

**KENSINGTON PRIMARY SCHOOL BOARD
MINUTES**

Wednesday 23 November, Meeting 08/2016

1. Welcome: 5:05pm

Dale chaired the meeting in Belinda'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 (Chair), Susan Tremain, Melanie Noid, Susan Lees, Fiona Reid

3. Attendance:

Dale Collins (Deputy Chair), Alicia Taylor (Secretary), Bronwyn Jones (Principal), Terence Pestana, Lesley Harris, Rhonda Skinner, James Ramsay, Karen Mahar, Nicole Austin, Mark Thompson

4. Correspondence

In: Email of thanks from Melanie Noid was received on 23 November, 2016 and was read at the Board meeting.

Out: Nil

5. Confirmation of Minutes of Previous Meetings

The Board confirmed the minutes of the meeting of 26 October, 2016.

Moved: Karen Mahar

Seconded: Rhonda Skinner

6. Finance Report

Della

Della reported that the majority of budget has been spent with only some last minute excursions and swimming lessons to include. She is confident that we have reached the Department's benchmark. Some maintenance work to the old buildings windows will be completed over the school holidays.

At the last meeting, Lesley asked the question as to whether the P&C's Grounds and Facilities fund would include maintenance to the Pre-Primary area. Nicole investigated and the answer was no due to the Naturescape playground needing money for maintenance. Della said that the area is white-ant tested annually which the DoE pays for. Every few years maintenance is done to the wooden playground equipment like sanding and painting, which has

minimum cost and is usually completed by parent working bees.

Della also mentioned that Kids Safe has also recently issued a report which included some minor issues. They have all been fixed.

7. Feedback from the P&C Meeting

Nicole

Due to the P&C needing to complete the P&C Wishlist selection, the meeting was moved to 24 November, therefore there is no P&C report.

Nicole did mention that she was taken tonight's Board minutes/notes from the Business Plan review with her to the P&C Wishlist selection night to ensure that the decisions made reflect and match our Business Plan goals and targets.

8. Business Arising from Meeting held Wednesday 26 October, 2016

8.1 Review Business Plan

Bronwyn

Bronwyn presented a document to the Board with tables outlining the Business Plan's strategic priorities and targets and if and how we have met those targets. The document will be similar to what is given at the DES review in 2017, which uses a traffic light system to indicate whether we have met the target, are on our way to meeting the target or whether we are far from reaching the target or unable to achieve. The document includes hyperlinks to other supporting documents. All versions of the Annual Report and Business Plans will also be presented at the DES Review so they can see the progress we have made and how we have reported to parents.

Bronwyn went through each page of the document, highlighting certain areas and targets. In regards to the Board Effectiveness Survey, all was fairly on track and appropriate except for one point – the Board Induction Process. Most members indicated that there was no or little induction process for the Board. It was pointed out that there was a Board Training night held at the school on 25 February, 2016. The issue may have been that the training was held months after the Board member election. A Board Induction Manual is in construction at the moment, however, and will be finalised by early 2017, in time for the new members.

Bronwyn suggested that she may try to have a context setting discussion with the new Board members in the new year, to bring them up to speed on certain items.

From the data presented by Bronwyn, Mark pointed out the key points are that the Successful Students priority is sitting at 'amber' (using the traffic light system), the Excellence in Teaching priority is sitting at 'green' and the Engage Parents and Community Partnerships priority is sitting at 'green' also. This shows us that we need to tidy up some targets and decide what we need to focus on. We will also complete the Annual Report and update the parents on how the school is going according to the Business Plan. The 'narrative to parents' will assist in this process.

It was decided that a subcommittee will be formed early next year to review the Business Plan targets. Bronwyn plans to have no more than 4 people on the committee. Karen, Rhonda and Mark all showed interest in joining the committee (as well as Belinda).

Action: Those members who are interested in joining the subcommittee are to email Bronwyn with dates and times that they are free for meetings in early February. Bronwyn will then send an email to confirm a date.

8.2 Analysis of School Survey

Terence

All questions across the survey rated above 4/5 in the combined very good/good range. Overall the survey was positive. The trend compared to last years is the same or better in terms of positive response to the survey. Some survey comments were made regarding leadership over the transition period.

8.3 Staff Development Days 2017

Bronwyn

The list of Staff Development Days for 2017 were emailed out to Board members prior to the meeting. The dates are as follows:

30-31 January, 2017 (Mandated)

24 April, 2017 (First day of Term 2 – day before ANZAC Day holiday)

26 May, 2017 (Dylan Wiliam PD – Friday of Week 5)

09 October, 2017 (First day of Term 4)

15 December, 2017 (Last day of Term 4 – Mandatory close for students)

Motion: That the Staff Development Days for 2017 are accepted by the Board.

Moved: Rhonda Skinner

Seconded: Karen Mahar

Motion carried.

8.4 Board Effectiveness Survey

Bronwyn

This was discussed in item 8.1.

9. New Business

9.1 Board Member Terms

Dale

On 28 February, 2017 six Board members' terms will lapse:

Parents: Melanie Noid, Susan Tremain, James Ramsay
Staff: Lesley Harris, Terence Pestana
Community: Fiona Reid

In addition, there will be a casual vacancy for a term until 28 February, 2018 to be considered (Dale Collins).

Dale has put together a timeline for board nominations for early 2017. The timeline consists of the following:

Date	Activity	Responsibility
01 Feb (Wed)	Term 1 Commences	
06 Feb (Mon)	Email Letter to parents notifying nomination process – nominations open for 3 weeks	Belinda/ Bronwyn
07 Feb (Tue)	First P&C Meeting for 2017. P&C Rep to the Board elected	P&C Chairperson
09 Feb (Thu)	First Newsletter – reminder / invitation to nominate to School Board with link to nomination form	Bronwyn
15 Feb (Wed)	First Board Meeting for 2017 (current membership)	Belinda
23 Feb (Thu)	Second Newsletter – reminder	Bronwyn
27 Feb (Mon)	Close Date for Nominations	Bronwyn
28 Feb (Wed)	Board terms end for 6 members.	
01 Mar (Wed)	Distribution of voting clips if more nominations than 6 places (4 parents and 2 teachers). Voting open for 2 weeks. Community Member terms are handled as per TOR 8.12, not an election.	Bronwyn
	If equal to or less than 6 places, nominations confirmed this week.	Bronwyn
15 Mar (Wed)	Closing date for voting slips	Bronwyn
17 Mar (Fri)	Results	Bronwyn
29 Mar (Wed)	Second Board meeting with new membership	Belinda

Motion: Bronwyn to invite nominations based on this timeline above.

Moved: Terence Pestana

Seconded: James Ramsay

Motion carried.

The timeline was endorsed with responsibilities to be finalised through discussion between Bronwyn and Belinda in the new year, due to Belinda's absence from the meeting.

Thank you to Dale:

The Board would like to thank Dale for all the contributions she has made to the Board as Deputy Chairperson including chairing meetings, analysing mountains of data along the way and organising a number of items. The Board showed their appreciation to her and sends their best wishes to her and her family.

It was also suggested that the Board do a casual dinner early next year to thank past members and welcome new members. Dale was invited by Bronwyn to attend the last Board meeting at the beginning of Term 1, 2017 as a wrap up of the current Board members before the election of the new members.

10. Trial Reflection (self-nominated)

James completed the end of meeting reflection. He was happy with how the meeting was conducted and all that was involved.

Terence has been selected by James for the next meeting.

A reminder also that Board meetings for 2017 will be held in Weeks 3 and 9 of each term.

11. Meeting Closed: 6:55pm

12. 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