Date: 22nd February 2016  
Chair Person: Daniel Stanley  
Time: 3.15pm  
Minutes taken by: Dictaphone  
Attendees: Lyn Macauley, Travis Miller, Dianne Ridley, Bill Johnston, Christine Cunningham, Haylee Campbell, Daniel Stanley, Priscilla Prince, Louise Loosen, Linda Ross, Amy McKendry, Georgina Burrowes, Neil Worland  

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item</th>
<th>Led By</th>
<th>Discussion/Progress Report</th>
<th>Action &amp; Timeline</th>
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| 1.0     | Welcome & Apologies                             | Lyn    | Welcome to Christine Cunningham. Neil, Georgina, Amy arrived late  
Georgina has been nominated by the P&C to represent them this year.  
• Last year it was agreed to change the profile numbers of members on  
  the board. Two staff member positions are currently available.  
  Travis, Dianne and Haylee have been invited to attend this meeting as  
  they have nominated for these positions. The school is currently in  
  the process of voting and this will be finalised on Friday 26th  
  February.  
• Christine gave us a brief overview of what she brings to the school  
  board as a community member.  
• Members who haven’t signed a Code of Conduct before need to and  
  then give back to Lyn. The most important area in the Code of  
  Conduct is the need for confidentiality and privacy in regards to  
  sensitive matters. There are matters that will be brought up in  
  meetings that should not be spoken about publically outside of the  
  meetings.  
• School Induction for new members will be held as soon as the staff  
  members have been voted.  
• On our website there is a profile of the school board. New members  
  to supply a photo and a blurb about yourself.  
• Terms of Reference supplied please read and become familiar with  
  them.  
• There is a School Board training session next Thursday evening at  
  Kensington PS. | Members to review & sign Code of Conduct  
New members to supply photo & blurb  
Attendees Hayley, Daniel, Mark, Bill, Lyn |
**Election of School Board Chair** - Tanja Pope had finished her term and a new Board Chair needs to be nominated. Mark Burgess nominated in absentia (Ministerial briefing). Lyn read Mark’s nomination to members. **Linda Seconded. No other nominations. Unanimously** voted in.

- As Mark is absent, Daniel assumed the role of School Board Chair.

| 1.2 | Apologies/Absentees | Daniel | Mark Burgess, Julie Robert, Neil Worland |
| 1.3 | Confirmation of Agenda and Minutes for this meeting | Daniel | Confirmed |
| 2.0 | Disclosure of Interests | Daniel | No Disclosures |
| 3.0 | Minutes of Previous Meeting | | |
| 3.1 | Confirmation of Minutes | Daniel | Asked if members who were at the last meeting had received and read the minutes. **All agreed** |
| 3.2 | Actions Arising | Lyn | |

- **Helping Hands costs** - It was requested that we see how much it costs the school to having Helping Hands on site. Not possible because of changing energy suppliers – we received a saving of $15k for the year so it is not like for like.
  - Lyn says that it is such a great service to the community and we do receive $20k each year for them using our facilities. The other benefit is that we get the carpets clean every term with this funding which keeps the carpet fresh. Dianne will try to work out the additional costs associated with having Helping Hands on site.
  - Crossing Guard – Lyn hasn’t written the request for a crossing guard for crossing Metcalf Road coming from Ferndale to Lynwood. Still not sure where they would be positioned.
  - There is now a parking committee two people from the P&C have nominated.
  - Looking at working with City of Canning to have a kiss and drive area. Four of our bays will be turned into a drive through.
  - Walk to School Day will run again, was a huge success last year. Have registered as a Travel Smart school this year. Walk/Ride to School Day will be held on 2/3/16 and hoping to have Constable Care as a mascot on the day. Promote in the media. Then work on Walking School Buses by getting parents involved.
- **Newsletter Advertising costs** – we are getting lots of requests from swimming classes, coaching groups etc. to advertise in our newsletter.

Dianne to work the costs of having Helping Hands on Site.

Lyn to write crossing guard letter

Contact media re Walk/Ride to School Day.

Lynda to assist Lyn to write a policy for advertising in our newsletter.
Currently only advertise for no profit organisations who support our community and children.
- Don’t want to go too big we are considering $30 per ad provided it is an appropriate group.
- Need to start with a policy before accepting adverts.

