

Yanchep Beach Primary School Board Minutes

13 March 2017



Minutes of Meeting 13 March 2017

LOCATION: YBPS Staffroom

ATTENDEES:

- Joanne Anderson, (P&C liaison)
- Victoria Dall, (Parent)
- Liam Day, (Parent)
- Matt McGinniss, (Parent)
- Darren Meakins, (Parent)
- Paul Fuller, (Principal)
- Amy Chalkley, (Staff)
- Katie Cuerden, (Staff)
- Carla Humphrey, (Staff)
- Lauren Robinson (Staff)
- Tracey Roberts (Community Representatives, non-voting positions)

1.0 Welcome and Apologies

1.1 Opening and Welcome

1.2 Apologies:

Tracey Roberts
Carla Humphrey

1.3 Confirmation of agenda: Agreed

1.4 Past minutes: Agreed

2.0 Disclosure of Interest

Conflict of Interest: Nil

3.0 Financial Statement

3.1 Financial Update

- o Financial position has remained unchanged since previous board meeting.
- o We are \$383 000 in the positive.
- o A finance meeting will be held this week to finalise figures prior to presenting this to the school board. It is expected that this final amount will align with the 2017 projected figure discussed at the last meeting.
- o There has been a slight increase in school voluntary contributions since the previous meeting, however this is still below the desired levels. We will continue to pursue using alternate initiatives to receive funds.
- o Paul will present information next meeting on how this figure compares to last years.

Moved by: Amy Chalkley

Seconded by: Liam Day

4.0 Principal's report

4.1 Facilities Update

- o YBPS has been approved for two transportable that will arrive by at least the start of term three, hopefully earlier. We have pushed to have one arrive as soon as possible to allow the class currently placed in the art room to move into their own designated classroom.
- o One transportable will be placed on the grass area outside the art room. To allow for this, some of the amphitheater steps will be repurposed to create a flat area that may be used in the future for three additional transportable, should we need them. This will prevent us having to go onto the oval and losing a significant amount of play space. It will be encouraged that a new primary school is built in the Capricorn estate to prevent Yanchep Beach reaching a student figure such as 900 - 1 000.
- o It is expected that further growth will occur after the train line is extended.
- o Paul will also be asking for additional toilets to support our growing student population.

4.2 Staffing Update

- At the end of this term a decision will be reached in regards to how administration team roles will be filled.
 - A process to advertise for a full time principal position will commence, if the role is not filled by Matt Jarman. During the interim, in which the advertisement process is being complete, Paul will be able to continue undertaking the principal position.
 - An full time associate principal role has been advertised. This process will help use select another deputy. It will also allow us to have a number of people to call upon depending on the future direction of Yanchep.
- 4.3
- Attendance Update
 - Currently our attendance rate is sitting at 94%. This initial figure is looking positive, however, once flue season hits this is likely to decline.
 - Two draft letters have been created, those for students above the state average of attendance and one for families who have a child below the expected standard, this includes a table outlining the long-term impact of student being absent. Students with attendance below 80% will receive a proactive letter outlining parents' legal obligation to bring their child to school. Board members agree to this being apart of the school's attendance process.
- 4.4
- Student Outcomes Update
 - At the beginning of the year students were involved in a series of assessments to help clearly identify student progress.
 - Recently, Kindy students have been assessed with their results being well below where we would expect students of this age to be (approximately 20% achievement rate). This includes a delay in oral language that then impacts on future student achievement.
 - Students' results often sit below the state average when the school's catchment area is a low socio-economic area.
 - We will continue to support parent education in the lower years, including running the Boost for Literacy program. Our school has also recently invested in a series of Michael Gross newsletters that parents will have access to via our school newsletter. Information covered in these handouts cover a range of issues including helping their child academically, socially and behaviorally, e.g. sleeping patterns and diets.
 - We will also have a look into videos that cover some key processes such as how to read to children effectively. We will also explore how we can make these resources easily accessible to parents.
 - Students in Pre-Primary, Year One and Year Two have almost complete on-entry assessments. Though this data is likely to still be below the expected level, it is likely these students will have made notable progress between assessment periods.
 - Further numeric information in regards to student achievement will be presented at the next school board.
 - We will continue to watch the stable student cohort closely to monitor our achievement. This will support our practices and help us measure the success of our school with the monitoring of progress, not just raw achievement.
 - Carla Zoghbi is in charge of collecting information in regards to students who are at risk. These students will be monitored over a period of time to allow us to track and monitor their achievement and see their progress from year to year.
 - We will continue looking into having a joint school board with Yanchep District High School to help us utilise their knowledge as well as share our own.
- 4.5
- My Schools Website
 - This presented data shows Yanchep Beach well below the state average.
 - This information is accessible to parents, through a context statement created by Paul has been made accessible vie the site. This has been included help inform the wider community of our school's context and outline that our goal is to continue to support student progress.
- 4.6
- Press Start Update
 - Parents in Year Four are supportive of the Press Start process. We will also continue to provide students who do not have access to an iPad with one during school time. The school will also continue to pay for the required apps.
- 4.7
- Clubs

- Students in Years Three to Six will be involved in a trial set of club where they rotate through a series of teachers and sample the different clubs provided.

