## BANNISTER CREEK PRIMARY SCHOOL
### SCHOOL BOARD
#### MINUTES OF MEETING NO 3

<table>
<thead>
<tr>
<th>Date:</th>
<th>16th May 2016</th>
<th>Chair Person:</th>
<th>Mark Burgess</th>
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<tbody>
<tr>
<td>Time:</td>
<td>3.18pm</td>
<td>Minutes taken by:</td>
<td>Dictaphone</td>
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<td>Attendees:</td>
<td>Mark Burgess (MB), Georgina Burrowes (GB), Haylee Campbell (HC), Amy McKendry (AM), Priscilla Prince (PP), Dianne Ridley (DR), Daniel Stanley (DS), Neil Worland (NW)</td>
<td>Presenter: Travis Miller (TM)</td>
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<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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<tr>
<td>1.0</td>
<td>Open</td>
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| 1.1 | Open & Welcome | Mark | • Welcome everyone  
• Haylee arrived late | |
| 1.2 | Apologies | Mark | Dr Christine Cunningham (CC), Louise Loosen (LL), Bill Johnston (BJ), Julie Roberts (JR), Linda Ross (LR) | |
| 1.3 | Confirmation of Agenda | Mark | Confirmed – Priscilla has something to add under General Business | |
| 2.0 | Disclosure of Interest | | | |
| 3.0 | Minutes of Previous Meeting | Mark | | |
| 3.1 | Review of Previous Minutes | Mark | Add Travis as attending meeting.  
All agreed | |
| 3.2 | Actions Arising | Mark | **Music Program Update – Lyn**  
• Primary Music Institute Company will be running a parent information session on 17th May.  
• There were 17 expressions of interest.  
**Road Safety Update - Lyn**  
• Parking Committee went to the Council meeting as our Pick Up and Set Down parking was on the agenda.  
• Lyn asked a question which was “We support the initiative but we want assurance that this is just a trial and if the trial is successful then we would be looking at longer term solution with more parking bays”. Council confirmed that they would work with the school.  
• Parking Committee is concerned that City of Canning will not put | |
up additional signs. They will only change the current signage. They won’t put any markings on the road or let us put up any signage unless it is on our property (which is on the other side of the footpath).

- Verbally the Council has said they will blank out the white markings on the bays.
- Council will send officers around to patrol when new zone commences, but otherwise it is up to the school to manage.
- We are considering purchasing flags that say “No Parking Drop Off/ Pick Up Only” to alert parents.
- There are implications for our staffing – Lyn/Admin will manage this area.
- Lyn will follow up the end date for the trial. Will have a further update next meeting.

**Sponsorship for Newsletter Advertising - Lyn**

- Linda has drafted a policy that has been passed to Lyn.
- Lyn spoke to our marketing division and they are happy to speak to Linda about why the document can’t be used.
- There is a specific Department policy for Newsletter advertising that is simple to set up.
- Lyn will liaise further with Linda and advise in due course.

### 4.0 Reports and Operational Matters

#### 4.1 On Entry

- Travis

  Explained the On Entry Assessment Program. Main points were:
  - Purpose of On Entry Assessment is assessment for learning rather than an assessment of learning.
  - Assessment is conducted at the beginning of each year to allow teachers to gain an understanding each student’s ability level, in order to assist in the planning and delivery of targeted learning programs to address the needs of the individual student.
  - On Entry Assessment is immediate. The teacher immediately knows where the student is at and adjusts the teaching and learning programs accordingly.
  - All Pre Primary students do the test and it’s conducted between weeks three and six in Term One. We are funded to do these assessments (but school still needs to ‘top-up’ funding).
The tests can be done in the beginning of Years One and Two. They are not mandated and we are not funded to do this extra testing. This year we have chosen to test target students in Year One.

Parents get a report on how well their child did. This includes information on what they can do at home to assist their child.

Tests cover:
- Reading – rhyming words, initial sounds, concepts of prints and letter, names and sounds.
- Writing – writing their own name, writing words and sentences relating to a drawing, with spelling and punctuation (which is quite high for these students).
- Numeracy – relates to numbers and sequencing, suberising and partitioning, lengths, mass, position and shape.

Travis then showed this year’s report (excluding student names).
- Yellow is above 1.0
- Red is below expected level (below 0.5)
- Green is students at expected level (expected level is 0.5) between 0.5 and 1.0

Students identified as “at risk” have an Individual Education Plan (IEP).

Targeted students who were rated below or above expected level in their PP testing are selected and re tested in Year One and Year Two (2017) (tests are different).

