter as communication improvements and tools.</p> <p>-It was noted that parents had made comment that they wanted improvement in the area of communication within the school.</p>	<b>SB to send out yearly meeting plan with the minutes to new members.</b>

2. School Finance	DC - RG	<p><b>Budget Report</b></p> <p>-A quick look at the budget as being the start of the year there is minimal income. DC highlighted the expenditure account “computer equipment” for the purchase of i-pads.</p>	
3. Principal’s Report	DC	<p><b>Principal’s Report</b></p> <p>-Enrolments are currently at 398.</p> <p>-A group of Year 6 students are working with Mel during lunchtime on non-canteen days. Yr. 6 students are off to Rottnest on camp next week.</p> <p>-Information has been sent home regarding ICAS Testing for 2016.</p> <p>- ICT committee encouraging all teachers and students to complete the Hour of Code during 2016. Rob Linn will work with kids on this.</p> <p>-Ralf Steegh appointed to work with a Year 5 student with behavioural needs. This is working well and the room is calmer.</p> <p>-Elections held for student leadership positions. 8 Councillors were elected and 12 Faction Leaders. There will be other positions available for students in Peer Mediation and Environmental Leadership.</p> <p>-Sporting Schools Program grant submitted. Tennis in term 1, Football term 2, Athletics term 3 and a Beach/Surf activity in term 4.</p> <p>-Teachers had a maths Professional Development day with a consultant before school started and then a day for collaborative planning. The ERG is now being used to review IPS schools as well now- this is new.</p> <p>-3 teachers booked into classroom management strategies for semester 1.</p> <p>-Nicole &amp; Anna are working closely with teaching staff in Numeracy and Literacy. Doug and George are beginning a “walk through” to provide feedback to teachers as to whether students understand the lessons intentions.</p> <p>-Shared Leadership- All teachers involved in committees in the school.</p> <p>-DC explained the new planning sheets for English and Maths.</p> <p>-Enhanced Communication- Launch of website and Tiqbiz app to help facilitate better communication with families.</p> <p>-Kids merit certificates begun week 1 and much excitement from those who received!</p> <p>-P&amp;C School Camp Out planned for 18 March.</p> <p>Fundraising Coordinator interested in getting school and P &amp; C activities re-aligned.</p>	<p><b>DC to send out annual report with the Strategic Initiatives of the Business Plan for feedback.</b></p>

		<p>-Christchurch offering 2 scholarships to kids who cannot afford the fees. How do we approach this and work out which students need this assistance?</p> <p>-A group teaching Czechoslovakian language to children have lost their venue and have approached the school to rent some rooms. Everyone agreed to let this happen.</p> <p><b>Annual Report</b></p> <p>-We are not endorsing this tonight but everyone to read and email any changes required.</p> <p>-DC not sure this reflects back to the Business plan. All agreed the Annual Report should relate back to the Business Plan using reference points.</p> <p>-There are certain requirements of an annual report that need to be included so parts of the report will remain unchanged. Needs to be approved prior to the meeting in week 8.</p> <p>-Acer needs to be added to the Strategic Initiatives.</p>	
4. Policy Review	DC/SA	<p><b>Policy Review</b></p> <p>-BM went through the policies we have and what we need to do. DC and SA to work on 1 policy a term. They will bring to the board for feedback.</p>	
5. School Board		<p><b>Induction and succession</b></p> <p>-DC showed the DPA to the board on the smart board. NA suggested showing the staff so they know how they are doing with their job.</p> <p>-DC will do a quiz as evidence that we as a board are reviewing our responsibilities.</p>	
6. P & C		<p><b>Representative</b></p> <p>-BM has been elected as the P &amp; C representative to the board. Discussion about the new roles filled on the P &amp; C and those yet to be filled.</p>	

MINUTES SIGNED:		CHAIR
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