



## KENSINGTON PRIMARY SCHOOL BOARD

### MINUTES

Wednesday 15 February, 2017 - Meeting 01/2017

Attendance	Belinda Moharich (Chair), Alicia Taylor (Secretary), Bronwyn Jones (Principal), Terance Pestana, Lesley Harris, Rhonda Skinner, Susan Lees, James Ramsay, Karen Mahar, Melanie Noid, Mark Thompson, Lara Parsons, Susan Tremain		
Item Number	Topic	Discussion / Key Points	Actions / Who Responsible
1	Welcome (Chair)	Meeting Opened at 5:10pm  <i>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.</i>	
2	Apologies (Secretary)	Fiona Reid	
3	Correspondance (Secretary)	Nil	
4	Confirmation of Previous Minutes of meeting held 23 November, 2016 (Chair)	<b>Motion:</b> That the minutes as circulated be accepted as an accurate record of the meeting.	<b>Moved:</b> James Ramsay <b>Seconded:</b> Lesley Harris
5	P&C Report (P&C Representative)	Welcome to the new P&C Representative on the Board, Lara Parsons.  Lara presented a brief report from the first P&C AGM:	

		<ul style="list-style-type: none"> <li>• All positions in the P&amp;C Committee were filled, except Grounds and Facilities role</li> <li>• It was noted that this will be the final year for many Senior P&amp;C Committee Members and that there will need to be some effort to recruit new volunteers to the Committee next year to fulfil these leadership roles.</li> <li>• A new 'Sports Sub-Committee' was approved - with the aim to manage sports teams training on School Ground after hours and ensure a register of participants is kept for insurance purposes.</li> <li>• Treasurer's Report – 2016 Audit Report was accepted and approved.</li> </ul> <p>No specific actions needed from the Board.</p>	
6	Business Arising	Carry over Business from previous meetings.	
	7.1 Board Induction Manual (Belinda)	<p>The Board Induction Manual, produced by Melanie, was not finalised due to Bronwyn, Belinda and Alicia attending Board Training in May. After this training, adjustments will be made to the manual to ensure the manual is up to date and standard. Bronwyn suggested we could give members the induction manual developed by Mel along with the materials from the training on a USB.</p> <p>However, due to new board members starting next meeting, Bronwyn and Belinda will provide some induction training.</p> <p>Thank you again to Melanie for her time and efforts in producing the manual.</p>	<p><b>Action:</b> Belinda will get in contact with Melanie to see whether she will use the manual for the new board members and to get the final version.</p> <p><b>Action:</b> Bronwyn and Belinda will meet with the new board members an hour prior to the next Board meeting (4pm, Wednesday, 29<sup>th</sup> March).</p>
	7.2 Positive Behaviour Plan (Alicia)	The Positive Behaviour Plan (PBP) has been in construction for a year and a half. Alicia and the Behaviour Management Committee have based the plan on the Department of Education's policies and procedures, as well as other	<b>Action:</b> Bronwyn to address some playground myths at assembly (eg. Tree climbing is banned).

		<p>positive behavior programs and the old (KPS) Behaviour Management Policy. The committee sought the knowledge, advice and opinions of the board and the staff on several occasions and finally created the final version of the PBP. A brief last discussion ensued to ensure all were happy with the plan. This discussion also included the realisation that there are a few myths/rumours going around the students/school, such as “tree climbing has been banned” which is incorrect. See action.</p> <p>On behalf of the Board, Belinda thanked Alicia for all the hard work she had put in over a long period of time to finalise this document.</p>	<p><b>Action:</b> Alicia to inform the parents and community through a notice in the newsletter. Alicia to inform the students by attending the classrooms personally to explain the process and changes.</p> <p><b>Motion:</b> That the Board endorses the 2017 Positive Behaviour Plan.</p> <p><b>Moved:</b> Susan Lees</p> <p><b>Seconded:</b> James Ramsay</p> <p><b>Vote:</b> Unanimous</p> <p>Motion carried.</p>
	7.3 School Uniform (Alicia)	<p>The Uniform Shop has almost run out of the current winter jackets and asked the Board to consider approving a change to the fleece jacket. A sample of the fleece jacket was shown to the Board. Embroidery is the only option for the logo and it was suggested that the logo could be ‘KPS’ with the picture of the banksia. The new fleece jacket would cost the same as the current jacket (\$27) if this were the case. However, the Board preferred to have ‘Kensington Primary School’ instead of just KPS, even if it meant a slight increase in price.</p>	<p><b>Action:</b> Alicia to confirm with Jenny Brittain the idea of having Kensington Primary School and the banksia as the logo (embroidery).</p> <p><b>Decision:</b> On confirmation with Jenny Brittain, the Board approves of the new fleece jackets with ‘Kensington Primary School’ and the picture of banksia. (The Board will reconsider if this embroidery is not possible).</p>
	Principal’s Report (Principal)	<p>The Target Review Committee met last Wednesday to analyse our current Business Plan targets and adjust them.</p> <p>Mark provided the committee with a video about OGSM</p>	<p><b>Motion:</b> That the Board endorses the amendments made to the Business Plan targets.</p>

