

# Yanchep Beach Primary School Board Minutes

## 17 October 2016



### Agenda 17 October 2016

LOCATION: YBPS Staffroom

ATTENDEES:

- Joanne Anderson, (P&C liaison)
- Samantha Curtis, (Parent)
- Paul Fuller, (Principal)
- Darren Meakins, (Parent)
- Carla Humphrey, (Staff)
- Katie Cuerden, (Staff)
- Lauren Robinson (Staff)

#### 1.0 Welcome and Apologies

1.1 Opening and Welcome

1.2 Apologies: Amy Chalkley, Victoria Dall, Liam Day, Tracey Roberts  
Confirmation of agenda: agreed

1.3 Past minutes: agreed

#### 2.0 Disclosure of Interest

Conflict of Interest : Nil

#### 3.0 Financial Statement

- One line budget review
  - One-line budget figures are similar to the last board meeting.
  - There is a current reserve of \$219, 861 that has been received from the Department as additional funding to support our increasing student numbers. These funds have been held onto in case we do not reach the projected numbers. It is likely that, with current enrolment trends, we will reach this target and therefore have the funds available to us.
  - These funds will be used to furnish the two new transportable with additional furniture such as LCD screens and additional furniture.
  - Our Kindy enrolments will be capped at 120, which would fill 6 classes.

3.1

- School contributions and charges
  - An exact figure is not currently known, though only a couple of families have paid since the last board meeting.
  - School contributions and charges as of the 19<sup>th</sup> of September is 49% (approx.\$33,000) of contributions paid (our target for the year is 80%)

#### 4.0 Principal's report

Year 6 camp was a positive experience and students were well behaved. The camp was well managed and students enjoyed the experiences and range of activities. Students throughout the school have transitioned into the new term well.

- IPS Review update and planning
  - The IPS Review visits are scheduled for the 2<sup>nd</sup> and 3<sup>rd</sup> of November. Two members from the Department of Educational Services will come to YBPS. These individuals are in charge of reviewing Independent Public School to ensure this accreditation can remain.
  - This process is very much a self-review process and has involved self-assessment by the school to see how well we as a school are meeting our business plan. The two-day meeting is scheduled around us providing/ demonstrating evidence that this information is true and accurate.
  - Paul discussed the review document we have shared with the IPS review team.

- He then outlined the colour coding system we have used to evaluate our school priorities and targets. The two key points that we believe are not sustained or are achievable involves achieving our parent contributions rate and On-Entry data.
- Matt Jarman is to return to YBPS for this process.
  - School board members will be asked to be a part of this process and Paul will email members to schedule a time during the 2<sup>nd</sup> or 3<sup>rd</sup> for them to meet with the assessors. School board members will help determine if we have a well functioning board.
  - The current suggested time to meet with the assessors is lunch (12:20) of Thursday the 3<sup>rd</sup>. This will take place in staffroom. Assessors may request to meet with us as a group or with people individually.
  - Teaching staff completed a survey during their Term 4 Professional Development Day on their recommendations for YBPS.
  - Paul provided a summary of the collected results. The general staff recommendations include; attendance is an issue as there is a downward trend beginning in the lower years that can easily create patterns among families and impact students throughout the rest of their schooling. Positive behavior Sustainability, moderation and assessment data are also areas we can improve upon.
  - The assessors will provide a series of commendations and recommendations after the two-day visit. This document will be fact checked by admin before being available to the public.
- New sporting faction
    - Students voted last Thursday on a fourth faction colour that will commence in 2017. Colour choices included orange or purple. Purple was the most popular amongst students.
    - An order for hats was placed on Friday, as students will need to have a hat on first day of enrolment. Shirts have less of a demand, as they are not required to be worn until faction carnival day.
    - Current faction names link to the Yanchep community. Some suggestions for the new faction's name include Lagoon and Pipidinny.
    - New students in years Pre-Primary through to Year 5 (Kindy enrolments will not count as they will be evenly divided into the four factions) will be enrolled into the new faction and then to further even out numbers students will be asked to nominate if they would like to join. Consideration of student abilities and family connections will be taken into account when forming the new faction.
    - Hats cost \$12.10, 150 hats will be required. These will be provided for free to existing students who will have to move factions. A system will be required for existing students to receive their free hat and a subsidized shirt. A coupon system was suggested. Shirts \$19.25 and will be sold as 'discounted' shirts costing \$20.
  - Traffic warden – update
    - Approved for a type A crossing. A Type A crossing guard is paid for the police and the police will be responsible for replacing the traffic warden if they are unwell. This person is trained and will be here for an hour before school and an hour after school.
    - A meeting will be held on site to find out where this crossing will be placed. A likely location will be on Beachside near the bike rack.
  - Out of School Hours care
    - An arrangement has been in place with Atlantis (formerly KidzBiz) since YBPS opened. The lease arrangement involves Atlantis paying \$1100 a month to use the school facilities. There are similar schools that receive higher payment than this figure. This lease ends at the end of the year.
    - A point of concern included that if YBPS raises the figure in their lease this fee will likely be passed on to parents through higher child-care fees.
    - Paul will be touching base with another school of similar size and another provider

to compare funds. He will use this information to later approach Atlantis and discuss this accordingly.

