

EDNEY PRIMARY SCHOOL BOARD

Supporting Excellence

204 Newburn Road HIGH WYCOMBE WA

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MINUTES OF SCHOOL BOARD MEETING

Meeting No. 5/2017

Edney Primary School Library

Tuesday 25th July 2017

1.0 Welcome and apologies

Present: Aaron Chaplin, Jodie Van Der Zwan, Maureen Wignell, Steve Rapps, Karina Mallard, Lauren Irving (Acting Chair), Rachelle Cook, Susan Swaby, Stacey Brown, Steve Rapps, Tambri Farrar, Stephen Price, Phil Mutter.

Apologies: Kate Malkiewicz (Chair), Jill Durant, Erica Moore
Observers – Charis Calleja, Adele McMenamin

Meeting opened at 6.02pm

2.0 Disclosure of interests

No real, perceived or potential conflicts of interest were identified by any member in relation to items on the agenda.

3.0 Minutes of previous meeting

3.1 Previous Minutes accepted as true and correct. Moved- Lauren Irving 2nd Tambri Farrar.

3.2 Actions arising

- Board Decision Making and Grievance Policy – On the agenda tonight
- Behaviour and Bullying Policy – Is deferred
- School Development Day Timing – On the agenda tonight.

4.0 Overview of Student Centred Funding

Aaron presented the Student Centred Funding Model. Everything is about student needs. Ideally it is targeted toward making the best of the money we are given for the best outcomes for the students. The presentation is available on Connect for Board members to look at later.

Previously the funding model was that schools were funded depending on size and there was other funding available through different departments. Currently we have a model that gives the school autonomy and the intent is to put the resources into schools. Our funding comes in four different streams – student, school characteristics, student characteristics and “other”.

Students – number of students and differs according to the year level

School Characteristics – admin, gardeners and cleaners, professional development.

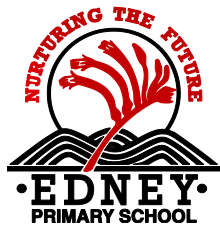
Student characteristics – Aboriginality, Disability, English as an Additional Language, Social Disadvantage.

“Other” -Targeted Initiatives – Commonwealth, Regional Office and Central Office.

Expenditure – Most of the money is spent on Salaries, there is a small amount left in salaries. There are some surplus funds for goods and services.

5.0 Finance Workshop

Karina provided a presentation for the School Board members on “Reading and Understanding Operational One Line Budget Statements and Cash Reports”. This format provides an overview of the school funding. The Cash report provides an overview of what is in the comparative budget. It is generated through an accounting program which is generated once a month. These will be the reports given to Board Members in the future.



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6.0 School Development Day Timing

This was raised by a community member about the timing of the School Development Days. Previously these were gazetted; recently schools were given the autonomy to choose some of their SD days. The first two days and the last day of the year are not flexible.

Aaron asked for discussion about timing for SDD.

Lauren suggested that the SDD be on a Friday that is a non-Kindergarten day. There was a discussion about different issues – matching up with other schools, babysitting issues and giving students a break throughout the year.

Further discussions and consultation will be had in future meetings.

7.0 School Board Decision Making and Grievance Policy

Discussion question - What do you think are the essential elements of our decision making?

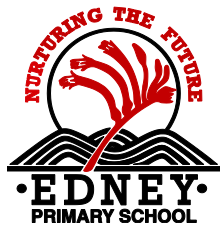
Grievance policy – discuss whether it should be included within our decision making policy or a separate policy.

Discussion Points

- Grievance should sit within the decision making policy.
- Another member – put forward that there might be grievance issues outside the decision making parameters.
- Aaron explained that the board is an advisory group and that the grievances would generally be about decision making.
- Suggestion that 'grievance' is removed from the title and the policy instead contains an appeal process.
- There could be a grievance procedure included in the code of conduct to address grievances with members.

Decision Making – Discussion Points

- Comment that so far our School Board decision making runs smoothly and that everyone has a say.
- All members are heard.
- Informed decisions.
- Notification and not rushed.
- There is a plan of where we are going and it is reviewed each week.
- It doesn't feel that the decision is already made.
- Suggestion – that there are 4 parts to the decision making process - Each member has a right to be heard, has the respect and information and in the best interest of the school and students. Members have to accept the decision that is made.
- Formalities of what is a consensus and majority and what happens if we don't.
- Need for a review time frame.
- Need some sort of flexibility to review according to need and with further information.
- Board chair to have the final decision on items that make it to the Agenda.
- The policies should be provided for new members so that they understand what is required



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before they become a member.

8.0 Reports and operational matters

8.1 **Finance** – Covered in some detail previously. Comparative budget was sent out to Board Members. Question –Is the comparative budget passed through a Finance Committee? Answer - Yes

8.2 **Staffing Report** –A new staff member joined Edney PS – Mathew Outred who is teaching in Room 1 while Mrs Winter is on sick leave and Mrs Williams is on LSL.
We have budgeted to appoint a computer network support technician for assist in keeping our network and devices online.

8.3 Buildings and Grounds

- We replaced all the computers which was amazingly managed by Jill Durant, Karina Mallard, Dianne Carlshausen and Dianne's son, Jake. All the computers had to be boxed up and then new computers set up. We have budgeted for a network technician to work on making the devices and computers more reliable.
- There are three new photocopiers which are put into the blocks so they are at the point of need. This comes with a focus on sustainability and making things more efficient. These also replace the printers in each block.
- The bars were removed from the canteen which makes the canteen look much better aesthetically.
- The carpets in Block 3 were replaced due to some funding from Central Office.
- Thanks to the McGowan Govt and Stephen Price – we were given \$50 000 which is tagged to what we requested – Air-conditioning for the Undercover Area, Music equipment and cover for the basketball court. The \$50 000 will fund the first two items, the covering of the basketball court will be quoted but the cost will far exceed our available funds.
- The Faction signs were installed in the undercover area.

9.0 Other Business

Stacey – would like to nominate an individual for the Honour board as they have been a regular helper in the school. Aaron said there will be a wider call for nominations for people that have made a significant contribution to the school through volunteering or financial.

Question about when observers are asked to leave if there is something discussed.

Suggestion about having confidential issues to be at the end of the meeting in the case of observers being asked to leave.

10.0 Next meeting

Tuesday 29th August 2017

11.0 Roundtable Evaluation

Stacey thanked Aaron and Karina for their presentations and making the financial side of the school clear for everyone. The discussion about School development days will be further discussed. The decision making policy was discussed and will be further developed. Thanks to Lauren for chairing the meeting.

12.0 Meeting close

There being no further business, Lauren thanked all members for attending and declared the meeting closed at 7.37pm