

Yanchep Beach Primary School Board Agenda

19 June 2017



Minutes of Meeting 19 June 2017

LOCATION: YBPS Staffroom

ATTENDEES:

- Joanne Anderson, (P&C liaison)
- Victoria Dall, (Parent)
- Liam Day, (Parent)
- Matt McGinniss, (Parent)
- Darren Meakins, (Parent)
- Matt Jarman, (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

1.3 Confirmation of agenda: Agreed

1.4 Past minutes: Agreed

1.5 Opening Address

- Role of the School Board –
- The School Board is prohibited from influencing the day to day running of the school. It can make decision on fees charged to parents, school dress code, voluntary contributions and school book-lists. The Board may also make decision in relation to sponsorships and advertising.
- The Board can also advise the school on use of recourses, their priorities and direction, community needs and values.
- The Board is not to be involved in education instruction and cannot discussion the specific performance of teachers and students.

2.0 Disclosure of Interest

Conflict of Interest: Nil

3.0 Financial Statement

3.1 • IPS One Line Budget

- Matt provided an Operation One Line Budget statement.
- New enrolments will continue to arrive and they will influence our future budget once the August census has taken place.

3.2 • Voluntary Contributions

- Members were provided with table breaking down the current voluntary contributions that have been paid by parents. A table outlining the figures from this time last year was also provided. The average amount of contributions paid from Kindy to Year 6 is 23% compared to 40% in 2016.
- The Year Six cohort has only had one payment of \$30 towards the Year Six Graduation Levy (of \$25 per child, with a total of \$1 645 remaining). Parents of year six students will be contacted to let them know about this fee.
- Matt has communicated to the school community the amount of voluntary contributions that have been paid to date. This was done via both the newsletter and through an address at last weeks school assembly.
- There is currently no intention of having competitions or incentives to get parents to pay their fees, as previously run by the P&C. However, the overall concept of improving the

level of pride associated to paying the funds is a key factor in improving the percentage paid by parents, as reflected by Mt Hawthorn. Previously at Mt Hawthorn the school had a level of pride that meant parents not only paid their fees with greater consistency, despite being a larger amount, they also supported the school through other initiatives such as using their time to help with the maintenance of the school.

- The induction of parent liaison officer is to be addressed by the School Board in Semester Two, to allow this process to begin at YBPS in 2018. There would be one parent in each class appointed this role. These individuals would help organize and support various initiatives whilst the P&C would still manage school fundraising. This will be a school board endorsed approach.

Moved by: Matt McGinnis

Seconded by: Carla Humphrey

4.0 Principal's report

4.1 • School Growth

- Staffing
- Jamie Hussey in Year Four will be departing at the end of this semester. Peter Axton will be returning to fill in this role with transitions beginning next week.
- Sonia Matson will be returning part time to take on a number of roles including intervention support for students in need three days a fortnight. Every second Friday she will be completing a day in Carla Zhogbi class allowing her to be a 0.4 position. During this time Carla will be able to take on a leadership role dedicated to standardizing the learning environment and approach used by teachers at YBPS.
- Further staff changes will be addressed in the next few days. Affected parents and students will be informed as soon as possible.
- New Buildings
- Two demountables should be arriving in Week Ten. One will be placed behind the Year Two classrooms and the second will be placed in the Bilya blocks between the two current demountables. The Year Four class currently operating out of the Art room will be moving in to the new rooms in Bilya in Term Three.
- Student Projections
- K-3 classes are currently at capacity. The suggested figures for YBPS's future growth, outlined on the table provided to the attending members, are likely to be conservative figures.
- There is no specific pattern in where these students are coming from. There are often several new students enrolling every fortnight.

4.2 ○ Future growth will require further demountables to be placed onsite.

• Dropbox and Devices

- The School Board has access to a Dropbox account that we would like to continue to use, but to a greater extent.
- A paperless meeting will be a future goal for the Board.
- When new iPads and Macs are purchased for the students there is the possibility of iPads also being provided to School Board members. This will allow greater accessibility to the Dropbox account. Matt will be looking into the tablets.
- To upgrade our storage levels this will incur a cost of between \$2 500 and \$4 000 per annum.

4.3

• Curriculum

- Reading - Library Review
- Members were provided with the Library Review document that outlined the low number of books borrowed by students. This will be addressed by possibly adjusting the borrowing rules.
- Targeted Intervention Roles
- Part-time teachers will possibly be asked to undertake specific roles outside of the classroom to help prevent too many tandem teaching classrooms. These roles could be financially supported through Gonski's needs-based funding.
- 3Way Conferences

- Currently the three-way interviews are taking place. The percentages of parents currently enrolled are lower than previous years. Staff and whole school initiatives have taken place to try increase attendance rate.
- 4.4 • School Board Commendations Scheme
 - Parent, staff and school board member commendations will be looked into, as many deserve this based on the level of dedication they have demonstrated towards the school. The participants/ candidates can be suggested by email and then presented to the individual in a simple manner. Matt will circulate the information he has on how these processes have been run previously at Mt Hawthorn to help guide our decisions. Decisions on how often and in what manner these commendations will be presented will be discussed at a later date.
- 4.5 • School Board Training Modules
 - The documents related to school board training are available via Dropbox. Members have been asked to review the first training module by the next school board meeting (Week Three, Term Three).

