

# Yanchep Beach Primary School Board Minutes

## 2 November 2015



### 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

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

1.3 Past minutes: Accepted.

#### 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

issue.

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<sup>th</sup> March (Working Memory), 10<sup>th</sup> October (student performance and achievement review), 18<sup>th</sup> December (Transition to 2017)
- Two traded school development days: 26<sup>th</sup> April, 3<sup>rd</sup> 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<sup>th</sup> and 11<sup>th</sup> November for orientation events.

End of 2015 events:

- Graduation ceremony – 2<sup>nd</sup> December (9-10:30am)
- Whole school fun day – 4<sup>th</sup> December
- Swimming lessons – two weeks from 7<sup>th</sup> December
- Reports – Monday Week 10
- Remembrance Day – 11<sup>th</sup> November
- Kindy info sessions – 11<sup>th</sup> November

BYOD

- First steering committee meeting tomorrow night – 3<sup>rd</sup> 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 with drew 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*

## 5.0 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.
- 5.1
- 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 brought 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 30<sup>th</sup> 2015, 6:00pm  
 LOCATION: Staffroom

#### 9.0 Meeting Close/Adjournment/Next meeting

The meeting was closed by Chair: Darren Meakins at 7:41pm.

\_\_\_\_\_  
 Signed (Chair)

\_\_\_\_\_  
 Date:

Attached to minutes:

- School Board member Code of Conduct