

UNLOCK YOUR SCHOOL'S FUTURE



An Independent Public School

Minutes of Meeting No 16 30. November 2016


Morawa DHS Library, commencing at 4.00pm

ATTENDEES: Tonia Carslake (Principal), Tracy Tapscott (Deputy Principal Primary) Karen Chappel (Chair), Debbie Collins, Julie King, Greg Payne, Tammy Solomon, Helen Walter, Di Ballantyne and Linda Jenkins (MDHS Manager Corporate Services)

1.0	Welcome and Apologies	
1.1	Opening and Welcome. Meeting opened at 4.10 pm <input type="checkbox"/> Welcome	
1.2	Apologies: <input type="checkbox"/> Andrew Moore <input type="checkbox"/> Teresa Tubby <input type="checkbox"/> Debbie Collins <input type="checkbox"/> Maryanne Milloy –Rakich <input type="checkbox"/> Tammy Solomon advised will be late	
1.3	Confirmation of Agenda with amendments <input type="checkbox"/> No amendments	Agenda confirmed
2.0	Disclosure of Interest	
2.1	Conflict of Interest.	No conflicts of interest
3.0	Minutes of Previous Meeting	
3.1	Review Minutes of previous meeting August 29th , 2016 <i>Helen Walter moved the minutes of the 16th meeting of 2016 be approved, seconded Di Ballantyne. Carried.</i>	Previous minute confirmed
3.2	Actions Arising from the previous meeting <input type="checkbox"/> Nil	
3.3	Business Arising from the previous meeting minutes <input type="checkbox"/> Nil	
4.0	Correspondence	
	Inwards <input type="checkbox"/> Letter of resignation B.Philipps <input type="checkbox"/> K.Chapell advised she had responded and thanked Bree for her contribution to the board. <input type="checkbox"/> RREAC report to be tabled next meeting Outwards <input type="checkbox"/> NIL	
5.0	Housekeeping	
5.1	Board Members Review <input type="checkbox"/> 2016 Effectiveness Survey <input type="checkbox"/> Members will take home the survey to complete and email to Principal.	Review and comment

6.0	General Business	
6.1	<p>2017 Term dates- Professional Development Days</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board endorsed the proposed 2017 6 x professional development days <input type="checkbox"/> Noted term 3 & 4 to start Tuesday, not Monday. 	Board endorsed
6.2	<p>Strategic Planning 2017 - Comments and discussion points</p> <p>Presentation of School Performance Data</p> <ul style="list-style-type: none"> <input type="checkbox"/> All staff are currently completing Learning Area Reviews. <input type="checkbox"/> All Data is analysed and collated for Annual Report <input type="checkbox"/> Review process has been strengthened since IPS Review <input type="checkbox"/> On entry testing –above state in many areas <input type="checkbox"/> Targets are set against like schools <input type="checkbox"/> NAPLAN results above expected targets in some areas- credit to teaching and administration staff. <input type="checkbox"/> Intervention programs are in place to address those students at educational risk <input type="checkbox"/> IEP's, PATR, PM benchmarks and a variety of other assessments are used to track non NAPLAN year cohorts. <input type="checkbox"/> Attendance is the main risk factor to achievement <input type="checkbox"/> The school will look at data on 'like schools' and who they are as well as state in some areas. <input type="checkbox"/> RTP used to track and share in school testing 	
6.3	<p>Business Plan</p> <p>Comments and discussion points</p> <ul style="list-style-type: none"> <input type="checkbox"/> Success for all students is measured through data and student surveys <input type="checkbox"/> Positive and negative behavior data is collected and collated. <input type="checkbox"/> Suggested behaviour data to be included in Milestones <input type="checkbox"/> A draft Student Survey was tabled by member of the Board for discussion. <input type="checkbox"/> Survey feedback is the basis for much of our school planning <input type="checkbox"/> Changes as discussed will be made and plan emailed for comment and endorsement <input type="checkbox"/> K.Chappel thanked members for their input. 	Board ratified the 2016 - 2018 School Business Plan
6.4	<p>Behaviour Management Update</p> <p>Comments and discussion points</p> <ul style="list-style-type: none"> <input type="checkbox"/> PBS Team instrumental in leading behavioural reform. <input type="checkbox"/> Behaviour management flow chart for parents will be ready for distribution 2017 <input type="checkbox"/> The DoE and school have a strong anti- bullying stance. The school runs a number of resiliency programs. <input type="checkbox"/> Members expressed concern there was a community perception re bullying and behavior in the school that needed to be addressed. <input type="checkbox"/> Friendly Schools, Friendly Kids surveys students had not highlighted bullying as an issue <input type="checkbox"/> All staff follow the behavior management plan. It is part of performance management <input type="checkbox"/> We will continue to reinforce our policies and ensure they are promoted across the school community <input type="checkbox"/> Board as a group are to consider their role to help change community perceptions about the Behaviour management. 	
7.0	Camps, Incursions & Excursions	
7.1	<ul style="list-style-type: none"> <input type="checkbox"/> Musica Viva <input type="checkbox"/> School performance Tours <input type="checkbox"/> Constable Care <input type="checkbox"/> Shakespeare- Playhouse Theatre Company <input type="checkbox"/> Bagpipes Concert <input type="checkbox"/> Bullying-no way 	Information

