

Yanchep Beach Primary School Board Minutes

6 pm, Monday 28 November 2016



28 November 2016

LOCATION: YBPS Staffroom

ATTENDEES:

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

1.0 Welcome and Apologies

1.1 Opening and Welcome:

Welcome to Matt McGinniss, new parent representative on the school board

Apologies:

1.2 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
 - Public schools are expected to spend approximately 96-99% of allocated funds. Currently that is where YBPS is sitting with \$198, 836 of funds left available for the end of the year. An estimated \$100,000 of this will roll over to 2017.
- School contributions and charges
 - Currently we are sitting at \$49,976 with a remaining \$19,068 to be paid. These are not likely to be paid by the end of this year; this expenditure will be covered by the school.
 - An additional \$9,000 was raised during the school fun run. Alternate funds will be sought via other initiatives such as the school disco and will compensate for the lower figures.
 - Moved by: Carla Humphrey
 - Seconded by: Victoria Dall

4.0 Principal's report

- IPS Review draft report
 - Overall the IPS review document was a positive reflection on the school and its staff and is a strong endorsement of the schools direction.
 - There is constructive advice that will help support YBPS further development. The NAPLAN data was the key area of interest as the schools fundamentals are strong but the NAPLAN data does not reflect this well, mostly due to the context of this school. These recommendations are supported and once this document is public there will be further exploration from the board on how to achieve these recommendation.
- Enrolments, staffing and class structures 2017
 - There is two new demountable to come as well as we the use of T6 will also begin in

2017. There may possibly be an additional class that will begin in 2017 in the library due to insufficient demountables.
- We will endeavor to keep demountables in the main area of the school opposed to the use of the school oval.
 - Currently YBPS is a level 5 school and once it has a sustained enrolment of over 700 students, it will become a level 6 school.
 - No additional primary schools have been officially announced for the area, other than YDHS becoming a dedicated primary school once the new Senior High School opens.
 - It is projected that, at the first 2017 census date YBPS will have an enrolment of 673 students. Paul has applied for additional funding of 40 students to cover the cost of these enrolments if they begin after census date. These funds will be reserved for if those students come and will be of a similar experience to this year.
- Class Lists
 - A potential class table was shown to the board with expected 2017 figures and class sizes. Tomorrow the staff will create class lists that will not be matched to a specific teacher until a later date. This is to promote all classes being of equal capacities including both academic ability and social abilities.
 - Requests submitted by parents for specific teachers and students have been noted by Paul and have been recorded. These will be checked after the preliminary class lists have been created and Paul will assess what requests should be complied with and are valid. Any changes that are required will be made. The class lists will be released to the YBPS community on the Monday the 30th of January with school beginning the Wednesday of that week.
 - Selection process is underway for another 5/6 teacher and an advertisement will be released for a new Music teacher as Jordan Seinor will be heading to East Freemantle PS.
 - Contributions and Charges 2017
 - Contributions and charges for 2017 have been submitted to the board.
Moved by: Carla Humphrey
Seconded by: Darren Meakins
 - Proposed change to timetable
 - For the last two weeks of term a new timetable will be trialed by the school to allow for a shorter learning session after lunch. The proposal is that there is a 2 hour literacy block, followed by play and then there is lunch, a second 2 hour learning sessions and an afternoon recess, followed by an afternoon session that will be an hour.
 - Crunch and sip will be required during the first learning block for 2017.
 - The decision on whether this will continue into 2017 will initially be made by staff and an extension on this trial can continue into to Term One of 2017. The intention is that the canteen will still be open in for afternoon break.
Moved by: Victoria Dall
Second by: Samantha Curtis
 - Expenditure of revenue from Hire of Facilities
 - There is currently \$15,000 worth of funds from outside organisations using the school facilities. These funds will be allocated to cover the loss on parent contributions on the nature play, the outstanding balance of which is \$15,000. This prevents the school not having to cover the nature play by removing funds from other areas.
Moved: Katie Cuerden
Second: Lauren Robinson
 - Hire of Facilities agreement – Atlantis Out of School Care
 - The fee for the use of the under cover area has been increased to \$25,000.
 - It is suggested that these funds will be used to purchase more student books. Matt McGinnis will be further exploring some suggested book titles to purchase at the end of 2017, using these funds, to promote student reading.
 - A proposal for 2017 will be created to suggest how the 2017 funds will be used to improve the library and purchase additional resources.

