



## SCHOOL BOARD MINUTES

Prepared by: Alison Stockman

Place of meeting: Staff Room, Ardross Primary School

Date: 17 June 2015

Present: Karen Duncan, Denelle Ellery, Blythe Maley, Kate Mathis, Patrick Soh, Tamara Vivian, Kim Fromant and Karen Wall.

No.	Item	Action & Date of Completion
<b>1.</b>	<p><b>Welcome</b></p> <p>The meeting commenced at 7.21pm. The Chair, Patrick Soh, extended a welcome to all present and thanked everyone for their attendance and agreement to change the meeting date to a week later as it was important to enable the Principal, Karen Duncan, to be able to attend.</p>	
<b>2.</b>	<p><b>Apologies</b></p> <p>Nathan Hickman, Heidi Lansdell and Isabel Mangion-Campbell.</p>	
<b>3.</b>	<p><b>Previous Minutes 13 May 2015</b></p>	
<b>(a)</b>	<p><b>Acceptance</b></p> <p><b>Moved: Blythe Maley</b></p> <p><b>Motion: That the Minutes of the meeting of 13 May 2015 be accepted as a true and correct representation of the last meeting.</b></p> <p><b>Seconded: Denelle Ellery</b></p> <p><b>Motion accepted.</b></p>	
<b>(b)</b>	<p><b>Business Arising</b></p>	
<b>i.</b>	<p><b><u>Parent Parking</u></b></p> <p>The Principal will communicate a request to parents to observe parking rules. City of Melville approached. They have left a message for the Ranger who said he would do patrols. Workmen's vehicles temporarily park on grassed area. Karen also undertook parent patrol of staff carpark. No dangerous situations observed and no parents doing the wrong thing.</p>	

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	<p>AXSH will get a second parking area near our school which will help alleviate problem. Patrick suggested that we put some information into the school newsletter to inform parents of actions undertaken to help alleviate and address the parking situation before and after school and to note that the Board is aware of traffic concerns.</p> <p><i>ii.</i> <u>Dress Code - Jewellery and Nail Polish</u>  Karen was unable to locate any information about rulings relating to wearing of jewellery or nail polish in the School Information Booklet. It is suggested that an additional paragraph be added to the Dress Code, further to the points approved in the previous meeting, as follows:</p> <p style="padding-left: 40px;">Appropriate jewellery and accessories as approved by the School Management taking into consideration medical conditions and cultural and religious sensitivities.</p> <p><b>Moved: Kim Fromant</b></p> <p><b>Motion: Approve addition to Dress Code relating to jewellery and accessories as detailed in 3 (b) (ii).</b></p> <p><b>Seconded: Blythe Maley</b></p> <p><i>iii.</i> <u>Annual Report</u>  This has been published on 'Schools on Line'. This will be distributed to the Board members by the end of this week for further feedback. In principle, it is ready to be published on the School's website and following approval to Karen by email approval from the majority of Board members this will be published.</p> <p><i>iv.</i> <u>BYO Devices</u>  Karen presented a written summary to all members, following discussions with Winthrop Primary (operating BYO Devices for several years); Booragoon Primary and Applecross Senior High School. Our current IT requirements are met by computers, laptops and iPads leased in the school. Infrastructure to be considered, teacher upskilling required and Business Plan followed. A consideration for the future.</p> <p><b>4. Occupational Health and Safety (OH&amp;S)</b></p> <p><b>Play Equipment</b> - bridge in the main play area has broken and has been reported for repair.</p> <p><b>Area behind Room 13</b> - two cocos palms and two cotton palms. The cocos palms are rat infested. This has been reported as a fault to eradicate the rats and this has been undertaken. The Finance Committee approved \$1000.00 to remove the palms, if needed.</p>	<p>Karen to mention parking situation, observance of rules and Board's concerns in next School Newsletter.</p>
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5.	<p><b>Independent Public Schools</b></p> <p><i>One Line Budget Update</i>  Karen explained the importance of looking at the previous month's figures for accuracy. A lot of Long Service Leave (LSL) has given us funds this year. Due to increasing numbers in classes, support programs for all Primary students run four days of the week. This is being funded by the school. An explanation of the terminology was given: SAM - School Allocation Module where a record of transactions is given and reports can be viewed; FREDA - Financial Reporting at End of Month to Treasury and when this is done the funds populate to the One Line Budget and show money actually spent; VARIANCE - difference between Department allocation and known funds received by school which is either positive or negative and able to be adjusted in the next reporting period or month. In the example viewed, this showed positive funds we are yet to receive and adjust by \$2,260.00. The last training workshop attended was highly beneficial to better understanding the model.</p> <p><b>Moved: Tamara Vivian</b></p> <p><b>Motion: Approve One Line Budget Update.</b></p> <p><b>Seconded: Karen Wall</b></p>	
6.	<p><b>Policies and Areas for Review for 2015</b></p> <p>(a) <b>SAER / IEP (Students at Educational Risk / Individual Education Plan)</b>  Members to take away Policy (at present Plan with Proformas) and compare with other school's Policies. Approach Cathy Riley and School Psychologist to review and propose outline which meets needs of the school and includes SEND reporting. Once presented to the Board it can be reviewed and updated.</p> <p>(b) <b>Delivery and Performance Agreement (DPA)</b>  Generic Agreement from Education Department to be signed and sent by the end of term with current Business Plan (2012-2015). Section 19 applicable to Board. In regard to part (f), publish photos and names of School Board members on school website.</p> <p><b>Moved: Karen Duncan</b></p> <p><b>Motion: Approve DPA be signed and sent together with current Business Plan (2012-2015) to the Education Department. New Business Plan to be forwarded when completed.</b></p> <p><b>Seconded: Karen Wall</b></p>	<p>Karen to approach Cathy Riley and School Psychologist to review Policy in first instance. Any feedback to Karen or Cathy.</p> <p>Patrick will update the website information.</p> <p>Karen to advise Andy Holmes of this instruction.</p>