If a student has more than one area at risk or are performing exceptionally well then they will have an IEP. For students performing exceptionally well the IEP is to allow them to continue progressing at this level.

We will retest these students again in year two.

Travis then showed the 2016 data rating us against the State for students performing at expected level:
- Speaking and Listening - state level 40% our school 71%.
- Reading – state level 41% our school 63%
- Writing – state level 5% our school 7%
- Numeracy – state level 86% our school 94%

Starting last year in our Pre-Primary / Kindergarten program there has been a heavier focus on writing especially this year.
From discussions between members it was questioned whether Year One parent’s had been notified that their child was tested. Lyn to look into this.

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<tr>
<th>4.2</th>
<th>AEDC</th>
<th>Lyn</th>
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<td>AEDC is a Nationwide Data Collection which is conducted every three years which was 2009, 2012 &amp; 2015.</td>
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<td>• It is held in Term Two. The school gets funding to do this testing.</td>
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<td>• It is more like a teacher’s census. It is based on teachers using their knowledge and judgement of where students are at.</td>
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<td>• It is over 5 areas of development:</td>
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<tr>
<td>o Physical Health &amp; Wellbeing</td>
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<td>o Social Competence</td>
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<td>o Emotional Maturity</td>
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<td>o Language and Cognitive Skills</td>
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<td>o Communication Skills and General Knowledge</td>
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<td>• There were 300,000 Students included in the 2015 census.</td>
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<td>• This information is not for publication the whole point for the AEDC is for planning, political purposes, funding for different community groups.</td>
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<td>• Brookman Child &amp; Parent Centre have asked for our data and other schools around their catchment area. They will us this information to apply for funding or to set up particular programs to meet community needs.</td>
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<td>• The report compares us over time compared to Western Australian and National Standards.</td>
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<td>• Our data this year data told us:</td>
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<td>o Physical Health and Wellbeing Domain was a concern - we had a higher % of developmentally vulnerable students 13.2% compared to 2012 which was 1.5% and across the state this year 9.7%. Lyn explained what makes up this category.</td>
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<td>o Social Competence - much lower level this year at 3.9%</td>
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<td>o Emotional Maturity - in the past has been quite high but was only 2.6% vulnerable.</td>
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<td>• This is based on teacher perception not teacher assessments.</td>
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<tr>
<td>• Early Childhood teachers are given this information but Lyn will one parents received notification that their child would be retested.</td>
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Lyn to give this information to Student Services.
### 4.3 One Line Budget/Student Centred Funding Review

**Dianne**

A copy of the Student Centred Funding Statement and the Operational One Line Budget Statement were handed out to all members.

**Student Centred Funding Statement**
- Figures are up to end of April 2016
- Targeted Initiatives have gone up by $4286 which is for NQS Implementation $2,586 and Sporting Schools Programme $1,700.

**One Line Budget Statement**
- Changes every month – Locally raised funds changes when we receive additional funds in e.g. Sporting Grant and P&C Wishlist funding.
- P&C Funding was incorrectly budgeted. The 10k that was in the original budget should not have been included. We expected to get money from the Wishlist but we did not know at the time which cost centres these would go to, so it was agreed to deduct this budget. We reduced the Photocopier budget (had left over funds) and the Furniture Reserve (as we have enough in there at the moment) to cover it.
- The P&C have since given us $8,860 which was for Oxford Readers, Drumbeat Drums, Ribbons & Medallions, and Xylophones for Music.
- We are on target and budgets are within their budget.
- Variance will change every month based on spending or not spending on staffing e.g. saving on Gardener when he is on leave. Currently we are at $94,700 out of this $60k will be set aside for next year’s cash budget for 2017 (whilst we wait for the 2017 SCF allocation at the beginning of April).
- On target to spend 96% of SCF as required. If we don’t spend the 96% then the system will look at what percentage wasn’t spent and will require us to spend 10% of this amount in the following year.

### 4.4 Principals Report

**Lyn**

- **National School Opinion Survey** – have been set up and parents notified.
  - We had 91 parents fill in the survey in 2014.
  - Lyn read through the additional questions asked including the
ones the Board suggested.

- Parents will be reminded through Skoolbag and Lyn will promote at Assembly.
- Student Surveys will be completed by 30 randomly selected students from year 4, 5 & 6's.
- Staff will be given time at the next staff meeting. 30 staff completed it in 2014.