Moved by: Victoria Dall

Seconded by: Matt McGinniss

5.0 P&C – Joanne Anderson

- Edgewater Primary School Canteen Operations Report – Presented by Darren.
- Low pricing point was important in improving sales.
- They use cash and this also heavily supports canteen sales.
- They continue to use the traffic light system, as do we.
- The strong running of EPS's canteen is likely driven by the passionate personal.
- A decision on how the canteen will run in the future will be a choice made by the P&C.
- Currently our canteen is in the positive.
- We still have not received our latest order from Nell Gray. This means some newly enrolled students do not have access to Yanchep Beach uniform to purchase.
- The Neptune hats have arrived.

P&C ACCOUNTS (As at 13/03/2017)

CANTEEN \$ 5389.00

UNIFORM \$ 15 425.00

GENERAL \$ 6602.00

DEBT

Nell Gray \$ 0

YBPS Approx \$200

-P&C AGM next Monday to coincide with volunteers' morning tea.

-Election Day fundraising a moderate success. \$870 dollars raised from sausage sizzle, cake stall, lucky and slushie sales. 6 dozen sausages left over and lots of drinks. Finding sausage sizzles don't make enough profit to justify the time and organisation required in comparison to other fundraising ventures.

-Easter raffle coming up, mother's day stall and cupcake lunch ready to go.

-Uniform shop very low in stock. Out of polos in size 4, 6 and 8 and shorts in size 4, 6, 8 and 10 and sor jackets. Waiting for stock ordered in December, have requested these be air freighted so should arrive today. (Haven't had uniforms to sell to new families. Have been directing them to the office to access second hand shirts until new stock arrives.)

-Canteen will close at the end of the term if the finances haven't improved and is covering costs. P&C will go back to 'square one' and look at options if that's the case.

6.0 General Business

6.1 Streamlining Board Meetings

- What information would board members like from the Principal's report?
- What information would board members like from the P&C report? Any suggestions or pointers on what members would like to see can be sent to Jo prior to the next board meeting. It has been recommended that the P&C will be in charge of directing the future of the YBPS canteen.
- We may introduce a time limit per section or for the meeting overall to ensure it does not go on for too long.
- To limit the amount of time spent at meetings discussing topics we will introduce providing agenda and the relevant documents a week prior to the scheduled meeting date. This will allow members the opportunity to look over the documents and discuss their feedback via email or allow them to have it ready to discuss at the board meeting.
- If we are feeling as though we are revisiting the same pointers we can create a subcommittee to manage these topics in the future.

6.2 Annual Report

- The board was presented with a list of suggested points to include in our 2016 annual report and members agreed upon these points.
- A decision was reached that a parent satisfaction survey will be presented this term to give parents the opportunity to reflect on their experience at YBPS for 2016. This will help create a set of data that can be compared to information from the 2014 and 2015 survey, as well as

as any in the future.

- Dress code
- 6.3 ○ Members will send an email to Lauren regarding their thoughts on the uniform by Friday March 24.
- Hire of facilities
- 6.4 ○ We are likely to raise the fee to use school facilities. This fee may be reduced at the principal's discretion. This will be further discussed at the next meeting.
- Safe Schools
- 6.5 ○ Yanchep Beach has signed up for the Safe Schools coalition. This is not designed to be process to help us teach the curriculum. Instead it is about accessing valuable resource services and training to help staff support students and their families in certain situations. This program will be used to help us up skill our staff and help ensure our school is a safe place for all students.
- Many of the more sensitive topics are not discussed with students in a primary setting. Instead, many of the concepts covered aligned with our preexisting program, the FiSH Philosophy. A suggestion has been made to ensure all board members present a clear informed perspective about the program and its benefits.
- School Cross Walk
- 6.6 ○ Our school has been approved for a crossing and are awaiting the creation of the cross and the allocation of a crossing guard.
- We will begin the process of applying to have a secondary crossing, hopefully beside the racks.

Moved: Victoria Dall

Seconded: Liam Day

7.0 Next Meeting

DATE: Monday May 8

LOCATION: YBPS Staff Room

9.0 Meeting Close/Adjournment/Next meeting

The meeting was closed by Chair at: 7:38

Chairperson Darren Meakins

Principal Paul Fuller

Date: 13/03/2017