



KENSINGTON PRIMARY SCHOOL BOARD MINUTES

Wednesday 28 October, Meeting 07/2015

1. **Welcome:** 5.07pm

Welcome to Fiona Reid.

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:**

Bruce Macauley, Belinda Moharich

3. **Attendance:**

Dale Collins, Lisa Williamson, Alicia Taylor, Rhonda Skinner, Lesley Harris, Terence Pestana, Susan Lees, Fiona Reid, Kathy Shortland-Jones, Mark Thompson, Melanie Noid, Susan Tremain, James Ramsay, Fiona Reid

4. **Correspondence**

In: A letter from Bruce Macauley (Principal) received on Tuesday, 27 October 2015 – Bruce has announced he will take Long Service Leave due to health issues and then retire in early Term 2, 2016. Lisa will continue as Acting Principal until Term 1, 2016.

Action: A formal response will be sent to Bruce inviting him to the final Board meeting of the year, to acknowledge his incredible work and efforts at Kensington Primary School.

Out: Nil Advised.

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

The Board confirmed the minutes of the meeting of 02 September, 2015.

Moved: Susan Tremain

Seconded: James Ramsay

6. Feedback from P&C Meeting

Kathy

6.1 Literacy and Numeracy Funds

A motion was passed at the P&C meeting in regards to Literacy and Numeracy funds for Paul Swan resources. The funds have been approved.

6.2 KPS Disco Night

A volunteer is needed to organise the children's Disco Night, scheduled for 14 December, 2015.

6.3 Artist in Residence

Indigenous author, Josie Boyle, will be visiting all classes (Kindy to Year 6) starting in Week 8, Term 4.

6.4 P&C Fundraising

The P&C Pop-Up Bar held on 18 September raised over \$4000. There are no other P&C fundraising events for 2015 (besides the small ice-cream stall on the last day of school).

A movie night will be held on 19 March, 2016.

6.5 Naturescape Play Area

There is \$9000 remaining in the Naturescape budget which will go towards finalising the last areas.

6.6 School Fete – 2016

The 90th Anniversary School Fete will be held on 29 October, 2016. Due to many other schools in the area having a Fete on around the same time, the aim will be to make it 'different', such as a night market/fete. It was suggested that the fete may run from around 2pm-7pm. There has been a good hand over of records from previous fetes, to allow for valuable planning.

6.7 School Uniforms

Due to Kensington P.S becoming an Independent Public School, the Board has the opportunity to change the school uniform. It was suggested that the changes be minor and made over a year or two to allow an easy transition for parents. Any thoughts about changes to the School uniform will be discussed next year (2016).

Action: Lisa to get recommendations from Roxanne regarding new uniforms.

6.8 DuCKS – School Camp

The first KPS Dads and Kids Camp will be held on the School oval on Friday 27 November (overnight camp). The cost is \$32 per family.

6.9 P&C Memberships

All P&C office positions will be cleared at the end of this year in preparation for a new P&C Committee for 2016.

7. Business Arising from Meeting held Wednesday 02 September, 2015

7.1 Terms of Reference

Dale

The amendments made to the following clauses in the Terms of Reference were agreed on by the Board:

- Clauses 6.2 and 6.5
- Clauses 11.2, 11.3, 11.4 and 11.5
- Clauses 8.8 and 9.2.

It was proposed to deal with the agenda being made public at the next meeting (25 November) in regards to the Board Agenda being made public in future.

A suggestion was made to invite the School Councilors (students) to Board meetings when appropriate (for example: when there is a discussion about change in school uniforms) or make them aware of the Board Agenda and Minutes.

The motion was resolved that the Terms of Reference are endorsed by the Board.

Moved by: Terence Pestana

Seconded: Mark Thompson

Fiona has put forward the idea that the Terms of Reference are to be reviewed 12 monthly.

Dale thanked Belinda (in absentia) for her contribution to the Terms of Reference.

7.2 Business Plan

Lisa

Lisa thanked Dale, Melanie and Mark for their input into the Business Plan. She also thanked others who have been involved in the process, particularly Tracey Carpenter for the formatting and designing of the document.

From the previous Board Meeting's discussions, amendments were made to the Business Plan (final copy was distributed to the Board prior to this meeting). The Board agreed upon these changes.

It was reminded that the Business Plan is an iterative document, where targets, results and data will be looked at throughout the year when appropriate. The Business Plan will be reviewed in around 12 months time, however, only minor changes to the document will occur in the next 3 years. The Business Plan, results and data collected will be analysed before the Annual Report and will be placed on the Agenda for the Board to review.

It was suggested for future surveys produced by the School that a targeted percentage be decided on, in order to have a fair and equal data collection.

The Business Plan targets and results will be reported to the Board annually or when necessary, such as when testing is complete (Eg. NAPLAN) or when a survey is conducted. It was suggested that these items be included in the annual Board schedule.

Previous results from tests and data from surveys will be used as a baseline and have been used to create the goals and targets of the Business Plan. It was suggested that results from tests or ideally an analysis of data such as On Entry will be emailed to Board members to view rather than added to the Agenda.

