Minutes of Meeting No 1 / 2015

LOCATION: YBPS Staffroom

ATTENDEES:
- Joanne Anderson, (P&C liaison)
- Samantha Curtis, (Parent)
- Victoria Dall, (Parent)
- Amy Chalkley, (Staff)
- Nadean Duffy, (Staff),
- Matt Jarman, (Principal)
- Liam Day, (Parent), apologies received
- Darren Meakins, (Parent)
- Carla Reed, (Staff)
- Tracey Roberts, (Community representative, non-voting position)
- Sonia Matson, (Staff), Apologies received.

1.0 Welcome and Apologies

1.1 Opening and Welcome. The meeting was opened by Chairperson Darren Meakins at 6:04pm.

1.2 Apologies: Sonia Matson and Liam Day

1.3 Confirmation of agenda: No agenda items forwarded. Agenda confirmed.

2.0 Disclosure of Interest

Conflict of Interest. No disclosures

3.0 Financial Statement

- Voluntary contributions YTD – pleasingly we have received $17,016.40. The school board endorsed the direction of these funds in 2016 directly to the final phase of the two step Nature Playground capital works.
- 58% of contributions paid and this is higher than last year by 3%.
- Changing to $60/child has made a significant difference from last year.
  - Every year the board must review the cost per child.
  - We cannot exceed the current amount.
  - Board agreed to continue charging $60 again in 2016 for all students regardless of age or the number of siblings enrolled at the school.

3.1
- Moved – Darren Meakins
- Seconded – Victoria Dall

- P&C are discussing opportunities to run incentive programs for early payments.
- Discussed the possibility of creating some sort of entertainment book.

- Student Funding Model:
  - Total amount of funding for 2016 has been confirmed: $4,369m, (SCFM statement distributed)
  - Approximately 80% of Funding Model goes on staffing.

Moved by: Victoria Dall
Seconded by: Samantha Curtis

4.0 Principal’s report

Establishment of the Yanchep / Two Rocks Hub – Network to manage enrolments, attendance and transiency. Matt developing shared documentation to be applied across each of the three schools.

4.1
- Darren – Will the Department penalise the school financially for taking enrolments from families outside of the intake area? Matt responded this is a confirmed concern, particularly if there are high numbers of out of area enrolments or no practice in place to minimize this
Discussed the seven school development days for 2016:

- One hour staff/phase meetings each Tuesday unless otherwise shown (20 hours of entitled staff meetings combined with 13 hours of traded school development planning)
- Two mandated school development days 28 and 29 January.
- Three school development days: 4\textsuperscript{th} March (Working Memory), 10\textsuperscript{th} October (student performance and achievement review), 18\textsuperscript{th} December (Transition to 2017)
- Two traded school development days: 26\textsuperscript{th} April, 3\textsuperscript{rd} June (13 hours in total)

*Moved: Darren Meakins  
*Seconded: Victoria Dall*

**Staffing and class configuration:**
- YBPS pool closed last Friday with 126 applications.
- The new staff who have already been selected are attending our school on 10\textsuperscript{th} and 11\textsuperscript{th} November for orientation events.

**End of 2015 events:**
- Graduation ceremony – 2\textsuperscript{nd} December (9-10:30am)
- Whole school fun day – 4\textsuperscript{th} December
- Swimming lessons – two weeks from 7\textsuperscript{th} December
- Reports – Monday Week 10
- Remembrance Day – 11\textsuperscript{th} November
- Kindy info sessions – 11\textsuperscript{th} November

**BYOD**
- First steering committee meeting tomorrow night – 3\textsuperscript{rd} November
- There is already overwhelming support for this program.

**National Surveying of Families:**
- Link for families to complete on parent satisfaction
- Last year we did one on our marketing process.

**Distributed the Nature Play extensions:**
- There are two models, both cost approximately $30 000. One is suited for junior years and the second is for middle to upper school years.
- Admin preference is to go for the junior Nature Play.

**Booklists:**
- Lists are printed and should be going home by the end of the week.

**Crossing guard:**
- Tracey said to speak to Ryan from the CoW.

**Use of premises:**
- KidzBiz have re-signed a partnership for 2017
- Sun City - The church will not renew their agreement following ongoing issues that did not meet either parties needs and withdrew from the 2015 agreement on October 24.

**Current industrial actions:**
- Underway with cleaning staff and EA’s
- Teachers are supporting cleaners by emptying bins and vacuuming and not giving EA’s certain responsibilities.

*Moved by: Tracey Roberts  
*Seconded by: Victoria Dall*

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**P&C – Joanne Anderson**

**P&C – Joanne Anderson**
- Canteen has advertised for a paid manager position (9 hours/week) as it cannot be undertaken by the two volunteers who are doing it currently.
- Closed last Friday with only three applications.
- The position was advertised in the newsletter, on Facebook pages and on the Canteen Association website.
- Not enough support for the cookbook.
• Decided to do a big Christmas hamper raffle instead.
• Jo will have the 2017 P&C calendar ready for the board next meeting.
• P&C Debt:
  • School debt: $22 800 and Nell Grey debt: $20 795, $5000, $17 800
  • Have recently paid $5000 off both debts.
  • Current stock levels are considered adequate.
  • Aim is to have both debts halved by the end of Term 1.
• Victoria pointed out an issue with the new skorts. The colour and material is different to what we ordered and is not of a good enough quality.
• The fabric is noticeably different to the fabric that was chosen.
• The issue has already been bought to the company’s attention (in January) and was ignored.
• Board discussed these issues and wants Nell Grey to rectify the situation.
• Volunteers Morning Tea
• Teachers need to nominate parents or other volunteers who consistently help out in the classroom.

6.0 General Business

• A few staff members who are departing.
  • Does the board want to recognise these people (some leaving for 12 months and some permanently)? Board response: Yes, Matt and Darren to liaise options.
• Half day School Board tour – Many benefits of postponing it until Term 1 2016. The board agreed.
• Smartphone app – We are closing it down as we don’t require it anymore.
• School Board members to email or fax back a signed copy of the School Board Code of Conduct attached to the minutes.

7.0 Next Meeting

DATE: November 30th 2015, 6:00pm
LOCATION: Staffroom

9.0 Meeting Close/Adjournment/Next meeting
The meeting was closed by Chair: Darren Meakins at 7:41pm.

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Signed (Chair)                                               Date:

Attached to minutes:

• School Board member Code of Conduct