

**KENSINGTON PRIMARY SCHOOL BOARD
MINUTES**

Wednesday 03 August, Meeting 05/2016

1. Welcome: 5:05pm

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:

Susan Lees

3. Attendance:

Belinda Moharich, Dale Collins, Bronwyn Jones, Alicia Taylor, Terence Pestana, Lesley Harris, Rhonda Skinner, Fiona Reid, James Ramsay, Karen Mahar, Nicole Austin, Susan Tremain, Melanie Noid, Mark Thompson, Della Nuthall (Guest), Paul Edwards (Guest)

4. Correspondence

In: Nil advised

Out: Nil advised

5. Confirmation of Minutes of Previous Meetings

The Board confirmed the Minutes of the meeting of 22 June, 2016.

Moved: James Ramsay

Seconded: Lesley Harris

6. Welcome to our new Principal

We welcomed our new principal; Bronwyn Jones. Bronwyn spoke about the warm welcome she has received over the past couple of weeks and thanked all who have helped her settle in. Bronwyn has had the chance to speak to all of the staff individually and will now focus on getting into the classrooms over the next couple of weeks to meet all of the children to find out what they are learning about and what they like about KPS.

7. Finance Report

Della

Della provided us with an update on the data we have previously seen. The Operational One Line Budget was verified in June. Della completes a roll over statement at the end of every month.

All finances are up to date for the last financial year. As stated before, the budget is spent predominantly on staff salaries. Voluntary Contributions are on track. Cost Centre Managers are currently spending 96% of the budgets on this year's cohort, as required by the Department.

It was discussed whether a finance report was needed at every Board meeting as most of the data does not change. The Finance Committee will be meeting on Monday, 8 August and will discuss it further with Bronwyn. Bronwyn will also check with Geoff Metcalfe.

Action: Bronwyn to report back to the Board on a recommendation for financial reporting.

8. Feedback from the P&C Meeting

Nicole

8.1 Principals Report

The P&C considered the request to move \$1,700 from the 2016 budget to the 2017 budget for a writing tool called "Bright Path" that has a proven success record to improve writing skills (eg. child completes writing task, teacher assesses, record results into software package, analyse data, and then prescribe an approach to target areas/ways to improve). It was moved that Lisa and Bronwyn discuss further as to whether these funds can still be used this year and a request be submitted for further funds in 2017.

It was raised that all Year 6 students in future attend the Halogen Leadership Course rather than just the 6 Student Councillors (talks about life journeys, self-confidence and public speaking). The financial commitment for this would be quite expensive. It was moved by the P&C that this be discussed in the executive budget allocation meetings towards the end of the year.

Board Comments on this item:

Some Board members made comments to the training cost of 'Brightpath'. They are concerned that the P&C money should be used on this year's cohort (the children themselves) rather than on the training of the staff. For example, the current Year 6 students would not benefit from teachers being trained this year. However, it will be discussed further amongst Bronwyn, Lisa and the P&C.

The Board supported the idea of sending all of the Year 6 students to the Halogen Leadership Course to ensure they all have the opportunity to grow in these areas. Bronwyn and the upper-school teachers would like to incorporate the program into the curriculum from Years 4 to 6, so as to build on the students' independence and leadership skills throughout those years, preparing them for their final year of primary school and beyond.

8.2 Treasurer's Report

Fete money sponsors are starting to come in. Bourke's Real Estate have purchased a \$3000 sponsorship package which is now the revised premium package (down from \$5000).

The Treasurer has invited the Board to nominate items to be included on the 2017 P&C Budget "Wish List". Requests need to be submitted by Sept/Oct as the Executive Budget Allocation meeting is held in November. The P&C would like to ensure there is a close alignment between KPS Business Plan strategic priorities and the funding decisions to assist in the delivery of these priorities.

Board Comments on this item:

The Board discussed the P&C Wish List and strongly endorsed the approach of linking Business Plan priorities to P&C funding. It was also recommended that we allow staff time to analyse the 2016 NAPLAN data, in order to make strategic decisions on Wish List items.

Action: *The Chairperson will formally request for an extension of time for the submission of the Wish List. Nicole to inform the P&C at their next meeting.*

Action: *Nicole to obtain a list of what is currently funded by the P&C.*

Action: *Any Board members with suggestions to please email Alicia.*

8.3 Fundraising

The P&C has added the Tea-Towel fundraiser to the agenda. There will be one towel per group (Kindy-Year 2 and Years 3-6) that will have hand drawn photos of all of the children on it. The cost price is \$7.00 and the P&C has agreed to sell them for \$12-\$15 per towel.

8.4 Uniforms

Only a few comments were received from the community (equal positive to negative comments). They are looking for Bronwyn's holistic point of view on the topic of uniform change. The decision now lies with the Board.

