



KENSINGTON PRIMARY SCHOOL BOARD MINUTES

Wednesday 07 September, Meeting 06/2016

1. **Welcome:** 5:08pm

Bronwyn chaired this meeting due to Belinda and Dale's absence.

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:**

Belinda Moharich, Dale Collins, Susan Tremain

3. **Attendance:**

Bronwyn Jones, Alicia Taylor, Terence Pestana, Lesley Harris, Rhonda Skinner, Fiona Reid, Susan Lees, James Ramsay, Karen Mahar, Nicole Austin, Melanie Noid, Mark Thompson

4. **Correspondence**

In: Nil

Out: A letter was sent out to the parent community on 07/09/16 from the Board Chair in regards to the new uniform change.

5. **Confirmation of Minutes of Previous Meetings**

Some minor adjustments were made to the minutes of 03 August, 2016 in regards to items 10.2 and 11.2.

10.2 – "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 ~~seven~~ **six** months."

11.2 – "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.**"

The Board confirmed the adjusted minutes of the meeting of 03 August, 2016.

Moved: Fiona Reid

Seconded: James Ramsay

6. Finance Report

Bronwyn

Bronwyn said there is no mandated frequency (although the two most important times are at the beginning of the year – formulation of the budget – and at the end of the year – review of the budget). Bronwyn suggested we only table a financial report once a term, to avoid getting bogged down in operational matters.

A motion was proposed to have a Financial Report once a term.

Moved: Fiona Reid

Seconded: Nicole Austin

Motion carried.

7. Feedback from the P&C Meeting

Nicole

7.1 Principal's Report

Bronwyn talked about the concept of fleshing out our “Play the Game” slogan to enhance the school’s understanding of what it really means in terms of following school rules, as well as to support us in carrying out our “duty of care” for all students.

Bronwyn would like to build up the school’s leadership program for Years 4, 5 and 6 with a view to all students attending the Halogen Leadership conference in Year 6.

The motion to approve the cost of \$2,100 for the training of 7 staff members in the Bright Path writing tool was passed unanimously. The cost of the software is free, and WA Primary School Principals Association (WAPPA) will send a rep to KPS to set the school up as well as an experienced “marker” to assist our staff.

A discussion ensued clarifying the school rules and times to support the school in carrying out their “duty of care” for all students on the premises.

7.2 Budget Process

A lengthy conversation ensued regarding the idea of changing the P&C’s budgeting process to January each year as opposed to December to support the “uncertainty” of the school’s budgeting based on “unknown” numbers or “gaps” resulting from forecast enrolments.

A detailed investigation was completed by Alison Wallace as to their legal reporting requirements, and no evidence was found as to why they couldn’t change the timing of their budget process.

The meeting considered various options for deferring the budget meeting including:

- Deferring the meeting to Term 1 each year;
- Deferring the allocation of the discretionary spending component to Term 1 each year (e.g. setting aside \$2000 for reading development without specific item or allocation being defined); and
- Deferring the budget meeting to Tuesday Week 7 of Term 4 and the final P&C general meeting of the year to Tuesday Week 8 of Term 4 (both deferred by 2 weeks).

They talked in depth about changing their budgeting process to January in full and/or in part, however, resolved that this would entirely affect the way the P&C “Wish List” and general budget process works.

They discussed the need for close alignment to the Business Plan and their desire to support the school, and Nicole Austin will provide an overview of the Business Plan and strategic priorities to the P&C Executive prior to this year's Budget Allocation Meeting.

The P&C passed a motion to defer this year's Executive Budget Allocation meeting 2 weeks to Thursday, 24 November 2016 (however Bronwyn said she had the 17 November in her diary – Nicole to confirm correct date).

The P&C would like to increase the period between meetings to 6 weeks rather than the 1 month/2 month schedule it currently has (eg. they currently meet in Week 2 & 6 of each term, then have an 8 week break). They feel it would better enhance their ability to accomplish more if their meetings were more evenly spaced. Nicole suggested that the Board consider also changing their meetings in order to continue the timeliness of communicating information between both parties and decide whether to meet before or after the P&C. Their proposal to the Board was:

- P&C meets Week 2 and 8; Board meets Weeks 1 and 7 (Board info to P&C)
- P&C meets Week 2 and 8; Board meets Weeks 3 and 9 (P&C info to Board)

A motion was proposed to change the dates of the Board meetings to Weeks 3 and 9 of each term, with the change taking place at the beginning of 2017.

Moved: Nicole Austin

Seconded: Mark Thompson

Motion carried.

7.3 Treasurer's Report

The P&C have raised \$14,000 this year already. The Lapathon raised \$5,000. Everything is tracking quite well.

7.4 Book Club and Library

During the Book Club, they sold nearly \$2,500 worth of books, which meant that there was a 20% reward returned to the school. Approximately 140 books were sold including 25 that were donated to the school Library.

7.5 DuCKs

The DuCKs new website has been launched: www.ducks.net.au. Samantha Thompson will speak to Dave Mundy regarding the school's policy of taking photos of children and not including surnames on any publication.

Their calendar of events includes:

- Little Creatures Brewery (successful day out)
- WAFL (last Saturday)
- Mini-Olympics – 17th September
- Dads' Bowls – 21st October

7.6 Volunteer of the Year Award

The P&C are nominating Roxanne Hannay for volunteering over a number of years in the School's Uniform Shop and Nicole Francois for being the Architect for the Naturescape playground.

8. Business Arising from Meeting held Wednesday 03 August, 2016

8.1 New School Uniform

Alicia

The Uniform Subcommittee decided that the new polo shirt logos would be screen printed as opposed to embroidered, based on cost.

