



**BANNISTER CREEK PRIMARY SCHOOL
SCHOOL BOARD
MINUTES OF MEETING NO 5**

Date:	7 th August 2017	Chair Person:	Linda Ross
Time:	3.17pm	Minutes taken by:	Chris Steel
Attendees:	Dr Christine Cunningham (CC), Lyn Macauley (LM), Dianne Ridley (DR), Louise Loosen (LL), Linda Ross (LR), Travis Miller (TM), Julie Stone (JS), Morgan Taylor (MT), Andi Hill (AH), Jess Green		

Item No.	Item	Led By	Discussion/Progress Report	Action & Timeline
1.0	Welcome & Apologies			
1.1	Opening & Welcome Introductions - Welcome new board member Morgan Taylor	Linda	Welcome to Morgan, new staff representative.	
1.2	Apologies/Absentees	Linda	Amy McKendry, Bill Johnston, Mark Burgess, Neil Worland, Trish Hill-Wall, Julie Robert	
1.3	Confirmation of Agenda Minutes for this meeting	Linda	Dianne, Lyn	
2.0	Disclosure of Interests			
		Linda		
3.0	Previous Minutes			
3.1	Confirmation of Minutes	Linda	Dianne, Lyn	
3.2	Actions Arising- OT Overview	Andi/Jess	<p>OT Overview</p> <ul style="list-style-type: none"> Andi introduced Jess Green who is the supervisor for 4th year Curtin OT students who have been attending BCPS 4 days per week this term. Each OT student sees 4 individual clients (children) and 2 groups each. Jess will supervise students for a 7 week period. The OT therapists are planning therapy strategies that can be sustained long term, after they leave. Individual clients will each get a report. Referral forms went out to teachers K-6, for daily living skills, 	

	On Entry Gender Breakdown	Travis	<p>productivity and leisure.</p> <p>Jess showed a PowerPoint presentation:</p> <ul style="list-style-type: none"> • Statistics – more students in younger years, less in Yr 5 & 6. Some students moved from group to individual therapy. Early intervention sees the most progress. • OT therapists are also moving into the classrooms. • Groups doing: <ul style="list-style-type: none"> Highway Heroes – Yr 4 & 5 Fine motor skills – K/PP Body awareness K-Yr 2 Lego Therapy Handwriting groups – Yr 2-6. • Trends – self regulations/emotional regulation, body skills. • Programs they've been using - Zones of regulations, How Does Your Engine Run. • Jess showed the 'pyramid of learning', which shows senses, co-ordination and skills needed to learn. • 5 stresses on the brain – biological, emotional, cognitive, social, pro-social – increasing student achievement and well-being through self-regulation. • Running a lunchtime lego club as well. • Very positive to be onsite at the school, can see students progression. • Andi presented survey that was given to students who participated in the OT program. Very positive results. • It is our first year working with Calm & Connected – very impressed and pleased to have them in school. <p>On Entry comparison with girls/boys.</p> <ul style="list-style-type: none"> • Research show that girls and boys results are almost the same. • Girls slightly higher with speaking & listening, boys slightly higher in numeracy. • However, boys progress less from PP to Yr 3. • Hopefully, PAT testing will show progress for each year, rather than over a 3 year period. Keep in mind, 	
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	Induction – Schedule Date	Lyn	<p>they are still doing well, but not progressing as fast as girls.</p> <ul style="list-style-type: none"> • Travis to check progress from Yr 3 to Yr 5. <p>Induction date</p> <ul style="list-style-type: none"> • We must set a date for the new members' induction. • Lyn to liaise with Morgan and Julie to set a date, then let Trish know. 	<p>Travis to check progress Yr 3 to 5.</p> <p>Lyn to schedule date for Induction</p>
4.0	Priority Items: Governance - endorsements			
4.1	Finance Update – One Line Budget / Student Centred Funding Report	Dianne	<p>Dianne presented the Finance Update.</p> <p>Student Centred Funding</p> <ul style="list-style-type: none"> • Additional \$22,579.04 for students with disability. • Targeted initiatives \$25,781.22. • \$9081.22 for graduate teachers. • \$5,000 for STEM partnership. • \$10,000 for local govt tree planting. • \$1700 for sporting grant. • \$555 for 'Attraction and Retention', unexplained as yet. <p>One Line Budget</p> <ul style="list-style-type: none"> • Variation of \$126,641 to be carried over. • \$89,358 rolling over into next year's budget but could change. • \$9777 from Lapathon for robotics, headphones & nature play area Stage 2. • Mosaic project – Finance Committee has approved funding for a mosaic specialist who will be working with Miss Hurae, designing a mosaic spoonbill bird for Spoonbill block. Then, Marcia will continue to do the same for the birds of each block next year. 	
4.2	Curriculum , Assessment and Reporting Policy	Travis	<ul style="list-style-type: none"> • Part of the CAR Policy is that schools should develop their own Curriculum, Assessment and Reporting Policy. Travis presented our draft policy. This includes the Reporting to Parents Framework and the Data Collection and Assessment Plan 2017 – 2019. 	