8.0	Reports and Updates	
8.1	Principals report <ul style="list-style-type: none"> <input type="checkbox"/> Projected reduction in student numbers for 2017 <input type="checkbox"/> Reviewing class structures and compositions <input type="checkbox"/> Year 6 Graduation Assembly 2 December <input type="checkbox"/> TLG tutors visiting 5-9 December <input type="checkbox"/> P&C cropping program delivered 100 tonne wheat <input type="checkbox"/> Presentation Night 14 December <input type="checkbox"/> School staff held a busy bee challenge at the Pre -primary and Adventure playground 12 November to complete projects. <input type="checkbox"/> 2016 Year Book shipped today. 	Principals report tabled Principals report endorsed
8.2	IPS Assistant Report Comments and discussion points regarding the IPS Assistants report <ul style="list-style-type: none"> <input type="checkbox"/> Looking at uniform stock for 2017 <input type="checkbox"/> Monitoring and updating Facebook <input type="checkbox"/> Updating webpage a priority this term <input type="checkbox"/> New photo frames for admin to showcase students and school 	IPS Assistant Report tabled
8.3	Finance Points of discussion <ul style="list-style-type: none"> <input type="checkbox"/> Looking to carry forward salaries and cash into 2017 <input type="checkbox"/> On track to meet 96% spend requirements <input type="checkbox"/> Consumable spending only this term <input type="checkbox"/> Final student statements out this week. <input type="checkbox"/> Finance committee approved significant funding to scope of works to upgrade the main server and upgrade and install infrastructure to enable wireless access to Kindergarten and Pre -primary. <input type="checkbox"/> Funding approved for Chaplaincy program 2017 & 2018 <input type="checkbox"/> The 2017 Contributions & Charges and Personal Items lists have been approved by Finance Committee. These will be emailed to Board members to review and endorse via return email. 	Finance Committee minutes tabled Financial statements tabled Financial statements presented were endorsed by Board MCS to email 2017 C&C
9.0	Other Business	
	School Board Training <ul style="list-style-type: none"> <input type="checkbox"/> Institute for Professional Learning (IPL) is offering training to regional boards <input type="checkbox"/> K.Chappel and T.Carslake to attend. All welcome 	
10.0	Next meeting	
	<input type="checkbox"/> 2017 meeting dates to be advised after consultation.	
11.0	Roundtable Evaluation	
	None	
12.0	Meeting Close	
	K. Chappel wished all a Merry Christmas and closed the meeting at 5.30 pm	



Signed (Chair)

7.3.2017

Date