

Yanchep Beach Primary School Board Minutes

1 May 2017



Minutes of Meeting 1 May 2017

LOCATION: YBPS Staffroom

ATTENDEES:

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

1.0 Welcome and Apologies

1.1 Opening and Welcome

1.2 Apologies:
Victoria Dall
Liam Day
Paul Fuller

1.3 Confirmation of agenda: Agreed

1.4 Past minutes: Agreed

2.0 Disclosure of Interest

Conflict of Interest: Nil

3.0 Financial Statement

- Recognition of the level of professionalism and dedication shown by Paul Fuller throughout his time in the principal role.
- 3.1 • Payment planning update
 - The funds received by YBPS has increase to \$5 766 662 for the year. This amount is to support the running of the school, including staff wages and resourcing.
 - Student centered funding: The level of funding changes based on the student characteristics of the school.
- 3.2 • Projected Funding and Expenditures
 - A statement breaking down the funding sources was provided to all members of the board. This includes the previously discussed funding allocated to the school to support the rapid growth of Yanchep and our subsequent intake of students and other operational resource allocations.
 - Funds are allocated as an IPS flexibility to YBPS for school psychologist services in the range of \$40 000. Additional funds have been allocated by the school to increase the two day allocation to three days. Starting in Term 2, there will be an additional psychologist that will support Berdine's role. This psychologist will run on Wednesdays. This will cost in the area of \$100 000, only \$40 000 of which is covered by the department.
- 3.2 • Voluntary Contributions
 - Contributions to the school are currently sitting at \$9 137, with a balance of \$32 413 remaining. 22% of students have paid these funds. This is likely to be a lower percentage then the figures we were at the same time last year.
 - There is an additional \$2 700 in uniform payment plans that are also still owing.

Moved by: Amy Chalkley

4.0 Principal's report

- 4.1
 - Mt Hawthorn
 - Mount Hawthorn is a tight knit school community. Parents have a great deal of involvement in the school from fundraising to the maintaining the appearance of the school. Parent volunteers support through a variety of rosters and initiatives and are proud of their contributions. Parents receive commendations through the school board that acknowledge outstanding efforts and are board endorsed. Records relevant to parent commendations and the reasoning is recorded on a spreadsheet contained on a Board Dropbox. A parent liaison is appointed per class, these parents have the opportunity to have a meaningful conversation with the principal twice per term and act as a key conduit of communications on behalf of parents.
- 4.2
 - Role of the School Board
 - We are now able to use our up skilled capabilities to help direct the board into a more strategic area.
 - This can include having involvement in campaigning ministers and political party members through creating letters. Key areas of focus include increase funding or developing a clearer idea of the future direction of Yanchep.
 - It has been suggested that we invite Sue Ellery up to the school to support her having a more concise image of YBPS. This includes having a clearer understanding of the growth of the local area and its impact on our school. This can also help individuals understand how significant the growth is in comparison to Joondalup, opposed to a basic understanding that growth is occurring.
 - Tracey will be discussing with Mark McGowan the idea of ensuring the railway network will be continued up to Yanchep as well as the freeway.
 - Swimming pools are available to a series of inner city style schools but none are available within this area. The swimming lessons taking place in 2018 will take place over a month to logistically manage student number of this size attending lessons.
 - Darren will be in charge of getting information in regards to the opening of the new college in the Yanchep area by contacting the relevant parties.
- 4.3
 - Policy schedule for review
 - A document will be created that outlines when school policies will be reviewed. This will span multiple years. The individuals or subcommittees responsible for this process will also be outlined.
- 4.4
 - Us of facilities and infrastructure review
 - A table was presented to the board outlining the increased cost to hire our school facilities. This included both daily figures and hourly figures. Contracts in regards to the hiring of facilities are up for renewal, with Atlantis/ Kids Biz having already signed a new contract for the year.
 - Board members are requested to look over this document ready to discuss at the next meeting. This will also be sent out via email to absent members.
 - Two transportable will be available soon. This will allow the class currently in the library to relocate. This will also provide an additional building to accommodate future growth.
 - We have also outlined our concerns to the department that we have growing need for more toilets to facilitate our increased student numbers.
 - We have a limit of 9 transportable that have already been exceeded to now accommodate 11.
 - To further accommodate these we will loose the tiered seating on the oval.
 - There is a continued desire from parents to allow their child to attend Kindy but we are at maximum capacity.
- 4.5
 - Staffing and Class Sizes for Semester Two
 - Possible changes will occur in reference to staffing and class allocations based on

future numbers.

- 4.6 • Board Start Time
 - It was decided that the board meetings would continue to take place at 6pm with the possibility to review this in Term 3, when subcommittees are up and running. A later start date of 7pm will then also allow these committees to meet at 6pm, prior to our meeting.
- 4.7 • Business Plan
 - By the end of 2017 we will need to publish a new school business plan. The board will further discuss the related processes attached to this in future meetings.
- 4.8 • IPS Review: Outcomes and Actions
 - Data sets now exist that outlines the abilities of students at YBPS.
 - When reviewing this set, newly enrolled students will be identified.
 - This helps identify areas of needs and areas of conditioning from different school.

Moved by: Tracey Roberts

Seconded by: Katie Cuerden

5.0 General Business

- 5.1 • Future Role of the School Board
 - To open each meeting there will be a short, explicit discussion that will outline some of the key areas covered in the school board training online modules 1-5. These PDF documents will also be uploaded to the Dropbox to be viewed by members as desired.
 - Co-opt members are to be introduced. These members will be determined based on their particular skills or knowledge relevant to issue being discussed by the board. These members may join the board in a non-voting party and will be brought on as needed.
 - A literacy subcommittee will be created with Matt McGinnis, Lauren and Carla. Jo Hoskins will be asked to be coopted, where necessary, to support this. The committee will meet prior to the next board meeting to present a general outline of what their intentions are.
- 5.2 • Draft Annual Report review
 - Due to the exceptional circumstances YBPS was in at the end of Term 1, the intended date to have the annual report completed has been extended.
 - Members have 10 days to review this document to outline any areas of concern before passing feedback onto Lauren or Matt.
- 5.3 • Uniform Policy
 - Language preferences to be corrected.
 - Hair accessories to also be added.
 - This document will be reviewed via a subcommittee in the future. Information in regards to the date and parties involved will be available through the Policy Review Schedule available on the Dropbox.
- 5.4 • Professional photos for school website
 - Professional images are to be taken of board members on June 1 at 8:50-9:00am to provide a professional, consistent image.
- 5.5 • Recommendation of having communications with the Two Rocks Yacht club to develop community engagement.

6.0 Next Meeting

DATE: Monday 19th June 2017

LOCATION: YBPS Staff Room

7.0 Meeting Close/Adjournment/Next meeting

The meeting was closed by Chair at: 7:20pm

Chairperson Darren Meakins

Principal Matt Jarman

Date May 1 2017