



BANNISTER CREEK PRIMARY SCHOOL SCHOOL BOARD MINUTES OF MEETING NO 2

Date:	20 th March 2017	Chair Person:	Mark Burgess
Time:	3.15pm	Minutes taken by:	Chris Steel
Attendees:	Mark Burgess (MB), Dr Christine Cunningham (CC), Amy McKendry (AM), Lyn Macauley (LM), Haylee Campbell (HC), Bill Johnston (BJ), Louise Loosen (LL), Linda Ross (LR), Neil Worland (NW), Travis Miller (TM), Julie Stone (JS), Andi Hill		

Item No.	Item	Led By	Discussion/Progress Report	Action & Timeline
1.0	Welcome & Apologies			
1.1	Opening & Welcome New Staff Members & Clare Balfe New P&C Rep	Mark	Welcome to new staff members, Travis & Julie. Clare was unable to make it due to work commitments	
1.2	Apologies/Absentees	Mark	Dianne Ridley, Clare Balfe, Julie Robert	
1.3	Confirmation of Agenda Minutes for this meeting	Mark	Additional item for agenda - Waste Wise - Amy	
2.0	Disclosure of Interests			
3.0	Previous Minutes			
3.1	Confirmation of Minutes	Mark	Confirmed – Louise & Linda	
3.2	Actions Arising- <ul style="list-style-type: none"> • Board Award • Newsletter Sponsorship • Faction Names – Linda 	Mark	<p>“School Board Leadership Award” was the preference. Award adopted unanimously. First one will be presented on 3rd May – first assembly next term. Neil & Linda offered to present the award.</p> <p>Linda has contacted people interested in sponsorship – no responses as yet. Will give Dianne an update and will follow up people on Mondays.</p> <p>Board members looked at Faction Names suggested by Linda’s marketing team. Geographic, Historic & Aboriginal names were the most popular. Geographic – look at alternate rivers which are closer to Lynwood than Blackwood & Kalgan. Please submit suggestions to Lyn</p>	<p>Linda to liaise with Dianne & follow up contacts</p> <p>Any other suggestions of Geographic/River names to Lyn by Monday 27/3</p>

	<ul style="list-style-type: none"> Nomination for new community Member – Trish Board Members Profile and Contacts Strategic Priority – Project Board would like to be involved in 		<p>by next Monday; then we'll be email out to members. Board to choose 3 best options to submit to Student Leaders and Aboriginal Parent group. Their top 2 choices will be put forward to the community to vote on. Lyn gave brief bio of proposed new community member, Trish Hill-Wall, to board members. Adding another member would take us up to maximum number of Board members, however her knowledge, expertise and local cultural connections would be extremely advantageous. Unanimous vote to have Trish become a member of the Board, for a term of 3 years. Board member contact details filled in.</p> <p>Community activities – ensure Board is more involved. Neil is involved with the Fathering project. Mark gave out student badges at last assembly.</p>	<p>Add Trish to Board member profiles etc</p> <p>Board members to RSVP for ANZAC service</p>
4.0	Priority Items: Governance - endorsements			
4.1	<p>Update Business Plan</p> <ul style="list-style-type: none"> - Belief Statement - Board Chair Report - Data Collection Plan 	<p>Lyn</p> <p>Travis</p>	<p>Defer Business Plan to next meeting</p> <p>The School Board blurb for the Business Plan that Mark suggested was unanimously accepted.</p> <p>Travis explained the Data Collection & Assessment Plan to members and showed how the Brightpath ladder works. Data collection will be incorporated into the Business Plan. This ties into online programs like Maths Online.</p>	<p>Business Plan next meeting</p>
4.2	Operational Plan – Update and Feedback	Travis	<p>The Operational Plan is now completed, the Learning Areas are broken into the 4 focus areas of the Business Plan. Travis gave an update on the Learning Area Plans. Costs include resources, plus funding for EA's, PD's and teaching staff. The Operational Plan includes all learning areas & specialist areas, as well as student services team & sustainability. They are updated as needed throughout the year. Our IPS Review recommended closer links between the Business Plan</p>	