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<th>4.0 Financial Review</th>
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<tr>
<td>4.1 Review 2016 Budget</td>
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<td>- Travis works on the Operational plan with the staff and the cost centre managers work on the costs associated with their programmes for the year. These costs as the base of the budget then the rest of the funds are distributed to the other budget codes.</td>
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<td>- Normally there would be an update on the over expenditures for the previous year but Dianne is new to the school there was no way of being able to doing this. Updates would be given throughout the year and a final one at the end of the year.</td>
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<tr>
<td>- Dianne asked if everyone had had a chance to read the reports and asked if anyone had any questions. No one had any.</td>
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**Endorsed by Daniel and seconded by Priscilla – all agreed**

| 4.2 Student Centred Funding – Preliminary Review | Dianne |
| - Sample pages give for both reports so that new members would be able to understand the reports. |
| - Both the One Line Budget and Student Centred Funding reports are Preliminary reports as the Census closed on 16th Feb and it will be a couple of weeks before the Department finalised these budgets. |
| - We have worked out all Salaries we require throughout the year including Casuals. |
| - The budgets move throughout the year due to Department paying for all staff leaves and we only pay for the replacement person. Sometime it take a few pays for these to catch up if staff have not put their leave through on time. |
| - Funding that we are still waiting on that are not on the Student Centred Funding report are: Device Program $31,331 and Youthcare for the Chaplaincy. Cash does not balance at this stage because of these figures not being included. If we balanced the cash then the variance figure would look incorrect by $50k. |
| - We only have one fee paying student at this stage. |
| - Voluntary Contributions – question was asked if we received more by including it on the booklist. Not sure at the moment as they are still being processing but some families have paid twice on booklist and with us. A comparison between this time last year and this year will be done for next meeting. |

**Endorsed by Daniel and seconded by Louise all agreed**

Dianne to work out if we received more payments this year compared to this time last year.
### Contributions and Charges

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<th>Dianne</th>
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| - Figures for last year: Kindy’s 80%, Pre Primaries 78% and Primary 70%. The primary figures were marginally higher than last year’s figures. Over all 73% for the year.  
- We will try and get more statements out, keep advertising in newsletter.  
- Charges were 95%. We did write off some students due to their personal situations.  
- We do support students that have hardship they are just asked to pay something towards the event even if it is just a $1. Last year two children were funded by other families to go to camp. Families asked to remain anonymous. We also had leaver shirts purchased for another child by another family. |

### Reports and Operational Matters

#### Principal’s Report

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<th>Lyn</th>
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<tr>
<td><strong>Student Enrolments</strong></td>
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| - We have 560 students which was expected. As anticipated Kindy enrolments dropped from 84 to 67 this year.  
- A lot of student services and staff time has gone into supporting Kindy and new pre-primary students.  
- We personalise the enrolment process by having meetings with new parents. This allows us to identify students that may have issues that we need to be aware of. We can then be proactive from the onset to ensuring these students are supported.  
- This year quite a few students slipped through as information was not passed on to us. This has had an impact on the staff.  
- There are also a lot of Kindy students that are not school ready e.g. toileting, lack of social skills, have not seen a pencil before etc. Up to about 10 students. We have employed an EA to assist with one student out of our funding.  
- Solution is to work with the Playgroups and Early Learning Centres to develop the links and have them meet with our Kindy teachers. Amy to help brainstorm some solutions. |
| **Background of the school** |
| - Lyn gave a background of the school’s history for the benefit of new members.  
- Discussed -Lyn commencement at the School and community engagement she has been working on over the last year.  
- Lyn showed the School Leadership flowchart and explained it. Travis also added further details. This is in line with the Departments 2016 Strategic Direction High Performance High Care. |

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Amy to help brainstorm solutions for new students attending for the first time
### Additional Support
- With our funding we have been able to have a LSC for 3 days a week.
- A literacy support teacher 3 days who focuses on writing from years three to six.
- Two EA's that working part days across four days doing Guided Reading.
- Have been able to supply extra EA Special Needs support to our students with special needs.

### Staffing Objectives
- This year is focusing on staff self reflection and professional growth, building up our peer observation process that was trialled in 2015. It is mandated this year that everyone participates.
- Continuing on Pedagogical framework which is a document that is what Bannister Creek is about, these are the expectations and this is what happens. Curriculum teams will be feeding into this.
- Big focus on curriculum especially early childhood K- Yr 1 have been looking at a common planning process involving literacy and numeracy blocks.
- Classroom differentiation focusing on student needs particularly on extension.
- Just purchased Maths Online which is a way we see to extend students within the classroom and they can assess it at home.
- Lyn sees a mind shift in the staff lots of positivity and working together. Great to see the culture developing in the school.

### IPS Review
- On June 14th and 15th this year we have our IPS review. The reviews are Chris Sandri and John Latham.

### Behaviour Management Policy
- The Behaviour Management Policy that was endorsed is online but the department has produced a new Behaviour Management Policy so ours needs some changes to it. The student services team are currently reviewing the documents. It will be called the Behaviour Support Policy. Will be presented at the next meeting.

