



## WEST LEEDERVILLE PRIMARY

Subject:	West Leederville Primary School Board Meeting	
Time:	6.03pm to 7.15pm	
Date:	May 7, 2019	
Location:	Staff room	
Chair:	Andrew Porter	
Apologies:	Nil	
Attendees:	Attendees:  Fiona Kelly (FK), Ryan Hathrill( RH), Michael McInerheney (MMc), Barry Harvie (BH), Tahnee Davies (TD), Aine Sommerfield (AS), Judith Curtis (JC), Rochelle Re(RR),	

Time	Item and summary of discussion	Actions
6.03pm	<ul> <li>Welcome</li> <li>Meeting was opened at 6.03pm. AP welcomed all to meeting</li> </ul>	N/A
6.12pm	<ul> <li>Confirmation of agenda</li> <li>All agreed</li> <li>Disclosure of interest</li> <li>None</li> </ul>	
6.13pm	<ul> <li>Minutes of previous meeting</li> <li>Acknowledgement that the minutes from the meeting held on March 19, 2019 are a true and accurate record and were approved by email circulation to the Board.</li> </ul>	Minutes accepted by all present via email. Published on website.
6.13pm	<ul> <li>Principal's report</li> <li>See attached document.</li> <li>WLPS has registered for Brightpath software (moderation tool). This program has gained world-wide recognition as an exemplary assessment tool.</li> <li>Performance Improvement program – different elements were explained. Specific survey questions have been developed for the staff at WLPS. The was a brief discussion around the 360 student surveys and how they are implemented at the different year levels.</li> <li>Noted that the Kindergarten Speech Screening is funded by the school as early identification of learning problems. The data and information gained is invaluable in allowing early intervention.</li> <li>New Inner City College – visited by FK and who commented that it is shaping up to be an impressive facility. The name has not yet been released and will probably be held until after the Federal election.</li> </ul>	

- The Communication committee has been formed and will meet for the first time this Friday (10<sup>th</sup> May). Members of the committee include Christina Hidalgo, Kylie Ashenbrenner, Derry Simpson, Fiona Kelly, Robyn Gilfillan and Rachael Swinhoe. There was a brief discussion around the purpose of the committee and it was agreed that there does not necessarily need to be more communication but rather revising and refining the different existing channels. It was also noted that there has to be a two way communication between parents and the school.
- The P&C West Leedy On Wheels bike event was a great initiative and very successful in promoting community involvement with many new families participating.
- The possibility of changing the ANZAC service to a dawn service at WLPS was put forward for discussion. This is a practice that has already been adopted by a few surrounding primary schools and has been embraced by families. Logistically, school would finish early on the day that the ceremony is held. The Board gave support to the idea, with several members indicating it would allow more parents to attend.
- JC spoke briefly around Teacher Leadership course. Nicole Addison and JC are both undertaking leadership training over 18 months.
- Balinese students will be visiting the school in June as a cultural exchange. Plans include a 'wear a sarong' day to fundraise for our Bali sister school.

## **Priority Item**

## 6.20pm

- Communication committee update
   Addressed in Principal's report discussion. Committee is to meet for the first time this week.
- Attendance notification system
   The Education Act requires parents to notify students when their child is absent. The Education Department policy states that students absence does not need to be followed up for 3 days. In general, until now, primary schools have relied upon parents notifying the school of absences.

   FK contacted her Principal network to ask about the practise of absence notification in surrounding schools. There has been a trend in recent times by schools to contact parents about student unexplained absence by SMS or phone calls. FK proposed introducing a similar notification process at WLPS.

• Volunteer Code of Conduct – In recognising that volunteers play an integral part in supporting our school across many platforms, FK introduced a draft of a Volunteer Code of Conduct which encompassed expectations of behaviour, dress code, confidentiality, taking of photographs, etc. for parent vojunteers. There was a brief discussion around the logistics of parents signing the volunteer documentation at the beginning of the year. RR suggested that volunteer code of conduct could be added to the excursion pack for volunteer parents. It was noted that is it compulsory for all volunteers and visitors to the WLPS site to sign in the Visitors book at the front office.

Student absence notification system to be introduced.

## 6.47pm

	<ul> <li>Annual report – endorsed via email Schools online webpage added graph information. Some of these graphs had into the Annual report. Final version endorsed by Board.</li> </ul>	ns illustrating NAPLAN ave been incorporated	Publish Annual Report on website and Department Schools Online.	
	Correspondence			
	Nil received.			
	Finance			
	Finance meeting held today. Discussion about spending.	ut the various budgets and		
	Payment of Voluntary Contributions is down	from this time last year.0		
	Other Business			
7.10pm	<ul> <li>Report from RH who attended the P&amp;C meeting. A brief synopsis of the meeting was given including the progress on planned playground enhancements and the West Leedy on Wheels initiative.</li> <li>P&amp;C Roster         MM will attend to represent the Board.</li> </ul>			
7.20pm	Next meeting			
	The next meeting of the WLPS Board will be on June 11 <sup>th</sup> , 2019.			
	Meeting closed at 7.20pm			
Signed:				
Principal: Chair:				
	Fiona Kelly	Andrew Porter		
Date:		Oate:		