



Glengarry Primary School

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~ School Board ~

School Board Meeting – Monday 28th August 2017

Present: Peter Meston, Simon Korzec, Teri Lane, Troy Visser, Carol Larkin, Kerryn Ellis, Jenny MacFarlane, Leeann Reid-Munce, Emily Taylor

Meeting opened at 7:06pm

Apologies

None

Minutes of Previous Meeting

Minutes were endorsed without amendment
(endorsed: Teri, seconded: Kerryn)

Business Arising from Previous Minutes

- Board members were reminded to send updated profiles to Megan if they have not already done so
- Board members were reminded about mandatory screening that everyone agreed to undertake at last meeting: everyone reported having started or completed the process

Business Plan review update

- At the last meeting, Board members were asked to consider School Board related items from the Delivery and Performance Agreement and to think about evidence that the Board fulfills the Agreement
- Kerryn queried what constitutes a “process” as related to Board’s participation in “processes to review school performance” and “processes to determine satisfaction levels of parents, staff and students, with results reported in the school’s annual report”; Peter noted that “processes” refers to any data-driven piece of assessment
- Effectiveness Survey (conducted yearly) addresses item “an effective Board is in place”; Simon noted that the Board took measures to address issues raised in last year’s survey; Teri noted the induction process is also a measure taken to ensure effective Board
- Item “the Board’s membership is representative of the school community” is addressed by processes to ensure that Board membership comprises a broad cross section of the school community; Board also includes members of the P&C; the Board can also call on subject matter experts when needed

- Item “the Board understands its functions as prescribed in the School Education Act” is ensured by the induction process
- The Board also participates closely in the “development and endorsement of the school’s annual report” and “development and endorsement of the School Budget and Business Plan”
- Item “the Board communicates with the broader school community...” is addressed by Board information session for the public conducted at beginning of each year, updates by the Board chair in school newsletters, note from Board Chair in school annual report, and the fact that all Board meetings are open to the public
- Discussion arose concerning the biannual federally mandated survey on school performance that is identical across all schools in the nation. Leeann suggested that we might want to conduct our own survey with Glengarry specific items in years the national survey was not conducted; Kerryn suggested continuous input would be helpful; Peter suggested the data is relatively fresh and that low response rates on the national survey might be seen in the Glengarry specific survey; Troy suggested the content of the two surveys would have to be significantly different to make it worthwhile

MOTION: to conduct a Glengarry-based survey in 2017

In favour: 1 (not carried)

Comparative Budget

- This item was addressed by Peter
- Including transfers to reserves, Glengarry PS spent 106% of its budget last year compared to the recommended 95%; this means reserve funds are low, but will be needed, particularly in IT
- Reserve funds must have a specific purpose attached to them
- A depreciation schedule for equipment is built into reserve transfer process

Budget endorsed without amendment

(endorsed: Teri; seconded: Leeann)

Out of School Care (Zig Zags) 2018 Charges Review

- Peter noted that Zig Zags was currently charged \$18,000 for facilities use, and proposed to increase this by 10% (this does not include playgroup), which is commensurate with increases for other entities using the school facilities
- Peter noted that current fees are less than those received by other schools (which he has communicated to Zig Zags ownership) but that he expected fee increases would be passed on to parents

MOTION: to increase Out of School Care Charges by 15%

In favour: Unanimous

Contributions and Charges 2018 Schedule

- Peter noted a variety of small increases from the 2017 schedule
- Document amendments: SIM charges to be added to Year 5; all speech bubbles to include dollar amounts

Contributions and charges endorsed with amendments

(endorsed: Teri; seconded: Leeann)

National Quality Standard – Report

- Peter shared the results from an external review of Kindy to Year 2 at Glengarry PS by the Department of Education
- All items were listed as “met” – highest possible score
- Reviewers struggled to find suggested improvements
- Future issue to consider is whether Kindy should be consecutive versus alternating days

School Development Days – 2018 dates

- Proposed Dates: April 30 (1st school day of Term 2), June 1 (Foundation Day weekend), October 8 (1st school day of Term 4)

MOTION: to accept proposed School Development Days for 2018

In favour: Unanimous

Early Close for Reporting to Parents – 2018 date

- Jenny noted that with two Kindy groups, there was a need to ensure that both groups get a half day for parent-teacher interviews on days that suit the program (with one being aligned with Kindy schedule and the other requiring an additional half day)
- Jenny proposed additional early closure day on April 9 or another suitable day in Week 11

Additional Early Close day endorsed without amendments

(endorsed: Jenny; seconded: Kerry)

School Board Induction - review

- Teri noted the induction document has been updated to include requirements for new members of the Board to have a mandatory criminal history screening
- Leeann suggested induction materials should include results of the most recent School Performance survey; there was broad agreement on this issue from other Board members

Revised Induction document and addition of survey endorsed without amendments

(endorsed: Teri; seconded: Carol)

General Business

- Simon thanked Alicia & the ECE team for their efforts in securing \$2500 grant from Landcare for the preprimary garden
- Simon thanked contributors, particularly Peter, to the application for School of the Year
- Discussion of the need for improved hand-washing facilities: Teri suggested foam soap could be used, and dual toilet-paper dispensers added to washrooms to ensure supplies are available for students; signs could also be added to washrooms to encourage children to use supplies appropriately.

Meeting closed: 8:32 pm

Next meeting: Monday 16th October, 7:00pm