



Wembley Downs Primary School Board - Minutes

“School and Community Learning Together”

DATE:	19/02/2018	CHAIR PERSON:	Brian Moar
TIME:	5:30pm	EXECUTIVE OFFICER:	
LOCATION:	Admin Office	PRINCIPAL:	Lincoln Day

ATTENDEES: Brian Moar, Lincoln Day, Rachel Wenham, George Tolev, Sue Akerstrom, Belinda Kuster, Kerry Blechynden, Laura Mickler, Megan McGuire, Alan McLaren, Chris Van Maanen, Shana Michalczyk

APOLOGIES: Anna Cathcart

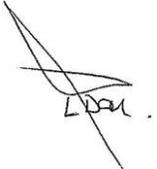
ITEM	SPEAKER	DISCUSSION	ACTION
1. Welcome/Apologies	Chair- Brian M	- Anna Cathcart Brian explained may be short meeting due to power outage in the area.	BM
2. Disclosure of Interests	Chair- Brian M	- None	BM
3. Acceptance of previous minutes	Chair -Brian M	- Accepted by Belinda Kuster & Laura Mickler	BM
3.1 Business arising from minutes	Chair- Brian M	- Requested nominations for Board Chair & Vice - Results: Vice Chair: Megan McGuire Chair: Belinda Kuster Nominations Approved by all.	BM
4.1. Principals Report	Principal- Lincoln Day	4.1.1 DES Review - Should have been conducted last April 2017. - Reviewers arrive 30 May, with documentation required by 5 April. Focus is on previous 3-year period of WDPS. - DES Review document to outline requirements to Board. - DES Review to be emailed by RW to Board members.	LD RW-email DES Review

4.1.2 New Formulation of the business plan.

- New business plan required. Previous plan was developed at commencement of WDPS being an IPS school. Basics of the business plan will be similar to the previous plan however the how to achieve its objectives will need to be developed and changed.
- Who should be involved in developing the business plan? A cross section of contributors will build the plan. The objective is to blend work of DES Review with new Business Plan. Key performance indicators will vary depending on focus.
- Development of a Business Plan: best practice is to create strategies then implement processes however due to a change of Principal, process is currently in place, so Business Plan needs to reflect changes that have been made.
- Business Plan flows into an Operational Plan. Operational Plan will reflect new strategies in place for 2018. Schools That Deliver objectives to be the focus, targets to be evaluated.
- Concerns with evaluating the plan: plan will be assessed based on KPIs and targets. NAPLAN cycle used in evaluation process.
- An effective school is characterised by whole of school planning. Whole school planning strategy is being developed and implemented in 2018. The plan is developed to deal with the children's need.
- NAPLAN analysis has driven the strategies of the new operational plan.
- On-entry testing will be conducted in year 1 & 2 to ensure there are no gaps in learning. Data will be collated for end of term 1. This will be used to developed further learning strategies.
- Annual Report for 2017 to be validated at next Board meeting, week 8.
- Information folder for new members delivered: contains information about board training, terms of reference, Business Plan.

4.2. Finance & Budget Report	Kerry Blechynden	<ul style="list-style-type: none"> - 4.2.1 One-line Budget - 429 students enrolled. - Funding to be received in March 2018. Census details submitted. - 90% fees collected in 2017. - Next meeting will provide budget details, finalised by the end of term 1. 	
5. Program of works 2018	Chair- Brian Moar	<ul style="list-style-type: none"> - Schedule of works: to be emailed through to all Board members (due to power outage). Highlights agenda items for meetings throughout the year. 	RW to email out
6. School Communication Strategy	Alan McLaren	<ul style="list-style-type: none"> - Communications is an ongoing battle. School community not reading communications, not logging in, not engaging. - AM commented that the communication strategy is not clear. What notices are we getting and from where? Use of newsletters, assemblies, Connect and more to be reviewed. - Connect should be the main form of school to school community communication. - Board to review communication policy for WDPS. 	
7. Student Leadership	Alan McLaren	<ul style="list-style-type: none"> - Counsellors need the opportunity to be seen as role models. - Tasks are allocated to counsellors to do/perform. 	
8. Faction Swimming Carnival	George Tolev	<ul style="list-style-type: none"> - Years 1, 2 and 3 to be included in the 2018 faction swimming carnival. - Churchlands SHS to be considered for future carnivals. 25m pool, 4metres deep for one third, two thirds standing depth. - Water confidence participation activities for years 1-3. - 2018 carnival to be at Bold Park Aquatic Centre. 	
9. Junior School (K/PP) Review		<ul style="list-style-type: none"> - Term 2 discussion. 	
10. Next Meeting	New Chair- Belinda Kuster	<ul style="list-style-type: none"> - Thank you to Brian Moar for his tenure as Chair of the WDPS Board. His commitment to the role and to the school has been greatly appreciated. - Next Meeting: Week 8, Monday 19 March 2018 at 5:30pm. 	

MINUTES SIGNED:		CHAIR Brian Moar
--------------------	---	---------------------

MINUTES SIGNED:		PRINCIPAL Lincoln Day
--------------------	---	--------------------------

Wembley Downs Primary School

School Vision

Wembley Downs is a school where respect is a central element of our culture. It is the cornerstone of relationships between staff, students, parents and the wider school community. Respectful behaviour extends to relationships between staff and those taking on leadership roles and they are supported by all. Communication at all levels and in all circumstances is open, honest, supportive and constructive. The school communicates with the community and parents with a consistent, easy-to-use process.

Our school community is united, cohesive, engaged and happy. A school and community learning together.

At Wembley Downs we strive for excellence in teaching practice and innovation where possible. There is time and opportunity for teachers to work collaboratively. The school community is engaged, committed and takes an active responsibility in student learning. There is a whole-school approach addressing and supporting mental health. Teachers engage students in learning by using a balance of explicit teaching, cooperative and play-based learning, and independent work opportunities. Student achievement is acknowledged and celebrated at all year levels every day. There is a whole-school assessment schedule that identifies student needs, guides future planning and allows teachers to monitor progress. We employ differentiation to support the diverse needs and abilities of students. We recognise and celebrate this diversity.

Staff at our school are supported and well resourced. An education assistant in every classroom allows teachers to cater for students at educational risk. There are well developed systems in place for teachers and parents who have SAER students in their care. Support is available, including access to remediation programs, for teachers with students at risk in the area of literacy. Professional development enables staff to understand students with different learning needs and utilise resources to support all learners. The allocation of resources and manpower is decided by consideration of the needs of teachers and students, and prioritised accordingly.

Our school is a welcoming and safe place for all. Both the interior and exterior environments are inviting, interesting and stimulating. Our learning environments enhance student learning, particularly through flexible learning spaces and utilisation of digital resources. As our students are preparing for life in an increasingly digital world, our school promotes a cross-curricular STEAM approach, supported by up-to-date technology and fully trained, confident staff.

We are committed to providing opportunities and support for shared leadership at Wembley Downs. Leadership opportunities, mentoring and professional development are encouraged and provided to all staff in line with the identified needs of the school. Prospective leaders have a clearly defined role and purpose and are given extra time as required. They are positive role models in the community.

Our school culture fosters unity and cohesion. As a result, we have high staff morale. Wembley Downs Primary School's decision-making processes value and respect the opinions of all staff. There is the opportunity to discuss general business during staff meetings.

Values & Beliefs

We value and respect each other

We make everyone feel safe

We take pride in everything we do

We work together and challenge ourselves to make a positive difference

We support the mental and physical well-being of our school community