8.5 Grounds and Facilities

More stability work has been done on the climbing ropes.

National Tree Planting Day was held last Friday, where Bunnings and CoSP donated some small saplings. Rhonda Skinner and Sue Miller's classes (S1 and S2) planted the trees at lunch time.

8.6 Book Club

KPS, the new library and Westbooks are having a Bookfair on 22, 23 and 24 August (same week as Book Week). The Bookfair will be open from 8:30am-9:30am and 2:30pm-3:30pm.

There will be an opportunity for parents to buy/donate a book to the library.

Last year, \$3,430 worth of rewards was received from the Scholastic Book Club, which is then spent by the teachers, classes and library.

8.7 Memorabilia

Lots of archives have been sorted and stored in the Music Room. It will be on display during the fete.

They are requesting photos from the old KPS community to be sent in. The P&C are also trying to organise a whole-school photo.

Board Comments on this item:

Dale suggested to Karen Mahar that the Memorabilia Committee consider putting a note into the South Perth Peninsula in order to try to find previous community members who may have some history and/or photos of KPS and of the uniform/emblem.

8.8 Music

The Mass Choir is on the 31 August. No replacement has been confirmed yet for Mrs Lynette Dewing (Music Teacher) who will be going on Long Service Leave.

8.9 DuCKs

A website is being established for the DuCKs and will soon be available.

There is a Dads only event to Little Creature's Brewery this Saturday, 6 August.

The kids' WAFL match will be on Saturday, 27th August.

The DuCKs are planning an Olympics type event, which will include things such as the egg and spoon race.

The End-of-year camp on the school oval has been scheduled for the 25 November.

8.10 Fete

All classes are pulling their weight.

8.11 General Business

Waterford IGA donated \$750 to the P&C. A motion was put forward to purchase bunting and stakes for the school and was moved unanimously.

The WA Council of State School's Organisation (WACSSO), which is the body that governs state school P&Cs, is replacing the Association Incorporations Act (AIA). The P&C may need to update their Constitution to reflect these changes.

9. CoSP Local Area (Kensington) Traffic Management Study Working Group

Paul

We welcomed Mr. Paul Edwards from the City of South Perth, to discuss traffic management and how it will affect Kensington PS. Mr Edwards informed us that he has moved onto a new role – Project Management Coordinator - and was not on the Road Safety Audit team, however has received the feedback from them and was willing to share his knowledge with the Board.

Mr Edwards informed us that the Road Safety Audit was completed a couple of weeks ago and was the result of ongoing reported issues. Mr Edwards stated that the Audit is a well-controlled document based on the Corrective Action Report. From this report, the City officers respond to the issues. Some of the issues in the report are ranked (high, medium or low) and is then set to a timeline. For the Kensington PS area, some suggestions from the report included the modification of the bike path and the introduction of pedestrian crossings. The two main issues around KPS are parking and traffic. However, due to there being very few incidences in this area, there is little priority for the Council to escalate these issues into the funding cycle. It was suggested that the School could write formally to the Council, supported by the independent audit report commissioned by the school.

Action: The Chairperson to write a letter to the City of South Perth requesting changes to the KPS area. The requests will need to be submitted by the end of the year as the Council will work through the letters and requests in February/March, 2017.

10. Business Arising from Meeting held Wednesday 22 June, 2015

10.1 Principal Appointment Process

Belinda

Belinda wanted to share with the Board her role in the appointment of our new principal. Belinda was very pleased with the process and the contribution she had in the selection.

Belinda was first provided with all of the Covering Letters from the applicants and attended a meeting with the Regional Direction, whom discussed the 'educational language' that was in the covering letters and applications, so that Belinda had a better understanding of the content.

Belinda then went to the short-listing session with the Regional Direction and the other panel member (a Level 5 Principal), where they discussed who would be good candidates. They then selected some applicants for the interview process.

Belinda was then involved in the final interviewing process where she had a meaningful contribution in the final outcome. Belinda would like to therefore write a letter to the Department of Education, thanking them for being true to the process and allowing the School Board to have such a significant input and influence on the appointment of the new principal.

On behalf of the teachers and staff, Lesley thanked Belinda for allowing them the opportunity to speak with her regarding attributes and qualities that they were looking for in a new principal.

Action: The Chairperson to write to the Department of Education on behalf of the School Board.

Action: The Chairperson to write a letter to Lisa and Terence thanking them for their time as Acting Principal.

10.2 New School Uniform

Belinda

Jenny Brittain has worked extremely hard putting together the feedback received from the school community regarding their opinions on the new polo shirt. Jenny also obtained all other relevant information needed in order for the Board to make a decision. Alicia sought feedback from the teachers/staff and the Year 6 students.