Moved by: Victoria Dall
Seconded by: Katie Cuerden

5.0 P&C – Joanne Anderson

P&C ACCOUNTS	(As at 28/11/2016)
CANTEEN	\$ 4092.35
UNIFORM	\$ 3165.48
GENERAL	\$11658.90
PETTY CASH General	\$ 76.54
PETTY CASH Canteen	\$ 66.28
DEBT	
Nell Gray	\$ 3850.00
YBPS	\$ 2780.45 (Debt at 15/08/2014 \$37918.45)
PAYMENTS	
Nell Gray	\$ 8063.55 (23 rd November 2016)

- Purple shirts were ordered 7th November. 210 ordered. No guarantee of January arrival but we're hopeful.
- Summer stock starting to run low in some sizes of polo shirts and hats. Have packed all pre orders placed and put aside. (Approximately 10 received.) Only 2 more uniform shop open days this term.
- 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. Will deal with it over the holidays.
- Kindy orientation days went well with quite a few parents collecting their uniforms on the day after the meetings.
- Canteen ticking over with new Summer menu for term 4. Met with canteen manager last term and discussed advertising, paperwork and meeting KPIs. Another meeting will take place in the next week to review.
- Fun Run was very successful. Comments were it ran smoothly on the day and funds raised in cash and online were over \$9300. 30% of this will go the Australian Fundraising for admin and prizes, leaving a minimum profit of \$6510, more than covering the Water fun day costs. Would prefer not to hold it in term 4 again though, as volunteer numbers tend to drop off in 4th term and getting the prizes ordered and delivered before the end of term is putting a lot of pressure on volunteers. There is a lot of paperwork and data entry involved as well as chasing up incorrect orders, online fundraising etc etc.
- Year 6 graduation activity is booked. Moved away from the original plan of having activities onsite as costs were escalating and didn't think it would sustainable as the year 6 cohort grows in size. (Laser tag 24 at a time \$1050, bubble soccer for 20 \$800, lunch approximately \$300) Going rollerskating instead to Rollerzone Malga, \$15 a head including food and drinks for a private, closed session. Transport being provided by Pulse Party Bus. Anticipated cost approximately \$1700.
- Response to the Christmas raffle has been very average with donations from families very sparse in comparison to last year. However, donations from businesses have been excellent. (The fun run has also impacted on this because so much time has to be spent on it.) Tickets are on sale until week 9, some sold already.
- It was suggested that the school or P&C provide a reward to families that pay their voluntary contributions. Unfortunately, Paul advised that this was not permitted by Department policy.

Moved by: Carla Humphrey
Seconded by: Lauren Robinson

General Business

- **Election of officers**
 - The right number of nominations were received for the 2017 board and therefore no nominations will need to take place. Samantha will be leaving the board at the end of 2016 and remaining board members will be continuing on.
 - A New three year cycle has begun and Darren will continue on as board chair, Secretary will be Lauren Robinson.
- **Feedback from Mount Hawthorn PS Board meeting (Darren Meakins)**
 - Fundamentally the MHPS board is similar to the board here at YBPS though they face different challenges.

- **Potential refinements to Board Operation**
 - An annual calendar will be brought in for 2017 to help support board member attendance.
 - A dropbox folder, or similar, will be created to bring in the minutes and these will also be sent out two weeks prior to allow for additions to be made.
 - Business plan tracking will be implemented in 2017 as per recommendation of the IPS Review.
 - There will be additional board training for 2017.
 - Their board has been running longer than ours.
 - One strategy they adopt include a public meeting once a year to demonstrate to parents what the board is about.
 - A facility report was also handed out at the beginning of each meeting and a policy review was provided to staff to keep them updated on what policies are in place and their duration. Another chart also stated what the current class sizes was also shared. These suggestions will be taken on for 2017.
- **Proposal for a Parent Commendation scheme**
 - Parents commendations will begin in 2017 and will involve parents who have made notable contributed during the school year to be considered for a recognition.
 - There will be a considered criteria to ensure the process is not subjective.
 - It has been suggested that this process will occur once a term and it would hopefully promote parent involvement in both the P and C and school board.

Moved: Katie Cuerden
Second: Lauren Robinson
- **Safe Schools membership**
 - We are aware of a number of students in our school who are from gender diverse backgrounds.
 - We wish to support these students as best as possible. These students can face many challenges and staff have begun training on how to support all students.
 - There is a Safe Schools initiative that is funded by the government. The program encourages online safety, protective behaviors and accepting diversity. This membership would give us access to professional learning and support and guidance for the school community. Staff have already had one visit from the team but there are still many more resources to access and the curriculum content won't change as these areas are already taught and will act as a public statement for support for all students and that we do not accept bullying at YBPS.
 - It has been requested that the board have a look at the online resources available to help make an informed decisions on whether we would like to become a member of the safe school initiative. These will equip staff to support students and the wider school community on how to handle different gender diversities.

7.0 Next Meeting

DATE: TBA Paul and Darren will work up a schedule for 2017 and present it to board members when a plan has been created.

LOCATION: Staff Room

9.0 Meeting Close/Adjournment/Next meeting

The meeting was closed by Chair at 7:55pm

Chairperson Darren Meakins

Principal Paul Fuller

Date 28/11/2016