Alicia discussed the new skort that the subcommittee wish to introduce to the uniform. It is a much better designed skort (built in bike pants). Skorts will be sold at \$17.00 (\$4.00 cheaper), in order to sell the old stock as well as the new. Alicia also discussed a new micro-fibre hat which is a cross between a bucket and broadbrim hat. It is light, easily collapsible and should stay on heads better than current bucket hats (has a toggle at the back). Alicia presented the Board with a sample. These would be sold at \$12.00 and brought in later this year (due to the timing, we would miss putting this on the summer order form – which goes out on 08/09/16).

A motion was proposed to transition the school to the new skorts and new hat.

Moved: Alicia Taylor

Seconded: Mark Thompson

Motion carried.

Alicia informed the Board that the Leavers' shirts will remain the same next year, due to the number of remaining blank leavers' shirts that need to be used. The subcommittee has looked into a Leavers' Jacket as well. The senior teachers gave positive feedback about introducing a Leavers' Jacket and the current Year 6 students also liked the idea. The Board's opinion on the jacket was that the decision should be made by the current Year 5 parents, due to cost being a major factor in this decision.

Action: Subcommittee to obtain the opinions from the Year 5 parents.

The Subcommittee has also looked at a fleece jacket to replace the current zip jacket. This jacket, along with the tracksuit pants and jacket will be discussed at a later date. Any winter uniform changes can be made prior to the winter order in April, 2017.

8.2 School Survey

Terence

The Board discussed the Department of Education's survey including the specific KPS questions to be added.

There was a lot of discussion surrounding the question regarding the Chaplaincy Program. The Board decided the question would read: "Do you support the continuation of the school's chaplaincy program?" The same question will be provided in the staff survey as well.

There was also discussion around how to encourage parents to complete the survey. It was decided that a 'thank you' page be created for the end of the survey that parents can then print out when completed and take to the office for a 'reward'.

Adjustments will be made to the introduction of the survey, modifying some of the wording to ensure parents understand the importance and benefits of them completing the survey.

The survey will be available to parents, online only, from the beginning of Week 9 and will be closed at the end of Week 10. Reminders to parents to complete the survey will be in the newsletter and also in teachers' weekly emails to parents.

It was suggested that for next year's survey, we add a question regarding the effectiveness of the Board or being an Independent Public School. The timing of this allows for the school to have completed a whole round of the Business Plan (3 years).

8.3 Board Member Induction Manual

Melanie

Melanie has produced an induction manual for Board members. Some changes to the document were needed such as changing the Department's document to "High Performance, High Care" which is the newer edition. Bronwyn also suggested that we add in Focus 2017. Due to the changes to Board meeting dates made at this meeting, this will need to be reflected in the induction manual as well (meetings will be held in Weeks 3 and 9 in 2017). Also make key documents such as the Terms of Reference into hyperlinks. The Constitution should be added into the documents section and also hyperlinked. A section should be included regarding the roles on the Board and a section for reporting (Annual Report).

Action: Melanie to make changes to the induction manual and send out to the Board for review.

Action: In a future Board meeting, Code of Conduct for the Board should be discussed and one created that could align with the staff's agreements.

8.4 KPS Board role at the Fete

Susan L

Susan Lees suggested that the Board have a stand at the Fete as an opportunity to raise the School Board's profile. The stand could consist of a question/suggestion box and a poster of the key strategies priorities.

Karen offered for the Board stand to go next to the Memorabilia stand, as Karen will be there most of the day/evening.

Fiona said that she was happy to source a sponsor for a raffle prize to attract people to come and ask questions at the Board stand.

Action: Bronwyn to coordinate the Board stand for the Fete.

Another suggestion was to consider having the Board present at Parent Interviews in Term 1, to again try to raise the Board's profile.

8.5 KPS Board Survey

Bronwyn

The Board reviewed some options of surveys for looking at the effectiveness of the Board. The one page sample survey from the Department of Education seems to be the easiest to use.

Mark also proposed a type of reflection that is conducted at the end of each meeting. A person is nominated at the start of the meeting to provide feedback at the end. That person observes the meeting and provides their views at the end. The Board then reflects on that person's feedback for the next meeting. That person also nominates the next person for the next meeting.

A motion was proposed for the Board to do the one page survey by the Department of Education titled "15-Survey of Council Effectiveness" annually and to trial Mark's Board effectiveness reflection strategy at the end of each Board meeting.

Moved: Terence Pestana

Seconded: Mark Thompson

Motion carried.

8.6 P&C Wish List – Requests from the Board

Bronwyn

Bronwyn would like to add a submission to the P&C to pay in full or subsidise the cost of sending all of the Year 6 students to the Halogen Leadership Conference (approximately \$50.00 per student).

9. New Business

9.1 School Reminder App

Bronwyn

The use of a school reminder app was talked about and decided that it was worth looking at but unfortunately we did not have enough information about them to continue discussion. Perhaps the annual costs of this could be a wish list submission.

A motion was proposed by Bronwyn to investigate the use of an app for the school community and meet with Karen Mahar to put together a proposal.

Moved: Alicia Taylor

Seconded: Nicole Austin

Motion carried.

9.2 DoE Focus 2017

Bronwyn

The Department of Education Focus 2017 document was looked at to gauge what we need to take from the document to include in the KPS Business Plan moving forward. Some items discussed were STEM (Science, Technology, Engineering and Mathematics), coding and investigating how we can strengthen student surveying at all year levels.

Action: Nicole to get in touch with Jenny Safstrom (parent) and email bronwyn in regards to the Lego/Engineering Club and the purchasing of robots for coding.

10. Meeting Closed: 7:08pm

11. 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 07 September | 23 November |
| Annual Meeting | Term 4 – Early November (Date to be advised) | | |