

Yanchep Beach Primary School Board Minutes

19 September 2016



Minutes of Meeting 19 September 2016

LOCATION: YBPS Staffroom

ATTENDEES:

- Joanne Anderson, (P&C liaison)
- Samantha Curtis, (Parent)
- Victoria Dall, (Parent)
- Amy Chalkley, (Staff)
- Matt Jarman, (Principal)
- Darren Meakins, (Parent)
- Carla Humphrey, (Staff)
- Katie Cuerden, (Staff)
- Lauren Robinson (Staff)
- Paul Fuller (Additional Staff)

1.0 Welcome and Apologies

1.1 Opening and Welcome

1.2 Apologies: Tracey Roberts
Confirmation of agenda: agreed

1.3 Past minutes: agreed. Liam Day and Carla Humphrey

2.0 Disclosure of Interest

Conflict of Interest. Nil

3.0 Financial Statement

- One line budget
 - Total funds - \$5 129 571
 - Total expenditure - \$4 913 384 (variance of \$216 186)
 - \$100 000 we need to furnish classrooms and resources in preparation for 2017
 - \$50 000 rollover in staff FTE is much lower than last year – key strategic issues with the school – how do we maintain current resourcing standards in current funding model?
 - Two more transportables are arriving for next year and the furniture will be arriving this week.
 - The early childhood transportable will sit on the grassed area
- School contributions and charges
 - 49% (approx. \$33,000) of contributions paid (our target for the year is 80%)

3.1 Member of the community (Raewyn Humphrey) nominated us for 'The Good Guys Community Award' and we have won a barbeque. Could we use it for a prize for voluntary contributions?

- Swimming
 - 97% of families have paid for swimming
- Year 6 Camp
 - 86% paid to date

Moved by: Victoria Dall

Seconded by: Amy Chalkley

4.0 Principal's report

- Welcome to new board members, Lauren Robinson and Katie Cuerden
- 2017 book lists
 - Samples from Campion and OfficeMax
 - Price Comparison – Campion came in cheaper for upper primary and dearer (by a \$1) for lower primary
 - OfficeMax service – single delivery fee charged for home delivery, 24/7 online ordering, order must be placed before 4th Dec, items labeled for each child
 - We have been unhappy with the service from Campion in the past
 - OfficeMax will provide us with promotional materials, keep parents informed of the status of delivery. They won't have a delivery shop
 - OfficeMax will pay 20% of total order to the school (as do Campion)
 - Find out the percentage of parents who used Campion for their booklists in 2015/16
 - School Board preferred Book List Provider for 2017 is Office Max

Moved by: Jo Anderson

Seconded by: Victoria Dall

- Contributions and charges
 - Already asking for \$60/head which is the maximum we can ask for
 - Not a lot has changed in terms with what we have received
 - More discussion around the voucher book which we can give to families who pay their contributions
- School photos
 - Negative feedback about the weather, being outside, photo choices and the colouring of the photos
 - We also had some positive feedback
 - We will continue to use the photographer for our stock photos (publishing and marketing) but we will not make a commitment to book them for school photos in 2017
 - Conversation around using a company who completes the ordering online, upon seeing the photos (ie Studio Gilea, Grant Taylor Portraits)
- 2017 swimming lessons
 - The cooperation from parents and staff helped us through all the issues we faced
 - We won't be using Bus West next year
 - Do we want to consider only hiring buses who have seatbelts?
 - The feedback from parents seems to show growing concerns about the buses not having seatbelts
 - Not all bus contractors have seat belts in all of their buses and our school needs at least four buses each day
- Crossing guard application, progress update
 - We have asked for a Type A crossing guard
 - We are still waiting on the Road Safety Commission to make a decision
- DOE School Board training
 - Sam, Darren and the Principal have been put down for two days training
 - 80% of schools in WA will be IPS
 - The profile, professionalism and governance is what will be focused on during that training

- IPS Review update
 - Discussed the draft IPS Review submission
 - On 17th Oct we will access the completed and submitted IPS Review submission

