



Glengarry Primary School

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~ School Board ~

School Board Meeting – Monday 27th August 2018

Present: Paul Fuller, Simon Korzec, Carol Larkin, Leeann Reid-Munce, Hardik Gandhi, Jenny McFarlane, Gail Kimpton Kerry Ellis, Emily Taylor.

Meeting opened at 7:00pm

Apologies

Peter Meston, Adrian Schonfeld

Minutes of Previous Meeting

Minutes were endorsed without amendment
(Endorsed: first: Jenny, seconded: Hardik)

Business Arising from Previous Minutes

- COMPLETE : Incentives – Voluntary School Contribution was reported by Paul to have increased by approximately 6% following the incentive program.
- COMPLETE: Simon created a generic email address for the schoolboard. The address has been created and correspondence will be managed by the Board Secretary. Only one piece of correspondence to date from Paul regarding the school survey enquiry.
 - ACTION: Paul – to promote on a semi regular basis the school board contact in the school newsletter.
- Business Plan Review: Paul updated the Board that there was no NAPLAN data to report on at this point in time, waiting for results but reaffirmed that this delay should not impact planning for 2019.
- Finance Review
 - ACTION: To update previous minutes to note that there was currently no plan for a BYO device policy at the school.
 - COMPLETE: Paul wrote a section in the school newsletter about the ICT opportunity/ pilot. The pilot received positive parent and teacher feedback. The school is currently waiting on an independent report. Paul explained that the next steps are looking at professional learning needs for teachers, what does the school want to achieve, what is the balance and a philosophy of putting people first devices second.
- Parent Charter/ Code of Conduct
 - COMPLETE: Responses received from community/ parent comment. Item included in the main agenda.

- National School Survey
 - COMPLETE: Responses received re the Boards request to review the gender field question on the school survey. Response noted this would be reviewed in the future to align with other government surveys and in the interim it was suggested that it be made clear to those completing the survey that the field was a none required field. (Full email response attached)
- General Business
 - COMPLETE: Peter shared email addresses of the Board with the group for information and articles related to the board.

Business Arising

Communications Charter

- Paul explained that positive feedback had been received from parents as part of the engagement process. A suggestion to add an item in relation to social media was proposed and included.

(Acceptance of the Charter was moved by Paul Fuller, unanimously accepted)

Contributions and Charges

- For the Board's information, Paul explained there had been no changes to the schedule.
- Clarification was sort that the SIM Books were for music students only.
- The Board agreed to stay with the incentives program for 2019.
(Table of fees was Endorsed Emily, 2nd Kerry)

ACTION: Paul to advertise in the School Newsletter for Individuals or Organizations interested in providing incentives for the next Voluntary Contributions Incentive program for 2019.

Proposed School development Days & Early close for reporting to parents 2019

- Paul discussed the proposed school development day dates:
 - Thursday 31 January (mandated, all schools) Friday 1 February (mandated, all schools)
 - Monday 29 April (first day of Term Two)
Friday 31 May (Friday before long weekend to liaise with Duncraig Partnership schools)
 - Monday 14 October (first day of Term Four) Friday 20 December (mandated, all schools)
- Early Close for Reporting to Parents: Wednesday 10 April (from 11:45 am) and days by negotiation with Kindergarten groups.
- Board members commented that the dates were logical, aligned to long weekends and good for families.
(Endorsed: Karen, 2nd Jenny)

National School Survey Results 2018

- Paul provided a summary of the results to the Board
- Overall the results were very positive and provided opportunities to continue to build on the great outcomes of the school.
- Highlighted opportunities identified by the school community included:
 - Increased engagement and listening to the school community
 - Student leadership opportunities
 - Ensuring staff meetings are participative
 - Increased parent involvement
 - Creating a greater culture of listening
 - School Board members being more available for informal conversations
 - Increased information in school newsletters
- Student Survey highlighted opportunities for improving the toilet facilities and increased fairness.
- Teacher Survey highlighted opportunities to review workload and wellbeing.

ACTION: Immediate actions include the endorsed Communications Charter and continued communications through the School Newsletter.

ACTION: Paul to review survey results with staff at a future staff meeting. Possible responses include discussing student survey results with children in the senior classes, and looking at continuous improvement to increase percentage of respondents.

Public School Review Process- update

- Paul shared an outdate on the public school review process:
 - Noting a new system is in place that is a self assessment
 - The self assessment is against 6 indicators, with evidence required.
 - The process is a continuous review and self assessment, ongoing evidence collection.
 - The formal review is by a trained reviewer and peer, that confirm or question the schools self assessment.
 - The review has a bottom line result which is a one word summary on a 3 point scale. Exemplary, Effective or Requires Improvement.
 - The resulting report will be published on the school website.
 - The report will identify strengths and areas for improvement.
 - The process is a 3 year cycle.
 - Glengarry is not indicated as being one of the schools for review for the next 3 terms.
 - Glengarry will aim for an Exemplary result and the process allows for no surprises with the ongoing assessment.
 - Only Public Schools are in the review process.

Business Plan review

ECE – Jenny provided a comprehensive review:

- The following headings from the Glengarry Business Plan guided my conversations with various ECE staff and my review of recent ECE Collegiate Group Meeting

Minutes. Our ECE collegiate group regularly meets as a Year 1 & 2 staff group and a Kindergarten and Pre Primary staff group. Occasionally we may meet together to discuss common issues eg, National Quality Standards.