Moved by: Liam Day

Seconded by: Amy Chalkley

5.0 General Business

- 5.1 • Bushfire Planning
 - Due to the context of our estate we must have a bush fire plan in place. This is to be completed by the end of the year and signed off by the School Board. There are templates accessible to Matt to help support this.
- 5.2 • Matt and Darren's Trip to Canberra– Needs Based Funding
 - The day begun with a breakfast where Tanya Plibersek spoke with attending members. Those attending including parents, teachers and principals as well as representatives of education associations. The day was an opportunity to meeting with different individuals to discuss the needs based funding.
 - Matt and Darren attended a Question and Answer session that covered multiple discussions including the railway to Yanchep.
 - The Greens outlined that they were able to use their position on the Gonski funding model to influence their seating.
 - We currently receive \$1 800 per child whilst a local non-government school received \$11 000 per child. Students in non-government schools receive approximately 80% of the funding whilst public students receive approximately 20%.
 - If the funding gets approved there is also a concern that not all of the funds will be directly provided to schools.
 - Matt and Darren were able to communicate the school's needs and the benefit this funding would have on our school and our students.
 - This funding would be provided over a ten-year period but these funds will not be directly given to the school until the completion of the ten years. This will then be two election cycles away and the government cannot grantee that they will still be the party in charge at this point in time.
 - The funding is a three-part problem involving the current division of funds between government and non-government schools, when the funds will be received and how they will be distributed over the course of the period.
- 5.3 • Correspondence to the Minister for Education
 - Darren has sent letters to both Sue Ellery and the PM.
 - Christian Porter has asked to also receive all future correspondence.
 - All letters require the recipient to provide a response.
- 5.4 • Future Correspondence to the Minister for Education and Child Protection
 - We will wait for a response from Sue Ellery prior to undertaking any further correspondences.
 - Due to the distance between Yanchep and the closest support services, parents are not easily able to access this support. We would like to see future resources available closer to our community.

- In the future correspondence with Sue Ellery will take place to discuss the location of these services.
 - Matt and Darren to meet with Gin Wah, CEO for Tokyu, to discuss Yanchep's SunCity estate this Friday. This meeting will allow them the opportunity to find out further information on what Yanchep's future direction is, including the shopping centre and other infrastructures.
- 5.5 • Dental Nurse Operations
- The dental service is an on-site facility that is linked to the Health Department. The school does not influence the running of the dental practice.
- 5.6 • Yanchep College – Community Board
- Liam and Darren, as well as several other individuals representing the impacted schools, met to discuss Yanchep College.
 - A set of logos was shown to YBPS Board members. The future design is likely to be chosen from the selection provided. Liam identified that there is a shield outlining the design, which can pose a problems when adapting the logo to different scales.
 - The name is yet to be decided but Yanchep Secondary College is currently a front-runner.
 - 16 staff will be moving over from YDHS.
 - Some decisions will be made by a parent group and others via an advisory group. These groups will likely help form parent bodies, including school board, that will run during the opening of the college.
 - The building currently erected is a two-story site; the remaining buildings will follow a similar design. The design allows for 1900 students to attend. Stage one will be completed prior to the start of next year and will be able to facilitate 800 students to begin with. This figure will increase for stage two and then the final stage will allow the school to house its full capacity.
 - James is aware of the opening date but there is no set date that has been advertised. However, it is expected to be open for operation next year.
 - There is another secondary school opening in North Butler with a projected start date of 2019. This will likely take the students from Alkimos and Shorehaven. The decision on whether student living in Allara will fall within YC 's southern boundary is yet to be stated.
 - It was suggested that James should meet with uniform specialist to help finalise the school's uniform including the selection of colours, styles and materials.
 - The district high will likely be repurposed into a primary school but the date on when this will be achieved is unknown.
- 5.7 • Policy Review
- The review of YBPs policies is required to take place prior to our next IPS Review in 2019.
 - One parent, or community member, and one staff member will be in charge of reviewing the document. A document outlining the date these policies are to be review will be created.
 - Facebook policy should be renamed to become our school's social media policy.
 - Darren and Carla are to liaise with the PBS committee to review the Behavior Management Policy.
 - Jo and Amy to review the Dress Code Policy.
 - Matt and Matt to review the Social Media Policy (formerly Facebook policy).
 - Katie and Victoria to review Healthy Eating Policy.
 - Liam and Lauren to review Homework Policy.
 - Matt and Darren to review Class Placement Policy.
 - Liam discussed the course of communication with parents and the type of information we are sending out to parents.
 - Sector was discussed as a possible program that can support the delivery of information to parents. This would be a whole school requirement, if undertaken.
 - The parent communication policy does not advise teachers on how to communicate with

parents. This can lead to parents having to be aware of several different platforms, which can make it difficult for parents to keep up to date.

- The Social Media Policy review will be expanded to including looking at how parents are communicating with teacher and the different strategies we can use to communicate with parents in a more standardized way.
- Amy will present information on a Learning Management System to staff in Week Three of Term Three.

5.8 • 'Action items to be attended to' will be an additional subsection added to future agendas.

6.0 Next Meeting

DATE:

LOCATION:

8.0 Meeting Close/Adjournment/Next meeting

The meeting was closed by Chair at: 7:30pm

Chairperson Darren Meakins

Principal Matt Jarman

Date 19 June 2017