



KENSINGTON PRIMARY SCHOOL BOARD MINUTES

Wednesday 17 June 2015, Meeting 04/2015

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:** Kristie Young-Krebs, Terence Pestana, Rick Hughes

3. **Attendance:** Belinda Moharich, Dale Collins, Bruce Macauley, Lisa Williamson, Michael Rosich, Kevin Trent, Lesley Harris, Raema Stanford, Kathy Shortland-Jones, Martha Walters, Melanie Noid

4. Correspondence

In: Email from Karen Owens to Bruce Macauley post-marked Mon 18/05/2015 09:33 regarding IPS Board Training session being hosted by South Perth PS on Wed 01/07 between 1830 and 2030 (Module 3 Effective School Boards – Maximising Influence and Module 4 Accountability and Governance) – refer also Item 6.3

Out: Thank you letter to Steven Davis acknowledging his contribution to the board during his term

5. Confirmation of Minutes of Previous Meetings

The Council considered the minutes of the meeting of 06 May 2015.

Moved: Martha Walters

Seconded: Lisa Williamson

6. Business Arising from Meeting held Wednesday 06 May 2015

6.1 School of Choice

Retention survey was issued last week (Thu 11/06). Electronic link will be included in tomorrow's (Wed 18/06) newsletter. 150 surveys out of 470 returned already.

Action: Kristie offered to distribute the survey to parents of those students who left at the end of 2014 to gauge why they left.

6.2 Board Membership

Belinda

The draft Terms of Reference, as issued on Tue 16/06, were discussed. It was proposed that one (1) parent representative be replaced by an additional community representative (reduction in parent representatives from 8 to 7). View was that as an IPS, we should be 'reaching out' to the wider community especially in trying to achieve the goal of 'school of choice' in the local area. A suggestion was made to approach the principal of Kent Street Senior High School. It was also suggested that the community representative positions be advertised calling for nominations. It was noted that the Board would then appoint the community representative from those nominated. It was also noted that additional community representatives could be 'co-opted' to the Board (to non-voting positions) if considered necessary/appropriate. Calling for additional community representatives would

also facilitate achieving diversity in the Board membership (e.g. Curtin Education Community, Indigenous community representatives, etc).

Action: Board members to provide list of suggested organisations or groups who could or should be targeted as community members (either full members or co-opted).

It was suggested that 'reference group(s)' be created (which sit under the Board) for select interest groups to facilitate communication between these groups and the Board and enable issues to be raised.

Action: Board to consider creation of 'reference group(s)' (which sit under the Board) for select interest groups to facilitate communication between the group and the Board and enable issues to be raised).

It was agreed that the P&C representative will be appointed for 12 months and will be excluded from election to positions of Board Office Bearers (as the P&C representative is appointed by the P&C, not elected).

The following minor amendments to the draft Terms of Reference were also agreed:

- Clause 7.2 : remove residential and postal addresses : simplify to just contact details
- Clause 8.1a : confirm term of office of 2 years only relates to community, teacher and parent members. New subclause 'c' that P&C representative is appointed for 12 months (other subclauses to be renumbered appropriately).
- Clause 8.3 : all after "...membership of the board" be deleted
- Clause 8.5 : to be amended to exclude the P&C representative from the roles of Chairperson, Deputy Chairperson or Secretary
- Clause 8.15 : "membership" to be inserted after ..."board"
- General tidy-up of clause numbering and formatting

Motion for Board to adopt the Terms of Reference in line with the above.

Moved: Melanie Noid

Seconded: Kevin Trent

It was agreed to declare all positions vacant (parents, staff and community representative) to 'refresh' terms of office. Bruce to issue calls for nominations for Board elections. Intent is to have an incorporated Board by Wed 04/08.

Motion for Board to declare all membership positions vacant.

Moved: Martha Walters

Seconded: Kevin Trent

Action: On election of new Board members, Terms of Reference (as amended) to be re-ratified.

Bruce acknowledged that Belinda has completed a significant amount of work in getting to this point (business plan drafted, DPA signed, Terms of Reference agreed, etc) and that her efforts were appreciated.

6.3 Board Training

Lisa

No action at this time pending election of new board member

Action: Secretary to forward email to board members (once board membership confirmed) to gauge interest.

6.4 Use of School Grounds on Weekends

Bruce

The current Department of Education policy enables the school (i.e. Bruce) to make the decision on the use of school grounds 'out of hours'. Bruce noted that 'users' must demonstrate that they have Public Liability insurance of (at least) \$20M.

7. New Business

7.1 Feedback from P&C Meeting

Kathy

Bruce provided feedback from the P&C meeting held Tue 26/05.