- Oral Language Development:

ECE is mindful that this is a challenging area for many children who need scaffolding and support to develop their speaking skills. There has been a review at year levels of the support documents sent home to better assist parents prepare their child for their regular News Telling experiences, K – 2. There are a variety of News Telling topics and themes suggested cover a variety of oral language genres i.e. Retells (my family/my pet...), Factual Procedures, (How to make something...), Guess the item from the clues given etc.

Currently Yrs 1 & 2 are focusing on in class activities in preparation for Speak Up Presentations at the end of term 3. Assessment rubrics were reviewed and edited by the Yrs 1 & 2 team and students are working on their presentations.

- Literacy Programs:

Jolly Phonics in K – PP and Words Their Way are currently being implemented in line with Phonological Awareness Scope and Sequence from Language Development Centre as outlined in the Critical Pathways Document from the Language Development Centre. These programs are an integral part of our dynamic Literacy Program. We have been implementing Talk for Writing as a new school wide initiative as a successful strategy to develop and enhance students writings capabilities. This program builds on the use of rhymes, action songs and fairy tales in the Kindergarten Pre Primary years and retelling these stories with common dictionary of actions together with story maps, vocabulary word walls that are colour coded for adjectives, nouns etc. Such strategies enable the students to expand their writing when they write both innovations of well-known stories.

- Testing:

As outlined in the Critical Pathways Document and Operational Plans, PAT R(literacy), PAT M(maths), the Rainbow Assessment Tool (literacy K-2) are being administered this term. Common assessment tasks continue to be formulated for Maths and Language activities at regular intervals. These common assessment tasks allow for moderation of results across year groups and these results are plotted on the Brightpath ladders. The data that this testing generates is used to review our teaching/student learning and assess whether we as teachers are meeting the targets we set ourselves at the beginning of the year.

- National Quality Standards:

These are currently being reviewed by the two ECE teams by the end of October with a view to arriving at the next cycle of improvement goals and highlight some additional strategies that could be used to improve our practice as teachers. Kindergarten and Pre Primary have current plans to improve their Outdoor Classrooms, which is a continuation of their 2017 goals. Kindy has held one working bee No 1 to expand their playground to allow for additional Nature Play opportunities and a Happy Hen house. We will have another working bee at the end of term 3. Years 1 & 2 have current goals for improving the quality of play opportunities for students at their break times which would allow students additional opportunities for negotiation of additional play experiences/choices.

- ICT:

Students are exposed and involved with a range of ICT, from interactive computer screen activities and bee bots in Kindergarten through to iPads, a range of STEM robotic activities and coding programs in other levels. Emily will talk further about ICT across the school.

- Developing Strong Links with Parents / Caregivers:
Underpinning much of what and how with do things in ECE is informing and involving parents where ever possible. Regular communication through a variety of methods is used to keep parents and caregivers informed. This area was highlighted as very successful for us in our NQS rating.
We successfully induct, engage and involve parents in Kindy and Pre Primary years and hopefully that involvement continues as their children move up through the school. Regular parent assistance through parent help roster in K and PP, Literacy Meetings, reading support, upcycling collecting, parents with specialist knowledge or skills sharing time with us in the classroom, Mothers' Day, 100 days of school activities, Book week and book fair activities, MAD Maths days, Assembly presentation items, upcoming Father's day activities etc etc.
- In summary, I believe we as the Early Childhood Team are working together as a strong and experienced collegiate team to enable a smooth transition for children and families as they move from Kindergarten – Pre Primary – Yrs 1&2 on their learning journey!

Quality Teaching review was provided by Paul

- Paul outlined to the Board that there is a good process in place which was all on track. The teachers had been working with other schools and working on reflection tools.

ICT/ STEM review provided by Emily

- STEM projects are all on track
- Report on ICT progress with children is a change of devices that are available which includes iPads and laptops. Providing a balance between traditional and 21st century skills. Its been a positive process.
- School readiness test for NAPLAN will use all mobile devices, exposing children to lots of different devices.
- Currently students are getting a mix of windows laptops and Apple iPads – this is constantly in review.

Pastoral Care review provide by Paul

- Big focus within the school is High performance High Care
- Regular Meetings and Policy discussion
- The school uses Pro-active Strategies – You Can Do it
- Buzz program, Build up Zone
- All on track and well embedded in the school.

Finance Review

Overview provided by Paul:

- Cash Budget needs some processing towards the end of the year, professional development is planned and this will involve expenditure on the back filling of staff.

- Carry Forwards are strongly discouraged as to ensure that the money spent in the year is for that years students
(Endorsed: Emily, 2nd Hardik)

General Business

- Leeann asked about the schools Arts focus ensuring the addition of 'A' in the STEM to STEAM. Paul and Emily informed the Board that Arts was a strong focus in the classroom. The opportunity to also provide incursion type activities for the visual arts, artists in residence etc. was discussed as opportunities. The School's Music program was noted as exemplary.
- Simon thanked the teachers on behalf of the Board for there outstanding efforts on the One Big Voice program. That the event was amazing.

Meeting closed: 9:00 pm

Next meeting: 7 pm Monday 15 October 2018.