



BANNISTER CREEK PRIMARY SCHOOL SCHOOL BOARD MINUTES OF MEETING NO 4

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| Date: | 12 th June 2017 | Chair Person: | Mark Burgess |
| Time: | 3.15pm | Minutes taken by: | Chris Steel |
| Attendees: | Dr Christine Cunningham (CC), Amy McKendry (AM), Lyn Macauley (LM), Dianne Ridley (DR), Louise Loosen (LL), Linda Ross (LR), Neil Worland (NW), Travis Miller (TM), Andi Hill (AH) | | |

| Item No. | Item | Led By | Discussion/Progress Report | Action & Timeline |
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| 1.0 | Welcome & Apologies | | | |
| 1.1 | Opening & Welcome | Linda | | |
| 1.2 | Apologies/Absentees | Linda | Julie Stone, Bill Johnston, Trish Hill-Wall, Mark Burgess, Haylee Campbell, Julie Robert | |
| 1.3 | Confirmation of Agenda Minutes for this meeting | Linda | Confirmed Accepted Amy and Second Neil | |
| 2.0 | Disclosure of Interests | | | |
| 3.0 | Previous Minutes | | | |
| 3.1 | Confirmation of Minutes | Linda | Amy, Dianne | |
| 3.2 | Actions Arising: P&C Board Representative Faction Names – Survey results School Board Award Update | Lyn Lyn Travis | <p>P&C Board Rep - At last P&C meeting it was decided to accept Linda as P&C rep but it must be endorsed at the next meeting.</p> <p>Faction Names –</p> <ul style="list-style-type: none"> Ran the community survey in the newsletter only got 24 responses, 17% Historic, 30% Aboriginal and 52% for Rivers. Surveyed Year 3-6 students - 14% Historic, 18% Aboriginal and 68% for Rivers. <p>All Board Members endorsed the River names for Factions</p> <ul style="list-style-type: none"> Faction Names to take effect in 2018 to give time to organise faction banners, uniforms etc. | Banners and uniforms to be organised with the new Faction names ready for 2018. |

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| | | | School Board Award – went ahead and the first award was presented at the last assembly. We are now receiving nominations for the next one in 2 weeks' time. | |
| 4.0 | Priority Items: Governance - endorsements | | | |
| 4.1 | Finance Update – One Line Budget / Student Centred Funding Report | Dianne | <p>Di handed out the Student Centred Funding statement and the One Line Budget Statement including a summary page breaking down the major changes.</p> <p>Student Centred Funding –</p> <ul style="list-style-type: none"> Received an additional \$8544.51 for a student receiving disabilities who moved up a level but Dianne explained that a new diagnoses report has to be submitted to Disability Resourcing by end of June and if not accepted we will lose these funds or he may drop down a level. Additional funding of \$8,905.24 received for targeted initiatives: <ul style="list-style-type: none"> \$2205.24 was for Graduate teachers who had attended graduate PD modules. \$5,000 for Round 2 of STEM Innovation Partnership. \$1,700 received for Sporting Grant for Term 2 <p>One Line Budget -</p> <ul style="list-style-type: none"> \$7,281 deducted for one child who had left school but not recorded in census. \$89,951 in our variance (anticipated to rollover to 2018) breakdown is: <ul style="list-style-type: none"> \$78,805.70salaries \$ 7,907 in Cash | |
| 4.2 | Business Plan – Draft Document | Lyn | <p>We now have a draft Business Plan, which Lyn showed to members.</p> <p>Discussions –</p> <ul style="list-style-type: none"> The 'Our Plan Overview' section was left out due to lack of space – members felt that was OK. No need to send out paper copies to parents, just electronic version. The new design on the cover page will be used in other applications too. Linda suggested a style guide is needed | Linda to send through a style guide option. |