The motion was resolved that the 2015-2017 Kensington Primary School Business Plan is endorsed by the Board.

Moved by: Lisa Williamson

Seconded: Kathy Shortland-Jones

Majority vote in favour.

The Board thanked Bruce, Lisa, Terence and the teaching staff for their outstanding efforts in constructing the Business Plan.

8. New Business

8.1 School Contributions and Charges for 2016

Terence

The P&C has raised the voluntary contribution from \$40 to \$60. The School Contributions and Charges List for 2016 remains the same as 2015 for the following:

- Incursions and Excursions
- Sports Competitions and Skills

Changes to the list are the following:

- Year 5/6 will not be participating in Circus Skills in 2016 due to other extracurricular activities and a change in focus from the students' point of view.
- Pre-Primary to Year 4 will not be a part of an external dance program in 2016 (no Edudance).

The cause for the above changes is due to a number of reasons. Some reasons include: over-crowded curriculum, lack of time, teacher time and resources and a change in students' interests.

The Contributions and Charges lists are set at the maximum amount. The Staff voted on Mathletics and Reading Eggs continuing, with 50% of the cost being provided by the P&C. Staff will have Professional Development for both programs at the beginning of 2016.

The motion was resolved that the maximum amount (as listed) of the Kensington Primary School Contributions and Charges for 2016 is accepted by the Board.

Moved: Fiona Reid

Seconded: Lisa Williamson

Action: Terence to distribute 2016 Booklists to parents as soon as possible, as parents can receive free delivery from Officemax if they order before 01 December.

8.2 Parent Survey 2015

Lisa

The annual Parent Survey will be distributed to parents this term. The 2013 survey to parents was constructed by the School, however the 2014 survey was constructed by the Federal Government. The 2015 Survey is again constructed by the Federal Government with the additional three questions created by the Board being:

- “Do you want the school to hold the Dawn Service which will be held on April 8th, 2016?” (Yes/No answer)
- “Do you have a concern with the present hat policy?” (Yes/No answer)
- “I want the parent/teacher interviews to be in the same format as this year.” (Timed rotations) (Yes/No answer)

The Board discussed the School’s Hat Policy and what would be best for the students. A past Board member raised the issue and it was agreed that this question be included into the Parent Survey.

Action: Lisa to provide a ‘Straw Survey’ after the Timed Interviews (Term 1, 2016), in order to get immediate feedback from attending parents.

Action: Key items such as the survey to be put at the top of the fortnightly Newsletter so all parents see it and are aware.

An app called ‘MySchool’ was suggested to be looked at in future to help remind parents of events and notices.

It was also suggested that the Parent Survey be titled differently.

8.3 Board Training and Induction for new members

Lisa

Thank you to Melanie for preparing the Induction document. Mel will take feedback out of session and report back at a later date as the document may change after attending Board Training.

The Board Training is being organised by Lisa. Twenty (20) people are needed in order to run the training. It is scheduled for Wednesday, 11 November, 2015 from 6:00pm to 8:00pm. Insufficient numbers will result in the training being rescheduled for Term 1, 2016.

Action: Lisa to publicise the Board Training to parents via Newsletter in regards to prospective Board members receiving training prior to nominations for next year, as well as current Board members.

Action: Lisa to check with Jeff Metcalfe if Board Members need a WWCC.

9. General Business

9.1 Fiona Reid unable to attend some meetings

Fiona

Fiona will be unable to attend some meetings due to other work commitments on Wednesday nights. Fiona will attend when possible. Fiona is unable to attend the next meeting, 25 November.

9.2 Minister of Education, Mr Peter Collier visiting KPS

Lisa

The Minister of Education will be visiting the School on Friday, 30 October and will be meeting the Senior Leaders, touring the school and some classrooms and meeting some staff.

9.3 School Development Days for 2016

Lisa

The Department of Education has provided schools with two additional School Development Days, beginning next year. Lisa has added them to the 2016 calendar. The new School Development Days for 2016 are:

- Friday, 04 March, 2016 (Term 1)
- Friday, 03 June, 2016 (Term 2)

Term Dates for 2016:

Term 1	
School Development Days	28 and 29 January
Students start Term 1	01 February
School Development Day	04 March
Easter Holiday	25 – 29 March
Term 1 Ends	08 April
Term 2	
Students start Term 2	26 April
School Development Day	03 June
Term 2 Ends	01 July
Term 3	
School Development Day	18 July
Students start Term 3	19 July
Term 3 Ends	23 September
Term 4	
School Development Day	10 October
Students start Term 4	11 October
Term 4 Ends	15 December (for Students), 16 December (for Staff)

The motion was resolved that the new School Development Days for 2016 are accepted by the Board.

Moved: Susan Lees

Seconded: Alicia Taylor

9.4 New School Principal for 2016

Action: This item to be included in the next Board meeting agenda (25 November).

Action: Lisa to inform parents of the timing regarding the new Principal position, when she receives confirmation from the Department of Education.

10. Meeting Closed: 7.21pm

11. Next General Meeting:

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