



WEST LEEDERVILLE
PRIMARY

Board minutes

June 11, 2019





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Subject:	West Leederville Primary School Board Meeting
Time:	6.05pm to 7.31pm
Date:	June 11, 2019
Location:	Staff room
Chair:	Andrew Porter
Apologies:	Ryan Hathrill(RH),
Attendees:	Fiona Kelly (FK), Michael McInerheney (MMc), Barry Harvie (BH), Tahnee Davies (TD), Aine Sommerfield (AS), Judith Curtis (JC), Rochelle Reeves (RR), Guests- Iain Dennis & Andrea Wallace camp Australia, David Lorimer – P&C

Time	Item and summary of discussion	Actions
6.04pm	<ul style="list-style-type: none"> Welcome Meeting was opened at 6.04pm. AP welcomed all to meeting 	N/A
6.05pm	<ul style="list-style-type: none"> Confirmation of agenda All agreed Disclosure of interest AS -children attend Camp Australia 	
6.06pm	<ul style="list-style-type: none"> Minutes of previous meeting Acknowledgement that the minutes from the meeting held on May 7, 2019 are a true and accurate record and were approved by email circulation to the Board. Minutes will be forwarded directly to Board members from school; minor changes to be sent by 'reply' to Robyn Gilfillan directly whilst content corrections are to include the Board Chair. 	Minutes accepted by all present via email. Published on website.
6.08pm	<p>Guest Speakers</p> <p>Iain Dennis & Andrea Wallace – Camp Australia</p> <ul style="list-style-type: none"> - Contract with WLPS expires in October 2019 – contracts are only for a 2 year period at DoE schools - New brand name will change to 'Your OSHC'. - Wish to extend contract at WLPS for a further 2 years. - Proposed investments include: <ul style="list-style-type: none"> • Increase in license fee • Incursion program- supplement education programs in OSHC using external providers etc. STEM • Annual clean and maintenance- replacing furniture, carpet, painting etc. • Hardship fund- assisting families in need, not necessarily restricted to families using the Camp Australia service - Fees to families will be frozen for 12 months at WLPS. 	

	<p>A discussion followed amongst board members.</p> <ul style="list-style-type: none"> - Accreditation for providers of After School and Vacation Care at government schools is determined by the Department of Education and schools are limited to these businesses. Contracts are administered by the Department of Education. - The lease of school facilities and management is determined and overseen by school administration. - An internal complaints process is available through Camp Australia - In response to comments that there had been some concerns amongst users of the Camp Australia After School Care service, a suggestion was put forward that a sub-committee comprised of parents be established. All recommendations would be non-binding however, and the ultimate decision of awarding contracts lies with school administration. 	<p>AS will oversee a sub-committee of parents to gather information on parent pre-requisites/wishes re care and make non-binding recommendations to School Administration.</p>
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<p>6.45pm</p>	<p>Priority Item</p> <ul style="list-style-type: none"> • Communication and engagement committee update <ul style="list-style-type: none"> - The committee has met twice and following extensive conversation and input, a framework has been drawn up by parent, Derry Simpson who has expertise in this field. - There was a good response to the Communication and Engagement Survey by parents, with over 120 responses. - The principles determined by the committee were outlined to the Board. - In response to trends identified in the parent survey and discussion amongst committee members, several recommendations have been suggested including: <ol style="list-style-type: none"> i. Class reps – continue to build relationship with teacher and distribute information at class level. Given the growing role of class reps in communication, the expectations of class reps should be relayed prior to requesting volunteers at the commencement of the school year. Teachers will be provided clear guidelines re Class Rep role. ii. Communications regarding the curriculum and teaching programs are to be emailed to parents directly from the teachers. iii. Newsletter – reconfigure to have sought after items at the front. iv. Skoolbag app – aim to have 100% of uptake by parents and promote function of the app. v. Year group meetings to be held at end of year for following year to outline curriculum, proposed class composition and where possible, teaching staff. vi. A suggestion that teachers attend the induction of class reps at the beginning of the year. 	
<p>6.59pm</p>	<ul style="list-style-type: none"> - A condensed and summarised version of the Communications and engagement framework will be produced to establish transparency in communication. <p>The Board acknowledged the efforts of Derry Simpson in compiling the framework.</p>	

	<ul style="list-style-type: none"> • Volunteer Code of Conduct update Each school building now has a sign in book, evacuation procedures, Volunteer’s Code of Conduct and Confidential Declaration forms in a pack, located for easy volunteer access. • Annual report update The Annual report is a document that must be produced but is not widely read by current parents. Query raised whether data should be disseminated through other channels. Comments were made during a short discussion by members of the Board where it was noted that information contained within the report is often sought out by prospective parents rather than current parents and current communication channels ie. website, were deemed sufficient. • Policy Review schedule <ul style="list-style-type: none"> - the Board was asked to identify any policies on the current schedule that should be escalated for review as a priority. It was suggested that the Technology policies be advanced. - the remaining policies are to be rescheduled for review through successive Board meetings. - Policies that concern the Board are to be identified, with the remaining noted by the Board to have been reviewed by the School Administration. - School policies are no longer required to be endorsed by the Board. Wording will be changed to reflect that policies have been ‘reviewed’ by the Board on ‘x’ date • Policy review – Class Placement Policy This policy has been in place and remains unchanged from the previous one ratified by the Board in 2015. The Board supported a suggestion that a link to the Class Placement Policy be sent out with class placement letters at the end of the school year. 	<p>Future policies to be ‘reviewed’ by Board (no longer endorsed)</p> <p>Revised schedule of policies to be circulated prior to next meeting</p>
<p>7.23pm</p>	<p>Principal’s report</p> <ul style="list-style-type: none"> • See attached document. • No queries • The Principal’s report was acknowledged as being a comprehensive log of information for Board members. 	
<p>7.25pm</p>	<p>Correspondence</p> <ul style="list-style-type: none"> • Nil received. 	
<p>7.28pm</p>	<p>Other Business</p> <ul style="list-style-type: none"> • Report from MMc who attended the P&C meeting. A brief synopsis of the meeting was given including the progress on West Leedy on Wheels; Playground concept and approval of funds for the library and a flag pole. • P&C Roster RR will attend to represent the Board. 	

7.29pm	Finance <ul style="list-style-type: none">• Discussion about the various budgets and spending.	
7.31pm	Next meeting <p>The next meeting of the board will be on 30th July, 2019.</p> <p>Meeting closed at 7.31pm</p>	

Signed:

Principal: _____
Fiona Kelly

Chair: _____
Andrew Porter

Date: _____

Date: _____

