



KENSINGTON PRIMARY SCHOOL BOARD

MINUTES

Wednesday, 27 June 2018 - Meeting 04/2018

Attendance	Lisa Williamson (Principal), Mark Thompson (Chair), Nicole Austin, Andrew Cody, Brendan Joss, Debb Dellar, Claire Backhouse, Susan Millar, Katja Gvozdenovic, Pharyn Thompson, Donatella Giansante (Secretary), Della Nuthall, Lisa Williamson		
Item Number	Topic	Discussion / Key Points	Actions / Person Responsible
1	Welcome (Chair)	Meeting Opening 5.32 The Board pays respect to and acknowledges the traditional custodians of the land on which this meeting takes place, and also pays respect to Elders both past and present.	
2	Apologies (Secretary)	Jeremy Hogben, Susan Lees, Lara Parson, Meghan Mehnert	
3	Correspondence (Secretary)		
4	Confirmation of Previous Minutes of meeting held 14 February 2018	Motion: That the minutes as circulated be accepted as an accurate record of the meeting.	Nicole Austin, Debb Dellar
5	Principal's Report (Principal)	5.1 Financial Report - Presented by Della Nuthall	Board approves
		5.2 KPS Assessment and reporting Policy Department policies and procedures regarding reporting are reflected in the KPS Assessment & Reporting Policy. Staff follow the guidelines in the Policy to ensure that the school is compliant to Departmental policy. KPS has used email for the end of semester reports for 2017 & 2018. A concern was raised ref the email address	Board confirmed motion to continue adopting the Assessment and Reporting Policy.



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		<p>that the report is set to, currently Mail marker 1 (the first address listed first on the school information system is used). Parents need to ensure that email addresses are updated, The Front office remove email addresses from the all parent emails as they bounce back with the newsletter etc. is more efficient although a bit time consuming due to double check of information.</p> <p>Emails are sent directly to parents without risk of information being lost or discovered by other parties. Parents have been informed that links are effective for only 4 weeks.</p> <p>The school sends over 434 reports and its received only 16 requests for printing.</p> <p>Communication to more authorized carers can be done under authorization of primary carers.</p> <p>It is confirmed that Department site holds information on students' personal data and reporting within Australia.</p>	
		<p>5.3 Attendance report: promoting improvement towards 95 % as target at the end of each term.</p> <p>The school proposed to reward attendance. Information only. No motion required.</p> <p>Attendance is a key focus for Department of Education. The DoEWA, focuses on work completed by the Telethon</p>	<p>Recommendation from the Board:</p> <p>Information to parents on consequences in reports and evidence of negative results in learning.</p>



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		<p>Institute titled: <i>Student attendance and Educational Outcomes, every day counts.</i></p> <p>Discussion was held on the factors that contribute to reduced attendance including: families with difficult social background, holidays planning, FIFO families, medical issues and repeat illnesses are identified at high causes of attendance issues.</p> <p>An idea was given that the DoEWA link the data from the Telethon Institute Report to the Semester 1 and 2 reports, given that often it's the parents making decision around attendance not the child.</p> <p>KPS: 89 % of students are over 90 % attendance currently.</p>	
		<p>5.4 Department term of reference: the department has updated these. While we know that there is a discrepancy between our ToR and the DoE's (P&C rep is not voted in) there will be new differences. Lisa asked that a subcommittee of the Board review this and feedback to the Board. No volunteers as yet.</p>	<p>Call for a review subcommittee next meeting</p>
		<p>5.5 Update from Newsletter to inform on:</p> <ul style="list-style-type: none"> - Board profiles; 	

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		<ul style="list-style-type: none"> - Picnic benches (donated by P&C) couldn't fit so they will go in concrete area behind art room for education purpose 	
6	Chair	<p>Board Members Focus</p> <p>Members are invited to reflect on</p> <ul style="list-style-type: none"> - what they would like to contribute to the Board or what they could support; - What skillset they could bring to the Board; - Perspective view of how they would like to see the Board: Compliant board or Active Board; - Their role as "rumours detectives" for formally unexpressed issues around the school. <p>Concern raised ref PP3 and the change of teachers: Reflection by Admin on PP3 and the change of teachers. Admin needs to be more mindful in terms of ensuring that transition between teachers especially around routines and structures of learning to maintain classroom organisation and parent understanding of routines.</p>	<p>Brendan Joss proposal for project task based approach</p> <p>Brainstorming ideas on what to contribute within the focus of the Business Plan to help and maximise the objectives.</p> <p>Action: liaising with Bronwyn to confirm what most critical aspects to be helped with. Growth strategies to support operational and principal tasks.</p> <p>Brainstorming session on what can be done to close the gap between profiles of P&C and Board in feeding back their contribution to the school community.</p>

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		6.1 Definition of our Board actions/responsibilities based on Information package and self-reflection: - Schedule of meetings	Claire Backhouse & Brendan Joss proposed to have little task force to structure and standardize Agenda items.
7	Business Plan 2018 / 2020	Revision of previous Business targets and simplification.	Closed
8	Previous Business	8.1 Update on council traffic diversion in front of school.	Closed
9	P&C Report	All committee areas are working. Reflection: Loss of people and information between various areas due to turnover of positions. Finance for budget time Board and P&C, to be updated next Board meeting. Variation on Terms of Reference for P&C representative: P&C is currently elected: Nicole to follow up and discuss with Lara so it can be discussed next meeting	
10	New Business	10.1 Walking School Bus Discussion regarding the original student who highlighted need is no longer at school	Katja Gvozdenovic, Next meeting. Proposed to develop sub-committee to explore further



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		Discussion may still be something worthwhile exploring.	
		10.2 Annual Open Meeting Proposal to come through next meeting on format, Date and Agenda.	Motion passed to set date of 24 th October for Open Meeting. Approved.
		10.3 Dress Policy from Information book - Hat: within the 7 Standards of National Quality Standard (NQS) for WA public schools K-Yr 2. Requirements listed in the DoEWA SUN PROTECTION – BEST PRACTICE GUIDELINES. Proposal that the guidelines be adopted. This may need to come up and reviewed so at the moment not conforming to Standards. On 27 th July Standards will be audited by third party, Standards are based on duty of care practice. Implementation of NQS falls under School operational responsibility.	Motion to adopt the DoEWA policy on sun smart is approved. Lisa and Cate Handley Smith to present to the Board on the date that best suits the board.
11	Board Meeting Reflection (Self-nominated)	OK	Pharyn Thomson
12	Meeting Closed	7.03 pm	



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KPS Board Meetings 2018

Term 1	Term 2	Term 3	Term 4
14 February	16 May	1 August	24 October
28 March	27 June	12 September	5 December

Annual Open Meeting	TBD
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