



KENSINGTON PRIMARY SCHOOL BOARD

MINUTES

Monday, 3 September 2018 - Meeting 06/2018 – Open Meeting

Attendance	Bronwyn Jones (Principal), Jeremy Hogben, Susan Lees, Lara Parson, Nicole Austin, Andrew Cody, Brendan Joss, Megan Mehnert, Debb Dellar, Claire Backhouse, Katja Gvozdenovic, Pharyn Thompson, Donatella Giansante(Secretary),		
Item Number	Topic	Discussion / Key Points	Actions / Person Responsible

1	Welcome (Chair)	Meeting Opening 6.05 pm 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)	Mark Thompson (Chair), Susan Millar	
3	Correspondence (Secretary)	None	
4	Confirmation of Previous Minutes of meeting held 1 August 2018	Motion: That the minutes as circulated be accepted as an accurate record of the meeting.	Megan Mehnert endorse
5	Financial Report	The Board unanimously confirm acceptance of Financial report previously distributed	
6	Principal's Report	6.1 Email – down time: Reflection on expectations on response to emails sent to staff from school community. Staff members are feeling pressure to answer email quickly this is an issue of allowing email to dictate our day and it can impact on private time. We need to give teachers permission to take time to respond and to	



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		<p>ensure they are prioritising their teaching and student learning.</p> <p>Intended communication to go out about the appropriate use of emails exchange between teachers and parents, and clarification of the process during first meeting next year with parents explaining timeframe for response, subject of emails, and operations.</p> <p>Guidance to teachers on how to prioritise working tasks and private time vs emails, without getting overwhelmed.</p> <p>Suggestions:</p> <ul style="list-style-type: none"> - Specify timeframe for responding to email, eg “I respond to email from to..” - Automatic reply explaining parameters for response and alternative phone line or other. - Communication strategy and guidelines for disputes. As per department 5 days to acknowledge and 14 days to address it. <p>Discourage staff from sharing their phone numbers and social media link.</p>	
		6.2 Consent to Go – excursions:	



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		<p>Proposal to use an electronic system to send invitation to confirm attendance to excursion and have all child details on file for expediting guardian consent.</p> <p>System will be looked into during Term 4 to be ready for 2019.</p> <p>Website of reference: Consent2go website.</p>	
		<p>6.3 School Review – Electronic Schools Assessment Tool</p> <p>Working on Self-assessment on a three years cycle - all schools take part in the new public school review.</p> <p>Self-assessment tool is required for every school not just the IPS. This brings more equitable approach across all schools.</p> <p>Electronic school assessment tool is aimed at addressing what the school is focusing on rather than a completely prescribed tracking system.</p>	
		6.4 Open Meeting report from Board (end of meeting)	
7	Business Plan Priority Area 3	Not relevant today, postponed after acceptance of standard meeting schedule.	
8	Business Plan Priority Area 2	Not relevant today, postponed after acceptance of standard meeting schedule.	



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9	Data Analysis	Not relevant today, postponed after acceptance of standard meeting schedule.	
10	Notice of Public Meeting		
11	P&C Report	Cake stall and support staff for School Carnival very well received and work well organized. Raised about \$1800	
12	Other Business	12.1 New Chair. Mark mentioning transition to new chair. Should Mark resign available nomination is Andrew Cody who is happy to accept and the meeting approved.	Follow up with Mark Thompson by Bronwyn.
		12.2 National Quality Standards Audit Results: Early childhood framework, applicable to all schools Kindergarten to Year 2 since 2015 as part of Federal Government provision requirements. 7 Quality Standard areas. Teachers and all staff are asked to rate progress toward meeting the elements of the Standards. All elements to be met need to be covered.	External verification: report Ms Williamson and Ms Smith.



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		<p>NQS met: Children health and Safety, Collaborative partnership with families and communities.</p> <p>All other areas are working towards reaching these standards. If you don't meet every element in the standard you are considered "working towards".</p> <p>Terms and Standards on school dashboard.</p> <p>Changes to QA were made and released at the end of last term. Training of staff on new requirements took place and school staff is getting on board as part of business plan.</p> <p>New element released in 2018: QA are now more school based rather than early childhood outsource centres oriented and care focussed.</p> <p>Self-audit every year and verification every three years, if the school chooses.</p> <p>As part of objectives of the Standards: Appreciated donation from P&C for mud kitchen, to support open space and confidence of children. Need to work on children's agency.</p>	
	Working group	<p>12.3 Values;</p> <p>Proposed to weight responses from parent, student and staff as equal value as they are three different perspectives.</p>	Board has no objection to listed values. Agreed.



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		<p>9 values captured in questionnaire.</p> <p>Subcommittee to gather feedback from questionnaire and make recommendation to Board to select the best 3-6 to define new school values.</p> <p>Reflection on resilience rather than perseverance as a stimulus for the children was mentioned.</p>	
	Working group	12.4 Terms of reference	Jeremy to select a convenient meeting with team.
		<p>12.5 Schedule of meetings</p> <p>Financial will be scheduled every second meeting, while NAPLAN feedback based on availability of data.</p>	Schedule Approved by the Board.
	New Topic	<p>Vandalism.</p> <p>Measures are in preparation to prevent and protect and will soon be implemented.</p> <p>Actions will be more focussed on prevention (removing furniture etc), and reporting to security and police.</p> <p>Additional measures to identify patterns, and follow up with security in critical hours.</p>	



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13	Board Meeting Reflection (Self-nominated)	OK	
14	Meeting Closed	Closed 7.01 pm	
	Open meeting	<p>7.07</p> <p>Presentation of School Board 2017/2018:</p> <p>The President of the P&C, Vanya, spoke about the achievements of the P&C. Dave, the coordinator of the DUCKS spoke about the purpose and activities of this subcommittee of the P&C. On behalf of the Chair of the School Board, the principal spoke about what the Board had been working on over the past year. This half hour meeting was followed by drinks, nibbles and viewing the wonderful art exhibition.</p> <p>Close 7.30 pm</p>	



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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	3 September	5 December

Annual Open Meeting	3 September 2018 – 7.00 pm – Following Art Exhibition 2018
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