



WEST LEEDERVILLE  
PRIMARY

# Board Agenda and Minutes

August 3, 2021



# West Leederville Primary School Board 2021

Delivering Educational Excellence – Every child, Every Opportunity



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PRIMARY

Subject: School Board Meeting                      Location: Staff room  
Time: 3.45pm – 5.00pm                              Chair: Mrs Derry Simpson (DS)  
Date: Tuesday 3 August, 2021                      Apologies:

Attendance: **School:** Principal: Sheri Evans (SE), Deputy Principal: Michael McInerhoney (MM), Teacher Representatives: Judith Curtis (JC), Rochelle Reeves (RR).  
**Parents:** Claire Hodge (CH), Cindy Kennedy (CK), Jarrod Dunning (JD).  
**Community:** Robyn Gilfillan (RG)  
**Visitors:** Mitch Green (MG)  
**Apologies:** Richard Lilly (RL), Andrew Porter (AP),

Time	Item	Documents	Purpose	Led by	Recommendations	Minutes	Actions
3.49	Acknowledgement of Country Welcome and apologies			Chair		Board welcomed by DS. Apologies from RL & AP. Acknowledgment of Country by DS.	
3.50	Introductions of Members			Chair		Each meeting one member of the Board will give a brief introduction of their background and interests. JD spoke at this meeting.	
3.55	Disclosure of interests			Chair		DS has joined Board of Youth Focus	
3.58	Minutes of meeting	Meeting minutes	Make: for approval (minutes)	Chair	Minutes of the 08/06/21 meeting to be approved and endorsed	Action- A Cash report and Operational one-line budget will be presented at Board meeting from this point on. These reports are considered the most appropriate for the Board to illustrate the cash situation. Code of Conduct and School dress code will be held over to another meeting.	CH moved to approve minutes. JC seconded.
<b>Administration agenda items</b>							

3.59	Principal Briefing	Principal's Report	Inform	Principal		Noted by Board	CE moved to approve RR seconded.
4.01	Finance Report	Cash Report One Line Budget	Inform	Principal		Cash report now in positive balance. Following submission of the Australian Early Development Data (AEDD) data to the Department of Education, extra funding was received. Vol contributions are at 90% of projected percentage budgeted.	JD moved to approve report CH seconded
<b>Strategic Agenda Items</b>							
4.05	Attendance S1	Student Attendance Report	Inform	MM		Report identifies some 'at risk' students, but these are made up of students who have been unable to return from overseas because of travel restrictions. Overall student attendance at WLPS is good.	
4.14	Review School Business Plan	Business Plan Review	Inform	Principal		Leadership team have been reviewing current Business Plan and a report was presented, colour coded to indicate tracking progress. A brief discussion followed around different aspects of the Business Plan by the Board. Operational Framework document with collated staff feedback was discussed briefly.	
4.32	Business Plan Strategic Area Review: Learning Environment		Inform	MG		Year 6 teacher Mitch Green gave an overview of the Positive Behaviour Schools (PBS) program and the process of incorporating it at WLPS. The committee has been developing values and aspects of program, in consultation with the staff. The values selected were Perseverance, Excellence, Responsibility, Courtesy and Kindness. The principles of PBS involve using positive language to reward positive behaviour rather than using negative language for negative behaviour. A 'soft launch' took place this week. The aim is to incorporate program and adapt aspects if any problems should arise. The framework is adaptable to allow changes as needed.	

4.43	Business Plan Strategic Area Review: Resources		Inform	Principal	<p>SE spoke about resourcing at WLPS. Human Resources is the greatest resourcing area and relative to other schools, we have a high number of Educational Assistants employed at WLPS. Currently Education Assistants make up approximately 1/3 of our workforce. SE explained the Special Needs assistant time and how funding is allocated by the Department of Education; the role of our Education Assistants; the research around their effect and the introduction of strategies to raise their profile, develop their skills and increase opportunities for them to collaborate and contribute to the school's direction.</p> <p>A team of staff has been formed to refine the process of identifying and supporting students at educational risk. This also includes clarifying the role of an EA which is ultimately to promote independence of the student.</p> <p>With several staff changes this term, an opportunity has been created to distribute leadership roles .</p> <p>Nic Savatovic - Gifted and Talented Education Judith Curtis – SAER team (Students At Educational Risk) Monique Mackaiser - Special Needs students</p>	
5.01	School Planning for 2022		Discuss	Principal	<p>Staffing changes in Term 2, along with an extra allocation of DOTT time allocated to teachers introduced this year, has presented an opportunity to look at and redistribute time towards our focus areas.</p> <p>Various alternative models of the school timetable were presented. Staff will be consulted regarding length of lessons; commencement time of school; lunch/recess times and the possibility to extend a specialist period to 90mins.</p> <p>A suggestion was put forward to survey the school community re drop off time.</p>	Feedback from teachers and community to be presented at next meeting.
General Business						

5.15	New Community Member		Discuss	Chair		<p>DS asked Board to think on options for a new community member.</p> <p>Bob Hawke College has chosen Japanese and Italian as their languages which doesn't align with the current language (Mandarin) taught at WLPS.</p> <p>The Board was asked to consider whether we should review an alternative to Mandarin.</p> <p>Survey of the school community suggested to gauge opinion.</p> <p>DS suggested that a single survey be sent out to address preferred language at WLPS, school times and review of communication.</p>	<p>Discuss at next meeting.</p> <p>Survey to be designed to go out to school community.</p>
5.21	Close			Chair			

Notes: Review School Board Code of Conduct and School Dress Code - No Changes: Review is completed via email correspondence.

**Signed:**

Principal: \_\_\_\_\_  
Sheri Evans

Date:

Chair: \_\_\_\_\_  
Derry Simpson

Date: