

Yanchep Beach Primary School Board Minutes

20 February 2017



Minutes of Meeting 20 February 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 Representative, non-voting position)

1.0 Welcome and Apologies

1.1 Opening and Welcome:

1.2 Apologies:

Tracey Roberts

Liam Day

1.3 Confirmation of agenda: agreed

Past minutes: agreed

2.0 Disclosure of Interest

Conflict of Interest: nil

3.0 Financial Statement

3.1 • Project Funding and Expenditures

- Student census was on Friday the 17th. This date determines a school's allocated funding based on their enrolment figures. 680 students are currently enrolled at YBPS.
- Currently this funding is approximately \$5 795 000, including an additional \$299 000 that has been received as allocated growth funding for additional enrolments over and above the figure we had on the census date, this is to support our rapid growth.

3.2 • Growth Funding

- The additional funding of \$299 000 has been approved by the director general David Axworthy – this number is forecasted based on our growth rate.
- This funding can be requested back in November if our school does not reach the intended enrolments, though schools are expected to spend a notable amount of this and currently schools have not been asked to return this funding.
- Currently we are keeping class sizes low to help support the likelihood of additional enrolment. Our forecasted salary is \$5.3 million. Currently \$50 000 of that additional funds has been used to cater for this. Another \$250 000 will be placed in a term deposited and kept untouched until our school meets the enrollment of the expected, additional 42 students.
- There are quite a few upper primary vacancies. All Year One/Two classes are at capacity, when capacity is over support can be provided or an additional classroom may be required later in the year. The amount for these initiatives will come from the growth funding.

3.3 • Voluntary Contributions

- Parent payment of voluntary contributions is sitting at \$7 190 of \$41 000, approximately 17%. We will encourage parents to pay this, however it cannot be rewarded if parents pay. Alternatively extra initiatives such as fun run will be undertaken to help raise this percentage.

Moved by: Victoria Dall
Seconded by: Amy Chalkley

- 4.0 Principal's report
- 4.1
 - Enrolment Updates
 - Strong growth across the school all classes have started well, though a few students may be placed in alternate classes.
 - Class Size and Structures
 - Strong numbers in the upper primary.
 - Capacity numbers in year one two, a possible option to relive this can include having an additional teacher later in the year. This salary would come from the growth funding. A teacher position can cost around \$110,000, an Education Assistant may be employed instead with support being provided with teachers. Teachers will be consulted about this choice.
- 4.2
 - Facilities Update
 - In December 2016 our request for two extra transportable was denied. Currently we have a class working in the art room so a new request will be placed to remove students from the art room and another one marked for future growth.
 - Possible places include behind Marlak and outside of the art room.
- 4.3
 - School Performance Dashboard
 - One outcome to come out of the IPS Review involved student achievement data. Our intention is to begin using more concrete data that we have gathered throughout our three years.
 - ICSEA – YBPS has a below average socioeconomic status.
 - Current student transiency is sitting at 0.25% this is believed to be for 2017 only.
 - Students with disability is sitting at 15 - these are students who have a confirmed diagnosis and bring in additional funding.
 - Some of these figures have not been updated for 2017.
 - Our teacher judgment / student report based on the intended bell curve demonstrates we are a little bit tougher than average in awarding grades.
 - Our attendance is pink and is not at the percentage we would like.
 - NAPLAN is red. This is because our school is achieving below average, however students who have continued on at YBPS students make a better than average progress. This highlights the impact of our schools characteristic.
- 4.4
 - IPS Review: Outcomes and Actions
 - We recognize we cannot control the original level of ability of enrolling students, however we can help them guide their progress. This has encouraged us to review our school goals by assessing student's progress not their achievement levels. The process involved in changing the red colour for achievement on the Dashboard is a 5 to 6 year progress. If this level of achievement continues the department will assess our school processes.
 - A letter from the director general has been received that highlight the key achievements and areas of needs from our IPS review. This letter supports the validity of our self-assessment. We are responsible for making changes to our practices to ensure further growth is achieved.
 - A Numeracy Assessment scheduled was shared with teachers. Students' in Pre-Primary to Year Six having will complete a standardized assessment that, with each set of data being no more than 12 months old. These assessments will compare student achievement with other schools. This will allow us to monitor student achievement year by year.
 - Our school will also be partaking in NAPLAN online this will allow us to receive the data earlier on in the year.
 - A person from State Wide Services will come and support teachers with their assessment practices, one possible step can include allowing for intervention practices to take place.
 - With NAPLAN on line we are hoping that there will be possibilities for students to undertake a less 'high-stakes' test more frequently to continue to assess their abilities on a wider scale, beyond the school. Teachers have received a YBPS assessment schedule for 2017. We will keep visiting these processes throughout the year to ensure our practices

are effective.

- Our IPS Review information will continue to be visited throughout this year as we will use it a driving factor in our school initiatives.

4.5

• Attendance

- Currently our attendance is sitting at an acceptable percentage, however this is often at its highest at the start of the year. Currently our attendance rate is at 95.5%.
- Our attendance from 2016 is low as only 58% of our students are attending regularly, 33.6% are missing an average 10-20% of school. This has a significant carry on affect for their schooling and day-to-day classroom practices. This is on a downward trend and attendance has declined each year.
- Improving attendance is important in improving student achievement. We still want unwell children to stay at home to prevent other students becoming well but would like to increase our attendance rate.
- Twice a term an associate principal will contact the parents of students with low attendance, however some parent's practices do not change, even after this discussion.
- An attendance letter will be sent home throughout the year to promote parents making decisions on whether their child should be at school or not. A table of the impact that attendance rates will have throughout a child's schooling will be attached. Paul will draft up a sample letter. It has been discussed rewarding student attendance however we do not promote students attending when unwell and this often occurs when incentives are provided.

Moved by: Paul Fuller

Seconded by: Matt McGinniss

5.0 P&C – Joanne Anderson

YANCHEP BEACH PRIMARY SCHOOL BOARD MEETING

P&C REPORT 20TH FEBRUARY 2017

P&C ACCOUNTS	(As at 20/02/2017)
CANTEEN	\$ 4 300.25
UNIFORM	\$12 058.17
GENERAL	\$ 6 602.64
PETTY CASH General	\$ 99.56
PETTY CASH Canteen	\$ 271.33
DEBT	
YBPS	\$ 229.45 (Debt at 15/08/2014 \$37918.45)
PAYMENTS	
Nell Gray	\$ 3 850.00 07/12/16
Spartan	\$ 1 034.65 23/01/17
Nell Gray	\$ 9 252.10 20/02/17

Set a policy on what events the year sixes are involved on this would outline the expectation that parents, who are involved in any additional fundraising is streamlined through the P&C

-Currently waiting on P&C books to be audited to set AGM. Expected to be held in week 6 at the latest, giving mandatory 2 weeks to advertise. Plan to hold the volunteer thank you morning tea that didn't happen in 2016, then hold the AGM at the end.

-Start of year uniform sales going well. \$11 000 taken on January open day. Stock arrived day before open day, coordinator had to drive to Joondalup to collect. Went smoothly but was very difficult to get volunteers. Have considered looking into selling uniforms out of Nell Gray Joondalup store.

-Hats (all colours) did not arrive in time for January opening. Arrived in week 2, have been distributing at the uniform shop and via the front office for free Neptune hats and pre paid hats. All sizes and colours have been available for 2 weeks now so each student in the school should be wearing a school hat.

-Have run out of size 4, 6 and 8 polos and small sizes of shorts. Waiting on order placed 13th December 2016.

-Purple shirts were ordered 7th November. 210 ordered. Not arrived as yet, March delivery expected. Some pre ordered.

-Have not done anything about skort change over. Still not happy with the number of replacements sent but haven't had the time to follow up properly with Nell Gray as yet. All dealings over the holidays dealt with stock not arriving.

-The black leggings information in the last newsletter caused issues among parents, about which the P&C received emails and some heavy criticism. Suggest a very specific uniform policy be drawn up, endorsed and published by the board and made available on the website as there is no information of this kind readily available to new families or for staff to refer to. (Possibly on the reverse side of uniform order forms, but would prefer not to) In the first few years black leggings were allowed under skorts, dresses and shorts, (but were never endorsed by the board) Last year, a large number of senior students were wearing only these with a polo shirt, which is definitely not acceptable.

-Canteen up and running for 2017. Ran at a loss last year, committee will assess the financials at the end of term 1 and make a decision on the canteen's future.