The results from the school community showed that half wanted a change in uniform and the other half did not. The Board discussed the reasons why it would be beneficial to change the polo shirt and also looked at the reasons why we should not. Further input on behalf of some parent members was put forward by Melanie. Broadly, these issues included communication of the process, cost/supply and visibility. The Chairperson provided a response that the first two issues had been appropriately thought out and implemented. In summary, the latter issue was considered low risk given the darker colours of many other school uniforms in the Perth Community.

Majority of Board members felt that endorsing the Subcommittee's recommendations and changing the polo was the appropriate direction after a considered process over the last six months.

A motion was proposed by the Chairperson, that the Kensington Primary School Uniform polo shirt be changed to the 'Legend' polo shirt (green shirt with gold piping and logo).

Vote: Majority, one exception

A motion was proposed by the Chairperson that there would be a three year transition period.

Vote: Unanimous

The Board resolved that at the commencement of Term 1, 2020 there will be full implementation of the new green Legend polo shirt.

A request was made for the Uniform Subcommittee to report back to the Board by the first meeting of Term 4 regarding the rest of the canvassed uniform changes.

Vote: Unanimous

Action: Alicia Taylor and James Ramsay to take information to the Uniform Subcommittee. The Subcommittee is to meet before the first meeting in Term 4 to discuss the other changes to the school uniform and the School Leavers' shirt.

Action: The Uniform Subcommittee is to take photos of the new uniform on the school children, so that the parents, students and school community can see the new uniform before next year.

10.3 Prospectus

Belinda

At the last meeting, Sue Millar presented the Board with an overview of all of the different programs, activities and opportunities given to students in the upper grades at K.P.S. The idea is to incorporate these in a thematic way into the prospectus, along with an overview from the Early Childhood area and the Junior area.

Lesley shared with the Board her overview of the Early Childhood part of KPS. She focused on the amazing collaboration amongst staff in the Kindy and Pre-Primary classes and how they work together to ensure good teaching practice. She spoke about how driven and determined the teachers are in ensuring quality education and the high expectations that they of each other and the children.

Lesley also spoke about the playgrounds in the Kindy/Pre-Primary areas being a highlight and the parents and families often comment on them. Lesley talked about the many comments they receive from parents and the community regarding their programs, which are EYLF (Early Years Learning Framework) based. The EYLF Principles sum up the teachers' practices and philosophies. The Early Childhood staff are very proactive in having parent involvement, which is a tradition for them.

Alicia then presented her overview of the Junior Primary area (Years 1 to 3). This overview included the many programs provided in these year levels as well as the specialist teachers for certain learning areas. The Junior Primary area is similar to the Early Childhood perspective, in the way that it is focused on 'co-curricular' programs that are integrated into the classroom, rather than extra-curricular activities in the upper school.

Alicia also pointed out some programs and activities provided to the students during other times, such as the School Chaplain's activities in the lunch breaks.

It was decided that the prospectus would focus on the 'journey' from Kindy to the Upper School and then further highlight the extra-curricular programs provided to the students in the upper years. It was also suggested to use testimonials from the students and parents about what they love in certain parts of the school. Bronwyn offered key insight into developing key messages that would frame the prospectus to ensure it doesn't look like a shopping list and focus on what differentiates KPS.

Action: Belinda and Dale will collate the overviews with key messages and then send to Sharon Szczecinski who is assisting with the drafting of the Prospectus.

11. New Business

11.1 School Survey

Belinda

The National School Opinion Survey (NSOS) will be sent out to parents in Week 9. The School Board has the opportunity to consider any additional questions that can be added onto the end of the survey that align with data required for the Business Plan. It was thought that no more data is currently needed from the parents/families, however Board Members are encouraged to consider any questions that may be relevant and to email Alicia by Week 6.

11.2 Board Induction Manual and Board Survey

Belinda

Melanie distributed 3 documents via email on Tuesday, 02 August, which included a KPS Board member induction manual, a sample survey of the effectiveness of the Board and an evaluative summary of the School's performance for 2016.

Action: All Board members are to read both documents (Induction Manual and Sample Survey) and report back at the next meeting; 31 August.

Action: Belinda will locate the other sample survey/reflection document from Geoff Metcalfe and will circulate to Board members.

Action: Board to discuss at next meeting whether one of the sample surveys will be used or whether the Board will make up another set of questions.

11.3 BUZ Conference

The BUZ (Build Up Zone – program run by the School Chaplain) Conference will be held on Monday, 22 August. Bronwyn will be attending along with a Board member. Belinda is currently listed and will attend on behalf of the Board, however if anyone is free to attend, please contact Belinda.

12. Meeting Closed: 7:21pm

13. Next General Meeting:

Term 1	Term 2	Term 3	Term 4
17 February 2016	11 May	03 August	26 October
16 March	08 June 22 June	31 August	23 November
Annual Meeting	Term 4 – Early November (Date to be advised)		