

EDNEY PRIMARY SCHOOL BOARD

Supporting Excellence

204 Newburn Road HIGH WYCOMBE WA

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MINUTES OF SCHOOL BOARD MEETING

Meeting No. 3/2019 - Tuesday 14th May 2019

1.0 Welcome and Apologies

Present: Aaron Chaplin, Kate Malkiewicz (Chair), Jodie Van Der Zwan, Shauna Reynolds, Lana Wallace, Stephen Price, Lauren Irving, Lesley West, Stacey Brown, Kathleen Whisson, Colby Poyner, David Balfe

Welcome to our new member – David Balfe

Guests attending – Kate Lynch and Adam Batt

Apologies: Sarah Douglas, Shane Rumball

Meeting opened at 6.01pm

Confirmation of Agenda

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 – Stacey Brown, Seconded - Lesley West

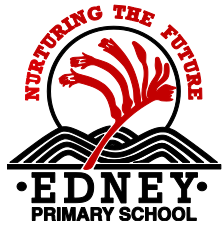
3.2 Actions arising

Staff voted on the school creed – 17 to retire the school creed and 7 to keep.

We will continue to use it for the rest of this term. This will be on next meeting's agenda.

4.0 Student Leadership Policy

- Adam Batt presented the draft Student Leadership policy. It is a plan for students, staff and parents so that everyone is aware of the expectations of the leaders. Ideally we will have the leaders visible throughout the school including in the Early Childhood area. The idea is for as many students as possible to have the opportunity to shine and take on a leadership role and for the leaders to be seen and acknowledged. The plan provides a clear set of guidelines for the leadership positions and this provides the students some amazing opportunities but there are also responsibilities that go along with that. It is in draft form at the moment and feedback is welcomed.
- Q – Is it worth putting in the fact that students should show respect and excellence outside the school when wearing your Edney uniform and badge?
- Aaron was keen to see the leaders “Leading” and not just doing jobs. The students have been very attached to their roles, however we want to develop a student leadership team which includes meetings.
- Another change will be that the leaders will be elected the semester before so that there is continuity of leadership. Faction captains only really shine during Semester 2 when the carnivals are on.
- We have never really had guidelines before. This plan also aims to help to develop their leadership skills and give them the responsibility.
- Adam is going to be the dedicated coach for the student leadership.
- Q – Is it still 8 leaders and 8 sports captains? At the moment this is the case and we will continue with this (it is possible that a student can be elected to both student leader and



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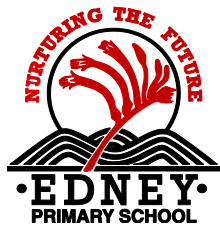
faction captain roles).

- Adam explained there is greater scope for the leaders to be involved in other areas of the school such as breakfast club and helping in the Early Childhood. Adam is trying to develop the leaders as a team rather than each type of leader having specific roles. Adam has also created a *Connect* group (online group) for the students to ask questions and for Adam to communicate with the leaders throughout the week.
- Adam will take the plan to the staff and students for feedback. The students will be asked for their ideas and expectations of the leaders.
- There is nothing in the plan about staff voting, Aaron personally doesn't think staff should vote, and that students should be able to vote in their elected leaders.
- Q – Do admin have the final say? Generally, no, as we like the students to be given the opportunity to develop their leadership skills and the school provides the support to develop their skills. We have a process in place to support improvement or remove students from their roles if they breach their leadership agreements.
- There could be something in the nomination process – where the students have to have the endorsement of parents and admin and classroom teacher.
- Adam has suggested that he could also offer speech writing sessions for students (voluntary).
- Lana commented that the student leaders have been great in the ECE. Jodie provided feedback for the ECE area explaining that the leaders don't get a lot of time to do things with the children at recess.
- Other suggestions about the leaders could be mentors/mediators within the playgrounds etc. This sort of initiative gives students a group of people that they can approach and talk to.

5.0

Health and Wellbeing Plan

- Jodie Van Der Zwan presented the Health and Wellbeing plan. The first part of the plan provides the background for the plan – the who, what, when, how for the plan. There is a page for "Nurturing the Nurturers" which outlines suggestions and strategies for staff to care for their own wellbeing. The next page provides the link to the curriculum and a general overview, along with the Shared language that accompanies the plan.
- The rest of the plan outlines the scope and sequence for the year levels to implement the Friendly Schools Plus program that addresses Social-Emotional Learning and Protective Behaviours.
- Aaron explained that there have been gaps in our SEL approach. This document has provided a safety net so that there are no gaps. The plan makes it easy for teachers to implement but does not stop teachers continuing to use strategies or programs that they are using well.
- This is not the whole of the Health program, however there has been a gap with Health and Wellbeing. 100% of staff agree that Social Emotional Learning is important but only 30% said they teach it formally.
- Aaron asked for any Board input. Lana thanked Jodie for the work that she has put into the plan.
- The *Nurturing the Nurturer* – is a small part of the plan however it is difficult to address, and everyone's wellbeing is different.
- Q – Why have we not been teaching this area formally? There are a range of reasons - the



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tools, time and it is often the area that is dropped, however it is the area that we need the most. We are trying to develop the whole school approach to make a difference for the students

Kate Malkiewicz moved the Motion – That the Edney Primary School Board approve the Health and Wellbeing Plan.