			<ul style="list-style-type: none"> • Final policy will have a cover page the same as the Business Plan, plus an index. • It has been to the curriculum committee, now needs Board approval. • Board members to look at draft and bring back to next meeting for approval. • This document is for staff, not parents. The digital copy has linked to SCSA etc, giving more details. 	
4.3	Semester 1 Reporting to Parents – Grade Allocation	Travis	<ul style="list-style-type: none"> • At the end of each reporting period, we get data of grade distributions compared to Like Schools. • At the Curriculum Committee meeting, this data was looked at. • We appear to be a bit harsh with our grading – don't give enough A's. It changes within year levels for different learning areas. • Maths is closer to Like Schools than English. • HASS has a closer correlation to what is expected. • Brightpaths program is good for giving a model of marking. • Our students are doing well generally. 	
4.4	Behaviour Support Policy update	Andi/Lyn	<ul style="list-style-type: none"> • DOE policy has been updated and we are required to update our Behaviour Policy. • Andi presented our draft policy to members. Andi and Priya have adjusted some of the wording. • There are some corrections to be made; Statewide services instead of Behaviour and Engagement dept staff, Regional DOE and Statewide Services instead of just Regional DOE, plus other small changes. • Drug, alcohol and weapons not relevant at BCPS at present but self harming could be an issue. • Our goal is to give students the skills to deal with problems. • Our current policy has been working well. Student Services has seen the draft policy. School Board also need to endorse before it can go out to staff. • Travis proposed motion to endorse the Behaviour 	

			Support Policy, with corrections, seconded Dianne. Unanimous vote by members.	
4.5	Mobile Phone Policy	Lyn	<ul style="list-style-type: none"> • Some students bring mobile phones to school. Although it hasn't been an issue, we need to have a mobile phone policy. Students to keep phones in their bag at their own risk. Policy says this and there will be a form for parents to sign and return. Also other electronic devices. • Students' bag, not just in bag. Would be updated if byo device. Add to turn off or put on silent. No photos to be taken. Phones banned at camp, no problem with that. • Endorse with changes – Morgan, Julie. .Unanimous 	
4.6	Update on Mental Health and Wellbeing DRAFT Policy and Process	Andi	<ul style="list-style-type: none"> • In our Business Plan, it talks about developing a student health and wellbeing policy. • Andi presented our draft Mental Health and Wellbeing Policy. • 10 staff members (Student Services team) are participating in the staff wellbeing toolkit. Andi showed video about it. • It is a 1 hour session, including video from a psychologist, peer discussion, activity on bonding and bridging. • Tools and resources are also available. • Linking resources – build more trust, practical ways to build more social capital. • Board members are welcome to join in sessions, if interested. • Policy will be for staff and students, more information will be added. 	
5.0	Reports and Operational Matters			
5.1	Principal's Report	Lyn	<ul style="list-style-type: none"> • Student Numbers - Currently, student numbers are and we have 50 Kindy enrolments for 2018 so far. We expect about the same number of students next year. • Staffing - Teaching positions for next year are 	

			<p>currently being advertised.</p> <ul style="list-style-type: none">• We have employed Bronwyn Carey, who has an IT strength, to replace Haylee Campbell for the rest of the year.• Karl Schicker has also been employed as our part-time IT Support Technician.• Local Govt tree funding - McGowan Govt promised \$10,000 funding for tree planting. Lyn has contacted Murdoch Uni and someone is coming out to check our trees because some of them have died.• Nature Play - With regard to our Nature Play area, there have been policy changes which caused complications. Now schools have to go through Programmed for nature play designs, then 3 quotes are sought. This means that our designer can't complete for the job. Because we already had the design prior to policy changes, the original designer will be allowed to quote this time. Still waiting on Programmed to get back re quotes etc.• STEM & Digital Technologies – we will be reporting on global technologies this semester. Each year level is focusing on a sustainable project.• Yr 3/4 classes working on STEM partnership with Parkwood TDS.• Morgan & Bronwyn going to STEM expo next week. Morgan and Kerrie participating in the Dream project, presenting at the next staff meeting.• The digital technologies team are meeting re changes for the future, may add more ipads or byo device.• Staff survey of expertise and preferences has gone out.• There is a Govt grant for 'make a space' for hands on student technology projects. The grant is for \$2-5,000. Possibly looking at covering basketball court – could be used for other purposes. Linda said Programmed would be happy to apply for a Lotterywest grant. Linda & Dianne to discuss.	
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			<ul style="list-style-type: none"> • We will look at set up in Library, modify to free up more space. • Cubby project going ahead lots. We have had some large logs donated which will be integrated into the area. Kids couldn't wait to get back to cubbies again today, now that pallets have been pulled apart. • Education awards – Grace has been nominated for School Support Officer, and the Board nominated Lyn for Principal. Lyn was very surprised and honoured. Finalists will be announced in September, awards ceremony will be in November. 	
5.2	P&C report	Linda	<ul style="list-style-type: none"> • The P&C have \$27,000 in the bank. • They are planning to slow down their activities and fundraising in Term 3. • Father's Day stall and raffle will be held as usual. • Looking at having a coin operated coffee machine near the Canteen, will be trialled. 	
5.3				
6.0	Other Business			
6.1	Board Attendance at next Assembly	Lyn	<ul style="list-style-type: none"> • School Board Leadership Award to be presented at the assembly in Wk 6. Linda is happy to attend. 	

Next Meeting:	Monday, 4th September 2017		
Meeting Closed:	4.40pm	Signature of Chair Person	Date