*Moved by: Carla Humphrey*

*Seconded by: Samantha Curtis*

- Enrolment of staff members' children
- The enrolment of children from outside of the Local Intake Area (including the children of staff members) has been previously determined at the Principal's discretion. On occasion, staff members live outside of the catchment area but come to YBPS and request to have their child enrolled. Principal Paul Fuller has asked the board to endorse the use of this discretion to offer enrolment to the children of permanent staff members.
- This is a strategy for attracting and retaining high quality staff and provides a public vote of confidence in the quality of education provided by Yanchep Beach Primary School.
- Staff who are permanent will be given the opportunity to enrol their children in the school.
- Staff on fixed term contracts may have their children enrolled if they live within the catchment area.

*Moved by: Katie Cuerden*

*Seconded by: Samantha Curtis*

## 5.0 P&C – Joanne Anderson

### P&C ACCOUNTS (As at 17/10/2016)

CANTEEN	\$ 4672.80
UNIFORM	\$ 3259.28
GENERAL	\$ 5768.22
PETTY CASH General	\$ 103.29
PETTY CASH Canteen	\$ 10.09

### DEBT

Nell Gray	\$ 11913.55
YBPS	\$ 2780.45 (Debt at 15/08/2014 \$37918.45)

-Purple hats were ordered 13<sup>th</sup> October. 100 x S, 100 x M, 80 x L/XL

Nell Gray has said they will be available for January. Waiting on name selection to get the shirts underway. Nell Gray will try to rush them through for January but can't guarantee it.

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

-Received codes of the skorts being replaced this afternoon. Have not had the chance to look up paperwork to see if the quantities are correct. Codes 32638, 31986 and 33205.

Suggestions on how to run change over;

-families keep old skorts as well as new

-collect old skorts to be used within the school as needed

-sell second hand skorts on with profit to uniform shop/P&C/YBPS

-Met with Harvey during the holidays, discussed levels of stock to be held at the warehouse. Agreed the main priority is polo shirts, shorts, skorts and lots of hats.

-2017 uniform pre order forms ready to go, waiting on confirmation of kindy parent orientation dates.

Order has been placed for January arrival for Summer uniform top up.

-Canteen ticking over with new Summer menu for term 4. Met with canteen manager last term and discussed advertising, paperwork and meeting KPIs.

-Fun Run has been set for Friday 18<sup>th</sup> November, week 6. Our coordinator now has a fulltime job so is unable to organise. We are advertising for a coordinator via Facebook and tomorrow's newsletter. If no one volunteers by the end of this week will consider cancelling the fun run. To be discussed at P&C meeting this week.

-Planning is underway for the year 6 graduation activity. Suggestions were collated and presented to admin and year 6 teachers. I believe a survey was held during camp(?) Need a decision very soon in order to book anything we need to and look at funds.

-The only other fundraiser this term is the Christmas raffle that a P&C volunteer is already working on.

## General Business

- School Board Elections
- Re-nominations for positions are required as we are coming to the end of the three years period. Darren Meakins and Samantha Curtis will be required to re-nominate and a staff nomination will take place to replace Carla Humphrey as she will be going on maternity leave in 2017.
- 'Professional skills' is a suggestion that is included in our notice for new board members as we are seeking a parent with skills they may apply during the board meetings
- Parent elections will take place mid Term 4 to allow for a few weeks to support hand over.
- Jo Anderson will likely become the treasurer for the P&C in 2017, as a new president will be elected. It is suggested that this person will be the most beneficial for the board.
- Parent elections are to be held prior to the following board meeting that is scheduled at the end of November. Parent nominations are to be received by Paul via email by the 28<sup>th</sup> of October. This allows for a two week submission period. Elections will close the 11<sup>th</sup> of November and will allow some time for selections to be made.
- 21<sup>st</sup> of November will be the last board meeting of 2016 and both new members and all current members, as of the 17<sup>th</sup> of October, will be present.

*Moved: Carla Humphrey*

*Seconded: Samantha Curtis*

- Other General Business

### 7.0 Next Meeting

DATE: 6pm, November 21

LOCATION: Staff Room

### 9.0 Meeting Close/Adjournment/Next meeting

The meeting was closed by Chair Darren Meakins at 7:18pm

Chairperson Darren Meakins

Principal Paul Fuller

Date 17/10/2016