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| | | | <p>so we have full details from the graphic designer for future use. She will send us a sample.</p> <p>Board Recommendations -</p> <ul style="list-style-type: none"> • Print Version – change pages so it flows better (cover page, focus areas, high quality teaching then our school etc). • Minor edits – formatting changes suggested. • Change Focus Area 4 – to <u>Strong</u> Governance & Support. <p>Business Plan was unanimously endorsed, with above adjustments.</p> | <p>These changes are to be passed onto the Designer by Lyn.</p> |
| 4.3 | Noongar Seasons Trail Name | Andi | <ul style="list-style-type: none"> • At last year’s Aboriginal Awards Night, the parent body were asked for suggestions of names for the Noongar Seasons Trail. • Staff then voted on these names. • We also took the top 3 to the last Aboriginal parent partnership evening and they voted. • Their preferences align with the staff voting. Bannister Noongar Moort Boodja (Family Garden) was a clear winner. <p>Board members unanimously endorsed the name Bannister Noongar Moort Boodja (Family Garden).</p> | |
| 5.0 | Reports and Operational Matters | | | |
| 5.1 | Principal’s Report | Lyn | <ul style="list-style-type: none"> • We very much value the support and expertise we receive in the school from the Board Members. Thank you to members for showing their expertise and contacts. <p>Moort Boodja update –</p> <ul style="list-style-type: none"> • A Planting Plan is in progress – the Enviro Warriors to assist (Yr 3 & 4 students). • SERCUL have recommended using a particular wetting agent and planting plants in a certain way. • NAIDOC day will be main planting day. <p>Staffing –</p> <ul style="list-style-type: none"> • The application for 0.4FTE ICT position has closed. • We are advertising for 1.0FTE Year 5 teacher with ICT experience this is for Haylee who is going on Maternity | <p>Lyn to notify staff of School</p> |

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| | | | <p>Leave. Thanks to Haylee for her support on the Board in the past 2 years.</p> <ul style="list-style-type: none"> • We will be asking for staff nominations to fill her position. • Currently focusing on student reports. <p>School Policies being updated -</p> <ul style="list-style-type: none"> • Staff & Students Health & Well Being Mental Health Policy. • Protective Behaviours Scope & Sequence • Curriculum Assessment & Reporting Policy <p>Cubbies area –</p> <ul style="list-style-type: none"> • has grown recently • students even have a currency for buying and selling materials. • Rope, hessian bags etc are still to come. <p>Teacher Development School (TDS) –</p> <ul style="list-style-type: none"> • STEM partnership with Parkwood - Year 3 & 4 teachers are going to become involved, as well as students. • They will be investigating issues and problem solving. • This is a new TDS model, not as much funding as the original model. <p>OT Program –</p> <ul style="list-style-type: none"> • Andi reported that it has been a really good model, very worthwhile. • Some challenges and good opportunities. • She will give an in depth overview at next meeting. • There will be new OT students next term. | <p>Board Vacancy – Nominations to be called for.</p> <p>Present updated School Policies as listed at the next board meeting.</p> <p>Andi to present overview from OT Program</p> |
| 5.2 | Attendance Update | Andi | <p>Andi presented attendance data from Term 1.</p> <ul style="list-style-type: none"> • There has been an improvement in Term 1 from 2016 to 2017. • Our school target is that our attendance is above state averages. • Andi explained BCPS attendance procedures: <ul style="list-style-type: none"> • Students going on prolonged holidays can be an issue, as it affects school’s data and we don’t reach our targets. • Admin are looking at options. | |

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| 5.3 | Nationally Consistent Collection of Data for Students with Disability | Andi | <p>Andi explained how the NCCD works -</p> <ul style="list-style-type: none"> • This is where Student Services term annually identify Student's as having a disability. • The aim is to collect quality information. • Data is sent to the federal government when the census is done. • No funding has been allocated at present. • There are 4 levels of adjustment and 4 disability categories. • Student Services assess students to see who fits into each of the categories. • Evidence is put into the students' SAER files. • Data goes to the Ed Dept and information is sent out to the school community in newsletters. | |
| 5.4 | On Entry | Andi | <p>Andi explained the On Entry system –</p> <ul style="list-style-type: none"> • Assessment of PP students carried out in Term 1 each year. • Targeted students are then tested in Year 1 & Year 2, so that we can see their progress over a 3 year period. • Speaking & listening, reading, writing & numeracy are all tested. • Linda asked if we have a gender break-down of the data. Travis will provide that at next meeting. • Andi explained the results to members. • It is too expensive to test all Year 1 & 2 students as relief teachers are needed to free up classroom teachers to do the testing. That is why only targeted students are tested. | Travis to provide the gender break-down at the next meeting. |
| 6.0 | Other Business | | | |
| 6.1 | Induction of Board Members | Lyn | Induction required Julie S, Trish and new staff member. Wait until the new staff member has been appointed. | |

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| Next Meeting: | 7 th August 2017 at 3.15pm | | |
| Meeting Closed: | 4.19pm | Signature of Chair Person | Date |