

School Board Agenda
WEST BALCATT A PRIMARY SCHOOL

DATE	Monday 29 March 2021 WBPS staff room	ATTENDEES	<p>Parents: Alicia Scaffidi (Chairperson), Amy Rudd, Emma Beaumont, Chris McLaughlin, Trish Van Der Loo, Steve Pandevski</p> <p>Staff: Damian Cato, Daniel Graffin, Lee Tanner and Jemma Gibson</p> <p>Community: Helen Maitland, Shari O’Neill, Helen McAullay</p> <p>Principal: Andrew Knight</p>
TIME	5.30 Doors open 6:00pm -7:00pm	APOLOGIES	Shari O’Neill

No.	ITEM	LED BY	DISCUSSION / PROGRESS	ACTION / TIMELINE
1	Welcome	Alicia	<p>Thanks to Katrina Di Felice for attending the open meeting.</p> <p>Thanks to community representatives for being board members.</p>	
2	Acceptance of previous minutes (from 7/12/20)	Alicia	<p>Hard copy of Minutes of previous meeting provided. Electronic copy as forwarded to Board members.</p> <p><i>Moved: Daniel Graffin Seconded: Helen Maitland</i></p>	
3	Statement of Expectation	Andrew	Statement of Expectation is now one agreement for all schools. This agreement sets out what is expected of schools and what is expected by the Department. A copy of this Agreement has been handed out to all Board Members for their perusal in their own time. Statement of Expectation has been noted and signed by the Board Chair and Principal.	
4	Principal Situation, Staffing and Enrolments	Andrew	<ul style="list-style-type: none"> Principal position has not been advertised at this stage. Both Andrew and Lee have been verbally asked to stay on for Term 2 in their current acting 	

			<p>positions which they have both agreed to do. This position is due to be advertised during the first week of holidays, the process taking up to 3 weeks. Once the position is closed off it will take approximately 3-4 weeks to run the remainder of the process. Towards the end of term 2 applicant who is successful in the position will be notified.</p> <ul style="list-style-type: none"> • Staffing – Daniella Naumovski’s last day is Thursday 1 April before she heads off on maternity leave for the remainder of the year and early into 2022. To cover Daniella’s 0.4FTE (Thursday and Friday), Rachel Morana who currently works Fridays will be covering Thursday’s taking the Science and Hass classes and Jasmine Di Cino (previous prac student, new grad) has accepted the position of Friday’s working in TA18 with Jo Rigg. • Stephanie Hund, our Chaplain is leaving us to take up a new adventure. Her last hurrah working at WBPS is the first week of Term 2. • Enrolments – currently sitting at 520. We have had 2 students leave this term and 2 new students commencing in Term 2. 	
4	Financial Reports	Andrew	<ul style="list-style-type: none"> • Financials are looking very nice. One Line Budget has been printed and a copy has been handed out to each board member. A-D have been marked on each copy to explain the breakdown of where the funding has come from. Adjustment on the SCF is from a kindy student leaving to attend an Ed Support Program. • Jemma has requested cash to be moved from salary component - \$151,368. Cash Variance will then be \$164,124. This gives us some leeway to buy some big ticket items that are needed this year. A list of those items were handed to all board members. These included: <ul style="list-style-type: none"> - 3 x clevertouch boards (to replace IWB’s) - \$20k - New classroom computers (across school) - \$25k - Library upgrades (a list has been handed out in the meeting) - \$3k - Projector in Library – \$2k - Increase classroom budgets (\$200each) - \$4k - PAT (ACER assessment) - \$3k 	
5	Annual Report	Andrew	<ul style="list-style-type: none"> • Annalyn has done an exceptional job in putting together the Annual Report. A copy of the Annual Report has been given to all Board Members for their leisurely perusal. • The Report has been uploaded onto Schools Online. 	