Seconded Lana Wallace

All in favour

Motion Carried

6.0

Corporate Services Management Plan

- Aaron presented to the Corporate Services Management Plan. This plan has been developed over a period of time. Aaron wanted to put together a plan to show that all of the people that work at the school (eg office staff, cleaners, gardeners) are working for the good of the children. The plan aligns all the services. The plan lines up with the business plan and other plans. Then the plan is broken up into the different areas: Student Support; Financial Management; Building and Asset Management; Marketing and Public Relations; School and Student Administration; Grounds, Gardens and Cleaning; Information and Communications Technology; Library and information services.
- Aaron asked for any errors or input.

Kate Malkiewicz moved the Motion – That the Edney Primary School Board approve the Corporate Services Operational Plan.

Seconded Lauren Irving

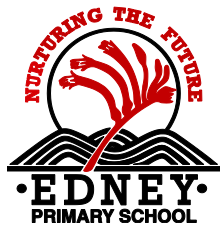
All in Favour

Motion Carried

7.0

Positive Behaviour Support Plan

- Lesley West presented the Behaviour Policy to the Board. This is a work in progress, we have identified that it needs updating. At the beginning of the year, the staff looked at the school rules and were asked to “unpack” the rules. Staff brainstormed their ideas. The committee put the ideas together, ensuring that the ideas were put in a positive format and provide ideas that are teachable. The committee will put together some ideas for ways of teaching the rules.
- The four school rules have been at the school for more than fifteen years, however there needs to be strategies put in place to actually teach the students what the rules mean, not just tell them the rules.
- Good standing policy – Lesley explained this is across the school and Public schools are required to have a good standing policy. Staff have had input to into the development of good standing policy. The students will also have the opportunity to have input. Parents are provided with information and expectations are communicated. Restorative and educative processes will be used to develop the understandings.
- Classroom management strategies and Team Teach strategies will be used within the school. Lesley explained and demonstrated some of the simple positive classroom management strategies that teachers are using in the classroom.
- We now have a new raffle ticket system for rewards for the students.
- Aaron explained that we started at the positive, changing the faction point system. In the past the faction points didn’t mean a lot for the students. The new system affirms the positive things that the students are doing within the school.
- Kate Lynch provided a draft outline of an updated bullying policy. Board members were



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given some examples of “how parents can help” when their child has experienced bullying and asked members for their input as to which version they prefer or ideas for what they like/don’t like.

- Q – Will there be an approach to address the person who is “doing the bullying?” A short discussion about the support provided for students in this area.
- Kate – asked whether we could explain what Team Teach is at another meeting.
- Aaron briefly explained it is a course to teach staff positive handling. It is the strategy we hope we never need to use it but if we do then we do it in a way that protects everyone’s dignity and prevents harm. Most of the course, explains strategies to use so that we don’t need to use the positive handling strategies.

8.0 Facilities Overview – Priority Areas.

- Last meeting the Board members had a tour of the school. Tonight we are developed and discussed a list of areas that need developing/fixing. Board members were asked to write their suggestions for the school on post it notes. The “wishlist” notes were read out.
- P &C and staff will also have the opportunity for input.
- Aaron will look at addressing the suggestions, some may be easy to fix and can be done straight away.

9.0 Reports and Operational Matters

9.1 Finance Report – The financial reports were distributed prior to the meeting. No questions.

9.2 Staffing Report – We still don’t have a school Chaplain, currently there are no candidates. We will wait for the “right” person for our school.
The selection process for the Manager Corporate services job is currently underway.
Our Deputy Principal, Mr Maric retired at the end of Term One, the Deputy Principal position is currently advertised.

9.3 Buildings and Grounds – Works to refurbish the library and install the new Year 3/4 Playground will be completed during the July school holidays.

10.0 Other Business

- Kate suggested the WA Education Awards information be sent out with the minutes.

11.0 Next Meeting

Week 7 Term 2 Tuesday 11th June at 6.00pm

12.0 Roundtable Evaluation

Kate wanted to congratulate the staff on the work on all of the policies/plans and everything aligning with the business plan and other plans.

13.0 Meeting Close

There being no further business, Kate thanked all members for attending and declared the meeting closed at 7.31pm.