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7.	<p><b>Principal's Report</b> The Report, as tabled, is attached to the Minutes. Patrick reiterated that the Board has been privileged to have Karen as Acting Principal.</p> <p><b>Moved: Patrick Soh</b></p> <p><b>Motion: Approve Principal's Report.</b></p> <p><b>Seconded: Tamara Vivian</b></p>	
9.	<p><b>P&amp;C Update to the Board</b></p> <p>Kim Fromant presented the P&amp;C Report.</p> <ul style="list-style-type: none"> <li>• Meeting held Monday, 8 June 2015.</li> <li>• Highlights - Trivia Night organised by Sam Hickman and Rebekah Hannaford. Pleased to have staff and parent support. Robin Hood Project - grant approved. Marimba instruction partly funded by P&amp;C and Concert very worthwhile. Walk to School Day - funded by Melville City Council Grant a great success.</li> <li>• School Chaplaincy meeting to be attended by Claire - any issues, see Claire.</li> <li>• Leavers Shirts now being worn by students - look great. Thanks to Alison Miller for organising.</li> <li>• Minion competition with Room 11/12 attempting to raise funds for playground equipment in Pre Primary.</li> <li>• Grant applications being undertaken by Rebekah Hannaford and Cornelia Major.</li> <li>• P&amp;C still seeking people for vacant positions of Secretary and Treasurer.</li> <li>• P&amp;C donations to school spent on blinds in Rooms 15 and 16; shade for Library and Art areas quoted and new books ordered.</li> <li>• Discussion about supervision of playground by parents after school.</li> <li>• Discussion about electronic communication methods by school to parent - Apps, Connect, emails.</li> <li>• Canteen - still making a loss. Trialling change to days in Term 3 to Wednesday, Thursday and Friday.</li> <li>• Karen gave her final report and the P&amp;C expressed that they are sad to see her go.</li> </ul> <p><b>Moved: Karen Duncan</b></p> <p><b>Motion: Approve P&amp;C Report.</b></p> <p><b>Seconded: Blythe Maley</b></p>	

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10.	<p><b>Board Sub-Committee Updates</b></p> <p>(a) <b>Finance</b></p> <ul style="list-style-type: none"> <li>• Revenue in C3205 (Student Centred Funding) Budget to be adjusted by \$2,260 being additional funds to be received after original budget set and slightly higher funds received due to unexpected Department allocations.</li> <li>• The Cash Plan aligns with the Comparative Budget Report.</li> <li>• Funds received during May included \$15,000.00 for the Chaplaincy program to the end of the year; River Rangers Grant initial payment of \$8,750.00; international student fees and P&amp;C donations.</li> <li>• Approval given for the Nursery project to purchase a Post Hole Digger to be stored on site with half the cost being met by Applecross Senior High School.</li> <li>• \$1000.00 approved to fund removal of palm behind Room 13 if Department does not cover costs (considered unlikely they will under the new SCFM funding arrangements).</li> <li>• Unallocated Funds Management addressed and \$26,000.00 moved to Reserves.</li> </ul> <p><b>Moved: Tamara Vivian</b></p> <p><b>Motion: Approve Finance Report to Board.</b></p> <p><b>Seconded: Karen Wall</b></p> <p>(b) <b>Sponsorship</b> Advertisement published on last page of School Newsletter for recent approval to Clever Rabbit Family Day Care.</p> <p>(c) <b>Grounds</b> The Grounds Committee have met and an update is to be given at the next School Board meeting due to Nathan Hickman's absence this evening.</p>	
11.	<p><b>General Business</b></p> <p>"Our School's a Star" - competition between the Department, The West Australian and Channel 7. School has entered this competition with a video by Glenn Hill. This is on the school website and gives the link for voting. Requesting as many people as possible to vote.</p> <p><b>Pre Primary Minion Competition</b> - seeking to win money to help fund playground equipment. Competition organised by 'Sunrise' morning TV show. Results will be known at the end of the week.</p>	

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	<p><b>Upgrade to School</b> - Karen commented that the email to the Department of Education by her requesting an upgrade to the buildings at Ardross Primary has been addressed by Pat Soosay. No funding is available to undertake updates to the school. Submission must be made. Sub programs - toilets, traffic management, etc need to be properly submitted for approval. A copy of the email is tabled. The Board is keen to progress the proposals mentioned in the email.</p> <p><b>School Logo</b> - Denelle Ellery spoke with Marketing Branch of Department of Education and information, as presented at this meeting, has been tabled. Department have guidelines about logo appearance and prefer more formal designs and consider Ardross to have a good design.</p> <p><b>School Uniforms</b> - next review of Dress Code Policy considered as appropriate time to discuss a change to uniforms.</p> <p><b>Thank You</b> - extended from the Board to Karen Duncan for the efforts she has put into our school during her time as Principal during Semester 1, and congratulations and best wishes extended to her as Principal of the new school in Harrisdale.</p> <p><b>Meeting Close</b></p> <p>The meeting closed at 9.19pm.</p> <p><b>Next meeting</b></p> <p>Next scheduled meeting of the School Board is Wednesday, 12 August 2015 at 7.15pm.</p>	<p>Table at future School Board meeting to assess progress of submissions by school.</p>

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Chairperson

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Principal