		<p>(Objective, Goals, Strategy and Measures, by Mick O’Conchuir) which Bronwyn also shared with the Board. This video gave the committee a clear understanding of how to approach the review of the targets.</p> <p>The committee identified the key areas within the priorities, reduced the number of targets to focus on these key areas and linked them with the appropriate data source.</p> <p>The Strategic Priorities were not changed. Bronwyn and Mark ran through the changes with the Board and informed them of the reasons for making changes to specific targets.</p> <p>A new document was created which shows the Strategic Priorities, Targets, the Evaluation and a colour (green, yellow, red) symbolising whether the target was met or not.</p> <p>Bronwyn will use this document as part of the school’s DES Review in Term 3.</p> <p>In Term 4, after our DES Review, the Business Plan for the next three years will be developed, however, it was noted that a lot of work has already been done to improve our Plan and Targets and get us off to a better start with the new plan.</p>	<p><b>Moved:</b> Terence Pestana</p> <p><b>Seconded:</b> Alicia Taylor</p> <p><b>Vote:</b> Unanimous</p> <p>Motion carried.</p>
<b>8</b>	New Business		
	8.1 Annual Report (Bronwyn)	<p>Bronwyn will put the information from the document above into the Annual Report plus showcase some events we have had at the school.</p> <p>Annual Report will be completed by the end of Term 1.</p>	<p><b>Action:</b> Bronwyn to draft annual report and email Board.</p>

	8.2 Early Close for Parent/Teacher Interviews (Bronwyn)	<p>Bronwyn requested approval from the Board for an early close on Wednesday, 22 March, 2017 for Parent/Teacher Interviews.</p> <p>The Board briefly discussed whether these interviews were beneficial to both parents and teachers. Feedback from both the parent and staff reps was positive and in agreeance with the proposal and that it is only possible for teachers to meet with all parents with an early close day.</p>	<p><b>Motion:</b> That the Board endorse an early closure at Kensington on 22 March, 2017 for Parent/Teacher Interviews.</p> <p><b>Vote:</b> Unanimous vote for early closure.</p> <p><b>Action:</b> Bronwyn to seek approval from our Regional Executive Director.</p>
	8.3 New Constitution: Community Representative	<p>Belinda suggested we consider what kind of community rep would best suit Kensington PS and assist in the direction and targets of our Business Plan.</p> <p>The Board discussed areas in the school which may need more assistance or more involvement at a Board level.</p> <p>Belinda and Karen both suggested local people who may be interested and effective on our Board.</p>	<p><b>Action:</b> Board members to email Belinda in the next week with any suggestions on who could fill our community rep position.</p> <p><b>Action:</b> Belinda to send out invitations to suggested nominees so the Board can vote/make a decision at the next Board meeting.</p>
9	Board Meeting Reflection (self-nominated)	Alicia nominated herself to reflect on the meeting.	<p>Alicia's notes: Meeting ran well with on-track discussions and efficient decision making. Majority of members contributed to discussions and worked well together. The meeting concluded at a decent time.</p>
10	Meeting Closed	Meeting Closed at 6:50pm	
11	Next General Meeting	Wednesday, 29 March, 2017	

### KPS Board Meetings 2017

<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
15 March, 2017	10 May	02 August	25 October
29 March	21 June	13 September	06 December

<b>Annual Meeting</b>	<b>Early Term 2 – Date to be advised</b>
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