			and what happens in classrooms, which this addresses.	
4.3	Annual Report – Draft outline	Lyn	Lyn gave an overview of the Annual Report. It will be smaller this year, maybe 12 pages. We need to include something about the School Board. The Report is still a work in progress. Lyn will give copies to Board members as soon as it's ready; it's due beginning of next term. She will bring to next board meeting, then submit after that.	Lyn to send copies of Annual Report to members once completed
5.0	Reports and Operational Matters			
5.1	Principal's Report	Lyn	<p>It has been a busy term, with the new Business Plan cycle and new online programs – all creating a heavy workload for staff. We are trying to cut back to reduce workload.</p> <p>The Harmony Family Picnic was a huge success –it highlighted our multicultural culture in school, and the entertainment was great. We plan to do it again in 2018. Big thanks to Neil, his wife Hayley and Travis for making and selling the burgers.</p> <p>The Year 6 Camp is next week. The P&C fundraising reduced the total cost to \$295.</p> <p>The ECE nature playground quote has come in - \$30,000 for one area and \$42,800 for other area to complete. This is still a priority for the school. We are hoping the lapathon will be a big success and the School may then be able to cover the first \$30,000. We have booked the landscape architect for over the Christmas holidays. Hopefully, by then the P&C will raise enough funds to cover some of the second section. The Maggie Dent Parent Workshop should also raise more funds, if all tickets are sold.</p> <p>School Uniform update. Willetton Uniforms had a surge in sales of polo shirts at the beginning of the year and stocks are depleted, so we will phase in the new shirt design in third term. Lyn showed members the new design, the cost will be \$26. She has taken the design and phasing-in date to the P&C. We have decided to</p>	

			<p>take no commission for the school but reduce the cost for parents instead.</p> <p>School photos will be next term. The general consensus from parents was that new format didn't match their previous school photos but only 8 parents responded to the last survey, with more preferring the new "contemporary" format. It was agreed to put it to parents in the next newsletter whether they prefer the contemporary or traditional style.</p> <p>Parent interviews are next week – most classes have a good response rate.</p> <p>Lyn has followed up with the City of Canning about the directional signs. We had paid the fee in January but it had been overlooked. An urgent order has been put through today.</p> <p>Induction for new members – will be organised after the first meeting next term.</p>	<p>Survey parents in next newsletter about which photos they prefer</p> <p>Induction next term</p>
5.2	School Performance Monitoring update	Christine/Travis/Lyn	<p>Christine explained about the new Schools Performance Monitoring that the WA Government have introduced. Previously they used a 3 range colour coded formula to monitor students' performance - Traffic light system – red 15% below expected, yellow 70% expected, green 15% above expected. Christine was aware that the system changed early this year and sent data to Lyn.</p> <p>The new system commenced 1 month ago – 15% well below expected, 15% below expected, 40% expected, 15% above expected, 15% well above expected.</p> <p>Christine explained how this works and Travis gave further information.</p>	
5.3	P&C Update	Linda	<p>The P&C raised \$1,500 from the Election Sausage Sizzle & Cake Stall. They have approved \$3,000 towards items on the staff wishlist, other items to be approved later in the year. The Fundraising Committee has been broken into sub committees, covering specific fundraising projects.</p>	
5.4	Educational & Care Network – New Initiative	Andi	<p>Andi has applied and was successful in being part of a new initiative – Educational & Care Network. The</p>	

			purpose is to forge stronger links and shared Professional Learning opportunities with local long daycare centres. We will be working in collaboration and running joint professional learning with Little VIP's but could branch out to other daycare facilities later. Have had a workshop recently. Paula will visit their centre during the holidays and we will have reciprocal visits. Grant of \$5,000 first year, \$2,500 second year.	
6.0	Other Business			
6.1	Fathering Project	Neil	We have had Fathering Project initiatives at BCPS over the last 2 years. Initially, just the Dads & Kids campouts. Neil is now starting a BCPS Champions Dad's Group and it will be a sub-committee of the P&C. He has been given a grant to launch the group at a movie night, which will be coming in Term 2 on 28/4. The aim is to improve interaction between fathers and kids. Thanks to Neil for taking this on.	
6.2	Calendar of Events – See who can attend events	Mark	ANZAC Ceremony – resend invitation to members & VIP's as a PDF. Lyn advised that Fountain College may participate in our ANZAC Ceremony.	Resent ANZAC invitations in PDF format
6.3	Waste wise	Amy	Cara from Wastewise came out to the school last week and conducted a "Fun Food for Lunchboxes" workshop. She showed us just how much waste of food we have in the school, as well as different ways to present fruit to students. Participants received a snack box of alternative healthy foods. The Board were given some pencils made from newspaper and bags made from recycled material. Hopefully, Cara will come back again, and next time we will get word out so more people will be involved. Ideas to promote this would be welcome. Maybe present at the P&C meeting? Talk to parents at entry gates, stall at back of assembly before & after assembly?	
6.4	Youth advisory council	Christine	The City of Canning are introducing a Youth Advisory Council in the near future. Christine asked members if they feel it is appropriate for Year 6 students to be involved? This would give kids the opportunity to give	

			their opinions about what they'd like in their local area. Members gave positive feedback, they all felt it would be worthwhile.	
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Next Meeting:	Week 4 term 2 15 th May		
Meeting Closed:	4.35pm	Signature of Chair Person	Date