

Minutes of meeting BM2 28th June 2019

ATTENDEES: Jason Shapcott (Principal), Pearl Norman (Deputy Principal), Natasha Deery, Anne Semple, Janine Wain, Amanda Buisman (Chair), David Cousins, Jenny Bawden, Karen Ramsay, Karen Wheatland and Sam Glead (Executive Officer)

1.0	Welcome and apologies	ACTIONS
1.1	<i>Opening and welcome</i> The meeting was opened by Amanda at 8.06am.	
1.2	<i>Apologies</i> None	
2.0	Disclosure of interest	
2.1	The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Agenda for BM2 28 th June Agenda.	
3.0	Minutes of the last meeting	
3.1	Business arising from minutes 5 th April 2019. The financial report was endorsed by Amanda. The new Caralee CS logo was endorsed and implemented.	
3.2	No changes were made to the minutes from BM1.	
3.3	The minutes (BM1) were passed by Karen and seconded by David and approved for the Chair to sign as complete and accurate.	
4.0	Principal's Update and Financial Report	
4.1	<i>Principal's Update</i> Jason mentioned the ESAT School Review documents were ready to upload next week, with the review being held on Monday 29 th July. Wellbeing training for staff has been part of their professional development and the final session on mental health is being held on the first day back for next term.	
4.2	<i>Financial Report</i> Anne presented the Board with the Operational Dashboard finance area. The budgeted figures displayed were as at end May as the June figures had not yet been updated by the Department. Anne specified that the \$23,000 surplus was kept aside for any unforeseen circumstances that may arise. Karen W enquired about 'Locally Raised Funds' which Anne explained mainly came from student's voluntary contributions, donations (including P&C) and any philanthropic funds including those from City of Melville and Fremantle Foundation.	

	<p>The Finance Committee consists of Jason, Pearl, Anne, Sue Crawford and Jennie Scott. They look at where the school is sitting financially for the remainder of the year.</p> <p>The school is required to spend 96% of allocation funds for the year. Generally, the budget runs slightly under 96% and admin actively try to get people to spend at least 50% of their budget by mid-year. Anne confirmed that the budget is run on calendar year rather than financial year.</p> <p>Karen W brought up the fact that ActiveLink is no longer available to families and wondered what the Board can do to assist with this. Jason said it could be set as a direction for the Board once priorities are decided.</p>	
5.0	National School Opinion Survey (NSOS)	
5.1	<p>Jason handed out copies of the Caralee CS Parent National School Opinion Survey 2018 and the Staff National Opinion Survey 2018.</p> <p><i>Parent Survey</i></p> <p>Every 2 years the school must distribute the NSOS to the Caralee community. As part of the exhaustive IPS preparation, in early 2018 a survey was sent out to parents to gauge the general consensus of the school. Unfortunately, this data could not then be used as the NSOS data and therefore the NSOS survey was sent out to parents in November, albeit the questions were almost identical. There were only 52 responses out of a possible 230 families. The low response rate was put down to survey fatigue and possible confusion of two very similar surveys.</p> <p>Admin then look at lowest average ratings and try to work out why they are the lowest. It was pointed out that the lowest responses were still very close to 'agree'.</p> <p>Pearl and Jason spoke about the perceptions that parents have of some of the children at the school and the challenges that they face. Whilst it might look like a child is taking up valuable Deputy Principal time, it gives the Deputy a chance to counsel the student and to work out what is best for that child and their specific circumstances.</p> <p>Jason mentioned that if a Board member was ever questioned by a parent regarding student behaviour it is always best to direct them back to Jason.</p> <p>With regard to the question "<i>Teachers at this school provide my child with useful feedback about their school work</i>" Jason stated that two student reports are sent out each year and there had been feedback at a P&C meeting that more comments from teachers would be appreciated. It is Department policy that only Maths and English are required to have a general comment. It is encouraged by Admin that if a student's grade has dropped, a comment explaining the reason for this would be more time efficient than a parent-teacher meeting. It is also specified that comments should be specifically about the student rather than a general class comment.</p> <p>The Parent Night is now in its third year and parents can always make appointments to speak with their child's teacher as needed.</p>	