-Looking for a project for P&C to fund. Suggested to fundraise for cover for the grandstand area on the oval? Provide shade and extra places for students to sit in school time and recess/lunch breaks, shade for the community at school events, protection from rain during phys ed lessons.

-Fundraising calendar has been drafted for 2017 as follows;

TERM 1

11th March Election day sausage sizzle and cake stall lots of details required-set up, times, access etc etc

Drawn week 9 Easter Raffle

TERM 2

Week 2 or 3 Mother's Day stalls stock ordered

12th May Cupcake stall organised by P&C, run by year 6 leadership team

25th May Cancer council Biggest Morning Tea community event in undercover area

30th June Movie night (Grand Cinemas) last day of term 2 Despicable Me 3 released

TERM 3

Week 1 Fun Run forms sent out last weeks of term 2

Week 6 Father's Day raffle drawn at breakfast

31st August Father's Day Breakfast

TERM 4

Week 8/9 Christmas Raffle

Moved: Carla Humphrey

Seconded by: Victoria Dall

6.0 General Business

6.1 • Improving Board Operations

- Year Planner
- Monday 13th March (Week 7, Term 1)
- Monday 8th May (Week 3, Term 2)
- Monday 12th June (Week 8, Term 2) – Opening night for parents to sit in on the board meeting including a possible address by head boy and girl
- Monday 31st July (Week 3, Term 3)
- Monday 28th August (Week 7, Term 3)
- Monday 23rd October (Week 3, Term 4)
- Monday 20th November (Week 7, Term 4)

6.2 • A letter will be drafted congratulating leadership students on the appointment of their positions. This will be created by Lauren.

6.3 • Website information

- We are aiming for readily available information about the school board members to be accessible online for parents. An example has been provided. A request has been made for all members to create a similar profile to the example one provided.
- A headshot should also be included.
- This will promote parents awareness of how the board runs. Liam and Tracey will be contacted prior to the next meeting to allow them to do this.

6.4 • Board Training

- Darren, Paul and Lauren will be involved in board training to help up skill our board and promote its running. Dates and information to come.

6.5 • Safe Schools Coalition

- Due to the unfortunate misinformation about this program there is likely to be a demand to explain why we have chosen this program. It is suggested that all board members are

aware of the reasoning of our choice to select this program and that this is well know to promote a clear message by members to help manage any backlash.

- This program is run around the ideas of respect, tolerance and safety and does not touch on the content likely to be a concern of a parent until high school. One of the key benefits involves access to professionals who can support staff and students. Paul will be responsible for enrolling our school in the Safe School coalition.
- This program is relevant to our other whole school initiatives. These programs will still continue. This includes Protective Behaviors, Zones of Regulation and The PBS committee will also have a look at the suggested program Stick Up 4 Me – The P.I.G.S. Choice in Bullying Program that is an assertiveness training program.

Moved by: Katie Cuerden

Seconded by: Darren Meakins

- 6.6 • Development of 2018-19 Business Plan
 - Schools with similar opening dates have completed their three-year business plan and will be commencing a new one in 2017. However due to YBP's changing nature our business plan has already been reviewed and will not need to be reviewed again until the end of the year ready for 2018.
- 6.7 • Dress Code
 - A message went out to parents regarding the wearing of black leggings as opposed to shorts or skirt. Previously students have been allowed to wear them underneath their uniform, however, we will now only be endorsing the wearing of grey leggings underneath skirts.
 - Any changes to the uniform expectations will be discussed with the board.
 - Paul will draft a dress code expectations document.
 - All parents on the board will endorse the uniform expectations with their child.
 - More information regarding board members will be released to parents to promote their encouragement of contacting a board member opposed to contacting the P&C or discussing concerns via social media.
 - There has also has been suggested that a deadline for parent to comment on issues will be undertaken to prevent issues spanning the year.
 - We intend to provide dates to parents where we will be reviewing dress code and other issues. This will allow them a period of time to contact members to discuss their concerns, which will then be discussed at the board meetings.

Moved by: Carla Humphrey

Seconded by: Katie Cuerden

7.0 Next Meeting

DATE: 13th March

LOCATION: YBPS Staff Room

9.0 Meeting Close/Adjournment/Next meeting

The meeting was closed by Chair at 8:15pm

Chairperson Darren Meakins

Principal Paul Fuller

Date: 20/02/2017