- 2017 School development day trade off
 - This year we have an additional staff development day
 - Next year we will be back to the normal amount, however we would like to propose we do the same thing we have done this year with our professional training
 - Easter will fall during the holidays in 2017
 - Students will come back on Wednesday in Term 2
 - Three way conferences will be between 11th-30th June
 - PP-Y6 swimming lessons will be at the HBF arena in the last two weeks of the year
 - Quinns and Mindarie are doing swimming lessons one day a week over a term. This is something we could explore as a school operational decision

- Staffing 2017
 - We have a special needs EA, mainstream EA and school officer positions that need to be filled
 - 63 applications for the school officer position
 - EA applications have been limited and those interviews are still underway
 - There are around 12 interviews for new teachers required in 2017
 - Some teachers will be returning from maternity leave next year
 - Amber O'Sullivan is a Year 5/6 teacher who will provide consistency in Room 15
 - Carla Zoghbi will be moving to an Associate Principal position full time
 - Matt Jarman will be taking a six month position at Mt Hawthorn Primary
 - Paul Fuller will be taking over the principal's position

- Collaborative YDHS board meeting
 - Matt met with Sharon Taylor last week
 - We will invite YDHS to visit us, following the DES review, to see Talk For Writing in action

Moved by: Victoria Dall

Seconded by: Liam Day

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5.0 P&C – Joanne Anderson

P&C ACCOUNTS (As at 15/09/2016)

CANTEEN \$ 4225.43

UNIFORM \$ 1311.33

GENERAL \$ 5591.77

PETTY CASH General \$ 103.22

PETTY CASH Canteen \$ 81.95

DEBT

Nell Gray \$ 11913.55

YBPS \$ 2780.45 (Debt at 15/08/2014 \$37918.45)

PAYMENTS

Nell Gray \$7322.70 (29/08/2016)

Nell Gray \$ 81.95 (12/09/2016)

YBPS \$5000.00 (12/09/2016)

-School debt has been paid off. Jackie requested that a balance be left outstanding to cover any future

uniform payment plans.

-Full stock take and tidy up of the uniform shop carried out last week.

Value of stock held \$54 687.10. (Approximately \$63 500 held this time last year.)

We are carrying a new line of jackets though so without those stock held value would be \$48 758.10.

-Fully stocked apart from medium Lindsay hats and size 8 fleece jackets.

-220 pairs of replacement shorts have been delivered. Have asked Nell Gray for information on codes and numbers of sizes etc being replaced. (4 codes were identified that were inferior fabric and a sample of each given to Nell Gray.)

-Meeting with Harvey scheduled for next week to discuss stock levels to be held at Nell Gray warehouse.

-Canteen second opening day has been a success this term with takings each opening day improving. Takings vary between \$300 and just under \$600 per day. However, still not breaking even this term. Average spend per day is \$227 (\$127 wages, \$100 stock). P&L statements as of Friday 9th September show -\$1031.04 for term 3, however taking out freezer purchase (\$322) Superannuation (\$221.24) and ATO (\$393) brings to -\$94.80. Year to date P&L shows we are breaking even with -\$4.08.

-Faction carnival day a success with \$491.40 taken on Flexischools and \$286.30 cash sales. Total of \$777.70.

-Are staff aware of canteen open days and menu?

General Business

- Community members walking their dogs (and leaving dog waste) on the school oval during sports lessons, recess and lunch. What can be done about this?
- Canberra – organized by the Australian Education Union.
 - The visit was to see Christian Porter about a needs-based funding model and to fight to ensure that school's funding remains as an as-needs basis
 - There is not enough diversity in the funding model to recognize the needs of the children in our schools
 - The Labor government is looking to diminish those funds down from 80% to 62%
- Factions – with over 600 children, we will need to begin a new faction
 - What will the new colour be?
 - We need to have a process for purchasing faction shirts
 - Students would move to the new faction voluntarily

7.0 Next Meeting

DATE: Monday 17/10/16

LOCATION: Staff Room

9.0 Meeting Close/Adjournment/Next meeting

The meeting was closed by Chair at 7:52pm: Darren Meakins

Chairperson Darren Meakins

Principal Matt Jarman

Date 19/9/2016