5.2	<p><i>Staff Survey</i></p> <p>Pearl acknowledged that sometimes admin get busy and forget to give feedback which could explain the lower rating for “<i>I receive useful feedback about my work at this school</i>”. David pointed out this rating could also be personality driven.</p> <p>Jason mentioned that all staff members are performance managed under a performance management template that is very process driven. Some staff had more targeted performance management and Jason was happy with how these staff members had responded and with their progress and felt they had come out the other side better for having had run the process.</p>	
6.0 Public School Review		
6.1	<p>Jason reiterated that each Board member would get the opportunity to speak with the reviewers as part of the upcoming ESAT School Review. The reviewers will be Director Public School Review Laura O’Hara and a yet to be advised Principal of a school with similar socio-economic standing as Caralee CS. It is anticipated each person will have a 2-3 minute chat on their experience with the school.</p> <p>Jason ran through the ‘talking points’ document which gave an overview of the day. The diagram included is from the School Accountability Improvement Framework of which the Business Plan is aligned, and which is the model that the Department will be reviewing the school on.</p> <p>Jason read through the “Strong Relationships and Partnerships” document that had been given to Board members as part of their review package.</p> <p>The reviewers will sit with Jason, Pearl and Darron at the end of the day and will tell them of their decision if the school is effective or not effective.</p>	
6.2	<p>“<i>School Board – Review of School Performance & Community Views</i>” contains the following link: “Short video of partnerships in action at Caralee” (click to see video)</p> <p>Jason briefly touched on the likelihood of having a 3-year-old Aboriginal Kindy program at the school which would include a school bus service and health support for families. It is hoped that existing Indigenous kindy students could access the Playgroup on their days off kindy.</p>	

6.3	<p><i>Willagee Library Homework Club</i></p> <p>Natasha attends the library 3 afternoons per week. The funding for this program allows her to be released during school time to speak with teachers of students who attend homework club. Tash is employed at Caralee as a Special Needs Education Assistant and works with a specific student who has complex needs. Karen W suggested more funding should be directed towards the homework program and will investigate further.</p> <p>Tash and Jennie gave a brief outline of the Homework Club.</p> <p>There are 2 sessions per week (Monday & Thursday) that are run as structured homework activities and 1 session (Tuesday) is STEAM (Science, Technology, Engineering and Math) based. The Monday and Thursday sessions generally have 18-22 students attending whereas the Tuesday session can have between 20-36 students. Healthy food and snacks are offered and are also a huge drawcard.</p> <p>The students must conform to the rules of the library and need to stay in certain sections of the library. They must engage in 3 zones (maths, reading and iPads) and then are free after that. There is an end of term reward.</p> <p>The children don't necessarily bring formal homework with them. This year has seen a big increase in numbers of children attending. Originally it was intended for Year 3 and older, but this year there is a younger cohort as older children were bringing their younger siblings along. The model is constantly evolving.</p> <p>A Youth Engagement Officer from the City of Melville and a mentor from Koya Aboriginal Corporation support the children once homework club finishes. The ideal situation would be for homework club students to finish high school and ultimately return as Youth Engagement Officers.</p>	
6.4	<p><i>School Board – Review of School Performance & Community Views</i></p> <p>Sam will email the 'Schedule of Board Business' for Board members to familiarise themselves with prior to the ESAT School Review.</p> <p>Jason asked that Board members also read through the 'Review of Business Plan' document and be across the improvements suggested.</p>	Schedule of Board Business emailed to members
7.0 General Business		
7.1	<p><i>Promotion of the school</i></p> <p>Amanda discussed future opportunities of promoting the school. The P&C recently held a Colour Run fundraiser which is going to be a positive story on the school for the Community Newspaper.</p> <p>The fete is being held again this year which always gets a positive response from the community. This year there will be a stand for the school, P&C and School Board. Karen W volunteered to help man the stand. More information will follow later in the year.</p> <p>Karen W suggested setting up a WhatsApp group for Board members as a communication strategy. Sam will send invitations.</p> <p>It was discussed that Willagee still has the highest ratio of Department of Housing homes in the City of Melville, along with church crisis housing, Commonwealth housing for refugees and mental health</p>	Set up WhatsApp group

	<p>housing, all of whom are within the school. It was discussed that the Caralee community want to embrace these families and help where possible. With ActiveLink coming to an end, the P&C are working on possible ways to help.</p> <p>Karen W suggested utilising the land near the basketball courts (the old car park) as a sporting hub for the community. It would entail moving the fence to enable access to the public, perhaps adding lockable storage and building another larger basketball / netball court. This would be community use of facilities to promote the school.</p>	
8.0	Time and date for next meeting	
	<p>Amanda thanked everyone for attending the meeting and closed the meeting at 10.05am</p> <p>The next meeting is on Friday 20th September 2019 at 8.00am in the Conference Room.</p>	

Signed (Chair)

Date:

APPENDIX BM2: ACTION ITEMS FROM BOARD MINUTES

MEETING	ITEM	ACTION	STATUS	OWNER	DUE DATE
BM2	6.4	Schedule of Board Business emailed to members		SG	ASAP
BM2	7.1	Set up WhatsApp group		SG	ASAP