6	Attendance Audit Semester 2, 2020		<ul style="list-style-type: none"> • DOE have not reported on 2020 attendance numbers for Semester 1 – this is due to Covid19 impacting attendance across the state. • In 2019 we recorded an attendance rate of 94.4% • Andrew has done a calculation on the attendance in Semester 2 for 2020 at 94%. • Term 1 of 2021 is at a healthy attendance of 95%. We are positive and hopeful that this attendance rate keeps up and we will be working tirelessly to keep on top of the attendance for the future terms. • Students who are absent from school often receive a ‘home visit from Lee and Annalyn. There are 3 known families where the children are absent from school often. We are working closely with these families to help them get their children to school on a regular basis. This is a work in progress for various reasons, however it is slowly improving. These issues may range from sick parents, kids anxious to come to school and worried about leaving Mum and Dad. Again, these issues we are well aware of and are working hard to rectify/help them. 	
	NAPLAN – 2021 update		<p>Training for NAPLAN for the staff has now been completed. We ran a trial run last Thursday, 25 March 2021. The run through was successful so here’s to a clean and clear run for NAPLAN week. NAPLAN week commences on</p> <p>We have had 3 parent withdrawals so far.</p>	

	Public School Review 2022 – schedule of works towards Review		<ul style="list-style-type: none"> • Self-Assessment Schedule 2021 was handed out to all the board members. Board members are to review this schedule in their own time. • The PSR assesses how good our self assessment is and how we are performing against standard. A self-assessment of the school will be commenced over the course of 2021, refreshing, renewing and resetting targets and priorities at the end of 2021 in preparation of the school review in Term 2. • ESAT – self assessment tool which compiles all the information and goes into a submission. Submissions will be due at the end of 2021. • The process has been introduced to all the staff at our staff meeting earlier in the term. • Group activity was put in place where groups of teachers ‘visited’ other classrooms and compiled their feedback on the classrooms they went into and shared their thoughts. This is a great way to received positive and constructive feedback for our assessment of school. We are up for School Review in Term 2 of 2022. • Crossovers with PSR process - Sharon Pearson has been donating large amounts of her time as to where the crossovers are with the school review and how to use this to our advantage. 	
6	School Timetable Change 2021, Sirens etc		<p><u>New timetable change is:</u> 9am – 11am (class time) 11am – 11.40am Lunch 11.40am – 1.40pm (class time) 1.40pm – 2.00pm Arvo recess 2.00pm – 3.00pm (class time) 3.00pm Finish</p> <p>The day consists of: 2 hour block 2 hour block 1 hour block END OF DAY</p> <ul style="list-style-type: none"> • We have added music in for the new sirens. Feedback on this from staff have been negative and positive. We have given staff the opportunity to have their opinion, thoughts and suggestions for what 	

			<p>music they would like to have for the sirens. This is a work in progress and will be reviewed by Lee and Jane in Term 2. The students love the new sirens and parents have seem to enjoy the change as well. We are in the process of ensuring that no matter where the students are in the school, they will be able to hear the siren. There are a few changes that have to be made with volume of speakers, including a new speaker facing the netball courts. At the end of play, we have chosen to make the siren a 5 second bell followed by music as this appears to be successful in getting the students moving quickly back to class.</p>	
	<p>Communications/Website /Rebranding update</p>		<ul style="list-style-type: none"> • We have allocated ‘Razoreye’ to help with the school website. The website will be up and running for Term 2. This will be a work in progress over the term. Annalyn will be running the website and the content that will be available on the website. We are in the process of uploading content now, however, more and more will become available when the documents have been reviewed and updated. • Trish mentioned USAT testing – this is being looked into and confirmation of that testing will be confirmed at our next meeting. • Rebranding has been successful. Not to mentioned that it has been a massive job, however Admin has worked tirelessly has a team to make it happen quickly and swimmingly. Our new reversible bucket hats are now on sale. They are a toggle hat which ensures the hats stays on the students heads and are at sun safe standards. Mr Knight has been rocking the hat while managing the new kiss and drive. 	