- **Annual School Report** – paper copy given to Board Members. Additional sections added that were required. It is more comprehensive than in the past. Lyn asked for feedback from members on the report.

- **School Review** – Data and evidence is currently being collated.
  - Shared the framework the school is using to produce the information to be sent to the reviewers.
  - Explained the process that will take place from now until the reviewers arrive.
  - Suggestion made that we move the next Board Meeting to be just before or after meeting with the reviewers. Either Tues 14th or Wed 15th June. An email will be sent to members to see what would be the best day and time for them.

- **Terms of Reference** – updated section 8.1 as per discussion at previous meeting. Need to look at the terms that current members are appointed as we have four parent members who all started at the same time. Need to look at staggering these members. Discuss at next meeting.

- **School Photos** – Due to change of Companies there have been mixed reaction from the Community with regard to value for money and some not liking the change in style of photos. From a School point of view it ran very smoothly and had the least amount of impact on our school office than ever before. When photos are delivered we will survey parents.

- **Aboriginal Family Partnership Barbeque** – went very well. Good attendance and support( several families brought salad and vegetable dishes to share. There was a friendly casual feel to the evening. Students planted out native bush tucker plants into bigger pots ready to be planted into the Noongar Seasons Trail in Spring.

Board members asked for feedback on the Annual Report.

Email to be sent to members re date and times for meeting with Reviewers and Board Meeting.

Discuss staggering Parent Members at next meeting.
- **School Development Day** – To be held on Friday 3\textsuperscript{rd} June agenda is Aboriginal Cultural Framework and Zones of Regulation, (is a support program for students who have emotional and behaviour regulation issues). All members are welcome to attend.

- **Student Councillor Leadership** – Developing nicely have set their lunchtime clubs. Showing good initiative.

- **After School Use of our Facilities** – on Mondays there are two basketball groups; an ex-student one and our interschool one.
  - Tuesday- Kidz ‘n Sport-Yrs K to 3. External provider
  - Young Engineers Club is on Tuesdays. External provider
  - On Friday’s Year One and Two basketball skills session using the Sporting Grant. Parents, coaches and P.E Teacher

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<tr>
<th>4.5</th>
<th>School Review Information Overview including:</th>
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<tr>
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<td>Business Plan review</td>
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<td>DPA Review including Funding Agreement</td>
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<td>Workforce Plan</td>
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**Lyn**

**Business Plan**

- Based on the framework shown earlier each of the strategies has been reviewed. This is information has been gathered over the last three years and is evidence based.
- There has been a lot of talk about the targets. In last review it was recommended that we set challenging targets. Curriculum Committee is happy with the targets set. They believe they are achievable even though we did not achieve them in the last round of NAPLAN testing.
- The wording of targets will be looked at in the next Business Plan.

**DPA**

- When reviewers come in they are looking at Business Plan, our Schools Review and Self Reflection process including the evidence we have of that.
- The DPA is the agreement with the Director General of Education and have followed what we said we would do in the DPA.
- There is an addition to the DPA which is the Funding Agreement (all members received a copy of this). This needs to be added to the back of the DPA as well as the initial allocations for 2015 & 2016. Dianne explained the Funding Agreement. Lyn explained the Targeting Initiative pages of the agreement.

**Workforce Plan**
This has been a working progress over time.
- Gives an overview of the schools context and projected enrolments.
- Looked at current workforce and the gap analysis, the future needs looking at retirements, Long Service Leave accruals (which we are already seeing the effects of), gender balance, ageing workforce.
- Mark added that this is a reassurance to the Board that the school has everything in place in relation to staffing. He felt that it was a very thorough document.
- Lyn will be going through this document with Staff because there are statements that have been made that will have impact on staff e.g. staff returning from Maternity Leave.

5.0 **Priority Items: Governance – endorsements**

6.0 **Other Business**

6.1 **Board Training**

   Dianne

   Confirmed that no members wanted to go to the Board Training that was offered in Halls Head.

6.2 **Induction**

   Lyn

   Three members attended the Induction – Bill Johnston, Dianne Ridley, Georgina Burrows.

6.3 **Visiting Teachers-AFS**

   Priscilla

   Visiting Teacher program to learn about different cultures – we will applying to have a Chinese Teacher next term for eight weeks. If all goes well we might look at getting other teachers from around the world. Working with P&C re-accommodation, hoping that four sets of parents will offer accommodation over a two week period.

7.0 **Next Meeting**

**Next Meeting:**

Date: TBA via email

**Meeting Closed:**

Time: 4.18pm

Signature of Chair Person

Date