P&C contributions are looking like going up to \$60 with the final decision will be made next term. P&C financials have now been audited.

Parent workshops : made \$2,000 from the \$5 attendance fees.

SciTech event : have sold 300 tickets to date.

Prizes for Lap-a-thon : have decided to remove these to take away 'pressure' for donation/sponsorship.

Very positive feedback received regarding literacy and numeracy workshops.

Terence reported on the School Curriculum And Standards Authority (SCASA) and new furniture (adjustable desks).

Protective Behaviours : evening for parents next term being run together with Hensman Street kindergarten.

Money for Jam : advertising on P&C Facebook page is generating some revenue for the P&C/

Parents to be reminded about privacy issues regarding photographs of children and social media (Facebook).

7.2 Funding of Kindergarten Language Screen

Lisa

Language screening of all kindergarten children is conducted in term 1. There have been comments from staff about a number of children with speech difficulties. It is expensive to have all children screened by Speech Therapists (over \$120 per child plus \$550 to run information sessions for teachers and parents). Lisa is looking at other options including using Master's students from Curtin University (expecting a response from Curtin University by early July). Lisa is also following up with a contact at WAPA. It was queried whether this could be funded (in part) by the P&C (e.g. 50% funded by P&C with the balance funded by parents). Discussions were held around the funding of this screening being in line with the business plan goal of delivering 'successful students'. It was also noted that students with speech issues do require more support and resources moving forward.

No further action at this time pending receipt of a response from Curtin University.

8. School Board Watching Brief

8.1 Curtin Education Community

Bruce

The Curtin Education Community is holding a conference on the first Monday of term 3 based on ICT – all staff will be attending.

Action: Bruce to recommend 2016 Professional Learning days for 2016 for Board review and approval by meeting No 07/2015 (Wed 28/10).

8.2 Independent Public Schools 2013 Update

Bruce

The final version of the Delivery Performance Agreement (DPA), as issued by the Director General of the Department of Education (DoE), was circulated to Board members for information on Thu 11/06 and has been signed by Bruce and Belinda. The DPA is the Director General's agreement with KPS and sets out the performance and accountability expectations of the school; and the resources and support supplied by the DoE.

Action: Amended draft business plan was issued to Board members for review and comments with feedback on the draft to be returned to Dale and/or Belinda.

8.3 2013 School Satisfaction Survey 'Top 5' Update

Bruce

No update this meeting – to be reviewed when new survey results are in.

8.4 Federal Government 2015 School Survey **Bruce**

No action at this time.

Action: Board to consider survey questions in Term 3 for survey to be performed in Term 4 (to include a question regarding amendment of the current hat guideline).

8.5 CoSP Local Area (Kensington) Traffic Management Study Working Group **Rick**

Draft traffic report/plan has been received from Move Consultants and will be distributed to Bruce and Lisa for information/review. It was noted, however, that Move Consultants have been liaising with the City of South Perth (CoSP) and it is expected that many of the report recommendations will be adopted by CoSP.

Action: Move Consultants report (when received) to be issued to Bruce, Lisa and Matthew Schneider for information, review and comment (by Belinda).

Kevin advised that the next CoSP working group meeting is in July.

Action: Rick to continue to report back to the Board the activities of the CoSP SWG.

9. General Business

9.1 Principal on Medical Leave **Bruce**

Bruce is having knee replacement surgery during Term 2/3 holidays and is expected to be recuperating for between 6 and 15 weeks. Lisa will be acting principal during this period.

9.2 Board Elections

Martha advised that she will not be standing for re-election. Martha was thanked by the Board for her services to the Council/Board during her term(s).

9.3 Review of Financial Accounts **Dale**

It was proposed that a review of the schools financial accounts be a standing agenda item.

Action: Review of financial accounts to be added to Section 8 (school watching brief).

9.4 Alcohol at School Events **Melanie**

Melanie advised that concerns had been raised regarding the sale/consumption of alcohol at school events and the message that it may be sending to children. Bruce clarified that this is the principal's decision to permit or prohibit the sale or consumption of alcohol at events on school grounds (outside of normal school hours). It was noted that if alcohol is being sold, a liquor licence is required together with the corresponding regulatory compliance (e.g.t. responsible service, a designated service manager, etc). It was understood that the majority of the school community consider this to be acceptable on the basis that sensible and responsible consumption is displayed.

10. Meeting Closed: 18:53

11. Next General Meeting

Term 1	Term 2	Term 3	Term 4
18 February 2015	06 May	05 August Election of Office Bearers	28 October
18 March	03 17 June	02 September	25 November