	Extension Program Trials		<ul style="list-style-type: none"> • Extension Programs – Physical Education, Arts and Mathematics. These are in discussion and in progression for 2021. • Thanks to Damian Cato (PE Teacher) for going through the PE Extension ideas with the Board. Damian mentioned numbers for the program are booming. This extension program has not been done in a Primary School before. Damian has taken extensive time in researching from the programs ran in High Schools and have manipulated the program to a Primary School setting. The program enables the students to develop an interest in sport, the understanding and importance of health and the knowledge of low and high intensity training. A project they are currently doing in the program is designing a football jumper and entering the finished product into a competition with the West Australian Football Commission. The idea after this competition is complete is to have the jumper designed and be able to be worn by our students in interschool competitions within school excursions etc. The students are really enjoying the program and it has been a huge success so far. Damian has applied for a grant for some dynamic coaching to the students, however he was unsuccessful in securing that grant. He will however continue to try. Damian is discussing pathways and guides with the students, enhancing their knowledge of all the different ways they can take their sport – in a practicable sense and business sense. 	
	Third Party Consent		<p>Third Party Consent – Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum. We are required to seek approval from students to have access to these online services. When students data is being stored and used by these companies we are required to gain consent from parents to enable the students to use during school. The first round of third party consents have been sent around to the WBPS families and they are slowly coming back which will be collated and stored at school. Some software and websites are still being assessed by the Department. Once these have been assessed and approved, we will be sending a second round to families for consent of those. Some software and websites have not been approved and fall under the ‘Do Not Use’ category – these are because either the company does not agree with seeking consent or it is unknown where the data is going once collected.</p>	

	Appointment of new parent member to Board		We are seeking a new parent member to the board. It was mentioned by Alicia that Kim Blyth, who is returning to the school after a stint in America, would like to join and become a member on the Board. Her husband, Dale, was a member on the Board before leaving to America. Steve Pandevski confirmed that it is a requirement that we have to run a process and invites have to go out to all parents.	
	Possible dates for Board Training		Date is set for 19 May 2021. Lee Tanner and Alicia Scaffidi have been confirmed and will be attending this. We look forward to hearing all about it at the next board meeting.	
	Contribution from community member		Unfortunately, we were unable to have a community member contribute to this meeting. Hopefully we will be able to make that happen on our next meeting.	
11	2021 Meeting Dates	Alicia	Monday 29 March Monday 21 June Monday 13 September Monday 6 December	
12	Other business		<ul style="list-style-type: none"> • Interschool Cricket and AFL Girls Dockers Cup was very successful. The students thoroughly enjoyed the excursion and some teams were very competitive. • Future Interschool – expressions of interest in Soccer, football and modcross. • Breakfast Club – Thank you to Chaplain Stephanie Hund who has worked hard to get a breakfast club up and running for Term 2. This is just the tester and we are doing everything we can and hoping that this will be successful to continue as a ‘norm’ for WBPS. All are welcome. The food is donated and we are in the process of organising a roster to run the club. This roster has not yet been put in motion so watch this space. We are hoping we can run the roster through parents and staff who are willing to donate their precious time. 	

			<ul style="list-style-type: none"> • PAT testing – common template across all years. Would like to run this in the non NAPLAN years. It is a chance to collect data and give a strong indication of the impact on programs that the teachers are using. • The State Government is offering a \$41million Pot to spend on STEM and Science. The grant offers \$25,000 to convert a room into a Science Lab. WBPS do not have this room to convert, however the other option to the grant is \$40,000 of science equipment for the school. Andrew is in the process of looking into the criteria of the grant. • Solar Power for schools – there is a grant out for State Schools to install solar panels. Andrew would like to look into that later in 2021 as this will not only be great for the school, positive for the environment, but also cost effective for our school. • Steve Pandevski mentioned the opportunity to take part in the selection of the Principal position. For this to happen an Application to the Director General is to be submitted. The Chair of the board, Alicia Scaffidi is endorsed as the representative to be a part of the selection process. • This meeting was an open meeting – there was 1 attendee – Katrina Di Felice - thank you Katrina. • Funding Agreement has been noted and signed by Board Chair and Principal. 	
--	--	--	--	--

Meeting Closed	7.10pm	Next Meeting	Monday 21 June 2021 6pm	Minutes Taken By:	Jemma Gibson
-----------------------	--------	---------------------	-------------------------	--------------------------	--------------