### 5.4 Music Lesson Proposals
- Kaylee

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<th>Music Lesson Proposals</th>
<th>Kaylee</th>
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<tr>
<td><strong>Would like to grow the Instrumental Program with the Music Program. Currently we have SIMS 15 x Year 6 students attend. Wants to work towards a concert band in the long term.</strong></td>
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<td><em>She has found a company called PMI – Primary Music Institute</em></td>
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<td><em>They have been around since 1995. Been in Perth for 10 years.</em></td>
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<td><em>They have rebranded and have a new board of directors.</em></td>
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|   | They come into the school and they will run instrumental lessons either individually or in groups.  
   |    | They will do this at the school but there is no cost to the school and they will co-ordinate everything.  
   |    | There are different streams but she should like to look at the concert band stream.  
   |    | The SIMS students can integrate into this program as well.  
   |    | Group lessons are $14ea and individual lessons are $32ea for 30mins.  
   |    | Lesson every week during school time. They would come out of class and then return to class.  
   |    | They have to commit for a term.  
   |    | They offer a few scholarships for students who can’t make payments.  
   |    | They can do a launch day or talk at assembly.  
   |    | Their staff does not have education degree, but do have all other security checks.  
   |    | Other schools are using them e.g. Ardross and Winthrop. Winthrop used them to set up but run it on their own now.  
Discussion took place key concerns were:  
   |    | Cost to parents and students coming out of classes to participate.  
   |    | Do we have a co-curriculum policy? Travis explained that we had in our 2016 Operational Plan to contract external providers for instrumental music tuition.  
   |    | Could SIMS do anything? - SIMS will not allow us to expand e.g. allowing us to broaden our range of instruments or add more year groups because we do not feed into a specialist music high school.  
Members agreed that Kaylee needs to provide:  
   |    | Expression of interest to see who would want to take up this offer especially because it will cost the parents?  
   |    | Why the company rebranded and created a new board?  
   |    | If we can get a commission from this service?  

| 5.2 | Business Plan | Travis | Current Business Plan is coming to an end.  
   |    |      | We would normally review targets and reset but because of the review they will stay the same.  
   |    |      | There were 12 curriculum targets last year and none of these were met but last year's results were the best results we had had of the 10 Naplan measurable areas.  
   |    |      | We were above like schools in all 10 and above the Australian average in all 8 and it was the best the school had ever done.  
Kaylee to obtain expression of interest Why company rebranded and whether we could get a commission
Our targets relate to growth from one testing period to the next. The school has an history of outstanding results in year three then struggling to keep these students at the outstanding level for year five. They are still above average just can’t maintain.
- Curriculum committee agreed that these are still good targets as it is about continuous improvement.
- Spelling there were big bands of kids that were getting the same words wrong they have a program this year to improve that.
- In some areas of the targets we were close to achieving but in other we were way off e.g. writing in our Year 5’s. Programs are in place to improve these.
- To see the business plan out for 2016 the Operation Plan has looked at this.

### 5.3 2016 Operational Plan

<table>
<thead>
<tr>
<th>Travis</th>
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<td>Operational Plans have been passed by the Curriculum Committee and the Finance Committee has approved all the finances.</td>
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<td>There have been significant extra funds gone into them.</td>
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**Key strategies that have been identified to help achieve the targets:**
- Have identified an English Curriculum Leader and Maths Curriculum Leader and a Digital Technologies Leader they each get half a day a week out of the classroom. To implement the operational plan and to support teachers to implement.
- Guided Reading lessons happen in every year group. Supported by two EA’s that work over 4 days from 8.40am – 1pm.
- Writing and to develop sentence structure etc. The Literacy Support teacher is working on writing this year. Goes into Yr 3 – 6 classes for 1 hour a week.
- Maths – the Maths Online resource the staff have been trained in this. Classes are using this.
- Science – Android tablets to complement the science program.
- Digital Technologies – We are part of the Device Program there is a plan for this will get a 4th laptop trolley, replace the old digital projectors and toping up iPads in Kindy – Pre Primary.

Christine questioned our email communication with parents. Travis told her that we have Skoolbag coming shortly and that they P&C have paid for this. Travis also said that using Nexus for our booklist was a very good chose they did a fantastic job, no complaints.

### 6.0 Other Business

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<tr>
<th>Priscilla</th>
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<td>Priscilla said there is a conference coming up on 16th to 18th March the theme is Global Citizenship and Intercultural Understanding. She submitted a proposal to do a case study presentation and was successful.</td>
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| Detailed overview of all Operational Plans to be presented at the next meeting |
7.0 **Next Meeting**

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
<th>Time</th>
<th>Signature of Chair Person</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>Term 2</strong></td>
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<tr>
<td>Monday</td>
<td>16&lt;sup&gt;th&lt;/sup&gt; May 2016</td>
<td>3.15pm</td>
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<td>Monday</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; June 2016</td>
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<td><strong>Term 3</strong></td>
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<td>Monday</td>
<td>8&lt;sup&gt;th&lt;/sup&gt; August 2016</td>
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<tr>
<td>Monday</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; September 2016</td>
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<td><strong>Term 4</strong></td>
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<tr>
<td>Monday</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; October 2016</td>
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<tr>
<td>Monday</td>
<td>28&lt;sup&gt;th&lt;/sup&gt; November 2016</td>
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Will be on Week 4 and Week 8 every term except for this term the next meeting will be 4<sup>th</sup> April and it was agreed to the same day Monday’s and same time 3.15pm.

**Next Meeting:** Date: 4<sup>th</sup> April 2016

**Meeting Closed:** Time: 4.45pm

Signature of Chair Person Date