



Wembley Downs Primary School Board- Minutes

DATE:	30/11/2016	CHAIR PERSON:	Brian Moar
TIME:	1740	EXECUTIVE OFFICER:	Susanne Bradshaw
LOCATION:	Library	PRINCIPAL:	Jenny Hirsch


ATTENDEES:	Jenny Hirsch, Brian Moar, Sue Akerstrom , Susanne Bradshaw, George Tolev, Rob Gray, Anna Cathcart, Tam Newsome
APOLOGIES:	Belinda Kuster, Lorenza Minghetti, Kerry Blechynden


ITEM	SPEAKER	DISCUSSION	ACTION
1. Welcome/Apologies	Brian M	<p>-Brian Moar opened the meeting at 1740 and thanked everyone for attending.</p> <p>-Welcome Anna Cathcart to the meeting. Anna has been appointed parent representative to the board for 2017, replacing Lorenza M. Brian M has also been reappointed. No election was necessary.</p> <p>-Apologies Lorenza M, Belinda M and Kerry Blechynden.</p> <p>-George, Kerry, Brian, Jenny and Anna Dennis along with Doug and Alison Cook attended the 2017 Education Awards. Doug Cook was shortlisted as a finalist for Primary Principal of the Year.</p> <p>-More time needed for the awards voting process in the future.</p> <p>-Brian M congratulated and thanked all staff for their efforts throughout the year in working towards our business plan goals.</p>	
2. Disclosure of Interests		Nothing to record.	

3. Acceptance of previous minutes	Brian M	<p>The minutes from 2nd November 2016 are a true and correct record.</p> <p>Brian M motioned to accept minutes. Seconded by George T.</p>	<p>The minutes were distributed by email on 18/11/2016 and accepted by Brian M and Jenny H by return email.</p>
3.1 Business arising from minutes	Brian M	<p>-The changes made to the layout of the minutes were mentioned.</p> <p>-Brian M went through the action points from last meeting's minutes with nothing outstanding.</p>	
4. Principals Report	Jenny H	<p>Principal presented her report.</p> <p>- The process involved with determining classes and class numbers was discussed. All class numbers are below the maximum.</p> <p>-Staff are currently working on class placements using specific criteria outlined in the Class Placement Policy. Requests for child placements are considered and all requests are answered by email.</p> <p>-The community will be notified on the last day of school of next year's classes. This allows families plenty of time to process and help kids through any issues so the focus at the beginning of the school year can be on education.</p> <p>-Brian M briefly read through the Class Placement policy. The final responsibility of class placement rests with the Principal.</p> <p>-The outstanding work of the student councillors was noted.</p> <p>-Several Year 4 students have been selected for PEAC while some narrowly missed out. Extension programs with Kapinara and other cluster schools will continue. It was mentioned that students that narrowly miss out but have the ability are considered for the program.</p> <p>-Discussion about SAER children and Learning Support roles for 2017 to be expanded with an increase of time allotted to the role, helping to personalise learning plans.</p> <p>-The successful year of the P&C Association was noted.</p> <p>-Brian M would like the Japanese exchange program noted as it was enjoyed by all the host classes.</p>	<p>Susanne B to put Class Placement policy on website.</p>

		-The school receives a small allowance for hosting student teachers on prac.	
4.2 Finance & Budget	Jenny H	<p>Finance & Budget</p> <p>-Jenny H explained the Funding Statement/Preliminary Budget. A discussion about the small amount of money left in reserves. At this time of year the projected budget changes with the student numbers. There are areas that can be trimmed if the funding for students is cut.</p> <p>-Brian M would like to look at the position at the same time last year; however it may not be a true comparison.</p> <p>-A discussion about the cost of running a classroom.</p> <p>-Jenny would like a parent on the Finance committee. RG could always phone into a meeting as the meetings occur during business hours.</p>	<p>Send out by email the projected budget from last year to compare the picture.</p> <p>Rob G would like to also look at the previous year before last year.</p> <p>Brian M motioned the acceptance of the Preliminary 2017 Budget Rob G seconded the motion.</p> <p>Rob G left at 6.55pm</p>
5. Delivery and Performance Agreement & Business Plan	Brian M	This will be looked at next year.	
6. Draft Annual Report	Jenny H	<p>Draft Annual Report</p> <p>-The board looked at the Annual Report in readiness for next year. Discussion about the format of the document. Agreed A4 is better for the website publication rather than a booklet style.</p> <p>-Use of a traffic light format and pictures to be added.</p>	Board members to give feedback before the end of the year.
7. P&C Report	Brian M	Nothing to report.	
8. General Business	Brian M	<p>School motto</p> <p>- Looked at the results of the survey. School and Community Learning Together was the most popular. A discussion about the wording of working or learning and suggested to use both these words in the motto.</p> <p>School leavers shirts</p> <p>-Tam N was approached by a parent to put forward the item of the Year 6 leaver's shirts to include student's names on the shirt.</p> <p>-There was a general discussion in relation to the request noting the need for boundaries and consistency for the leaver's shirt.</p> <p>-Being able to identify the children in Year 6 is a positive.</p> <p>-The problem of exclusion arises when transients enter the school throughout</p>	<p>School and community learning and working together.</p> <p>Tam N will inform the parents of the leaving students that the board want to keep the uniform as the current leaver's shirt to be inclusive to all students. We are supportive of the intent but want to maintain a whole school image and process.</p>

	<p>the year and will not have their names on the leaver's shirt. -Require a solution to be inclusive of all students.</p> <p>Finance Committee -Rob G to discuss joining the finance team with Kerry B.</p> <p>Board training -Board training with Geoff Metcalf to be arranged early 2017.</p> <p>-The matter of staff representation on the board is a matter for the staff. There will probably be a vacancy early next year for another staff member to join the board. A discussion about the need for balance of staff members on the board. Currently one teaching staff and one staff administrator are members on the board.</p> <p>-Next year's school board meeting dates were mentioned.</p> <p>Meeting closed at 2000.</p>	<p>Jenny H to arrange a date with Geoff Metcalf for board training in 2017.</p> <p>Susanne B to update calendar with meeting dates for 2017.</p>
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