

EDNEY PRIMARY SCHOOL BOARD

Supporting Excellence

204 Newburn Road HIGH WYCOMBE WA

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MINUTES OF SCHOOL BOARD MEETING

Meeting No. 7/2019 - Tuesday 29th October 2019

1.0 Welcome and Apologies

Present: Aaron Chaplin, Jodie Van Der Zwan, Shauna Reynolds, Lesley West, , Kathleen Whisson, Colby Poyner, Shane Rumball, David Balfe, Stacey Brown, Lauren Irving, Stephen Price, Linley Martin, Lana Wallace

Apologies: Kate Malkiewicz

Lauren Irving served as Chair in the absence of Kate Malkiewicz.

Meeting opened at 6.00pm

Confirmation of Agenda

Lauren welcomed Linley Martin to the School Board.

2.0 Disclosure of interests

Stephen Price declared an interest in the State government funding (discussed in Finance).

3.0 Minutes of Previous Meeting

3.1 Previous Minutes accepted as true and correct, with one minor change to be made due to a repeated line in the section on Grant Funding. This will be corrected.

Moved – Shane Rumball, 2nd Colby Poyner

3.2 Actions arising

No actions arising

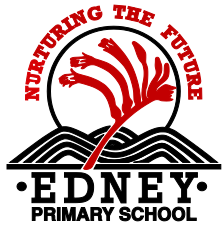
4.0 Review of Draft Positive Behaviour Support Plan

Lesley presented the draft Positive Behaviour Support Plan. The plan has been changed from "Behaviour Management Plan" to "Positive Behaviour Support Plan". The target of the plan is for students to be supported to manage their own behaviour. 'Respect and Excellence'; 'Children are at the heart of the school'; and 'Nurturing the Future' are the guiding principles.

Lesley went through the main parts of the plan as follows.

There are four school rules.

1. We treat each other with respect.
2. We behave safely
3. We follow **staff** instructions. (change of the word teachers to staff).
4. We care for our school environment.
 - There are defined responsibilities for staff and students.
 - Staff decided that each of the rules need to be able to be explicitly taught, and framed in the positive. This part is still a work in progress.
 - Positive relationships are an important part of behaviour support process.
 - Ways in which we support positive student behaviour – School Environment; Communication to Parents; Coordinating External Agencies.
 - This year there is a new reward system with faction tokens, the reward system is being refined.
 - Classroom Management strategies are employed in classrooms. For example, low key responses.



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- Playground Detention Procedure – there has been a change in the procedure. Instead of students writing “lines” the staff have decided that a reflection sheet would be better.
- Detention follow up actions have been refined. Parents are informed after each detention instead of after 3 detentions - this was changed due to parent and staff feedback. After two detentions parents are asked to attend a meeting or phone conversation to discuss and develop a strategy.
- ‘Good standing’ is part of the plan as required by the Education Department. The purpose is to support and promote expected behaviours. It is linked to the school rules. Students can “lose” good standing as follows - twice to buddy room or twice to detention or suspension. Students can regain good standing. Loss of good standing – consequences are still being decided.
- There are a range of supporting programs such as the Friendly Schools Plus program for teachers to teach students about managing their own emotions and understanding others’ emotions.
- Lesley presented the draft printed plan. She pointed out that an overwhelming majority of students are NOT suspended and there are a very limited number of detentions per students per year. Lesley went through the detail of the draft plan. Some of the parts of the plan are included because they are required by the Department of Education, and not necessarily because it is a current need for our school.
- A question was asked about incidents in the school where a student has become violent in class and is there support for other students after an incident has occurred? Lesley explained that teachers may take the rest of the students out of the classroom for their safety. A red card would be sent to the office for admin and the admin or teachers will speak with the class following an incident.

5.0 Approval of 2020 Fees, Charges, Voluntary Contributions and Personal Items List

Aaron explained that the maximum amount we can charge for Voluntary Contributions is \$60.

Aaron moved the motion *That the Edney Primary School Board sets the level of Voluntary Contribution at \$60 per child for Kindergarten in 2020*

Second - Lauren Irving All in favour.

Motion Carried.

Aaron Moved the motion - *That the Edney Primary School Board sets the level of Voluntary Contribution at \$60 per child for Pre-primary to Year 6 students in 2020*

Second -Shauna Reynolds All in favour.

Motion Carried.

Fees and Charges were displayed.

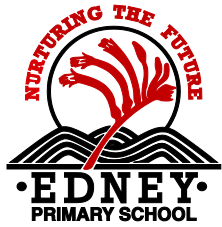
After discussion it was decided to make the following changes to fees and charges –

- *Increase PP to \$80 for excursions in line with the other year levels.*
- *Instrumental music \$110 for Year 5 and Year 6.*

Aaron moved the motion - *That the Edney Primary School Board approves all scheduled Fees and Charges for Edney Primary School in 2020*

Second - Lauren Irving All in favour.

Motion Carried.



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Personal Items lists were displayed

After brief discussion, Lana and Jodie requested a change to the Pre-primary items list – delete sticky tape.

Aaron moved the motion - *That the Edney Primary School Board approves the Personal Items / Student Requirements lists for 2020*

Second - Colby Poyner All in favour.

Motion Carried.

6.0

Review and Endorsement of Draft Sustainability Plan

Aaron presented the draft Sustainability Plan. There are still a few adjustments to be made, however Aaron will be asking the Board members to approve the plan in principle. The sustainability plan fits in with our priority of our business plan.

The plan sets out positive ways for the school community to contribute to sustainable practices. Aaron displayed and explained the plan for the Board members.

- We have an environmental footprint and a social handprint.
- The Triple Bottom line is a way at looking at our impact through social, financial and environmental impacts.
- The school has an “Eco Warriors” program to promote and lead sustainability. Each class selects Eco Warriors each term to perform a range of duties.
- The school has started a recycling hub for the school community to bring in their goods to be recycled. We have a “Good Sammy” bin at the front of the school.
- The plan includes “Big Ideas” for sustainability education and how it fits into the WA curriculum and an example of lesson ideas to implement in the classrooms.

Aaron moved the motion *That the School board endorses the Edney Primary School Sustainability Plan.*

Second – Shane Rumball

All in favour

Motion carried.

7.0

Canteen/Food Service Future

- Aaron explained that the P&C has decided to close the canteen due to the fact that the are service, despite the tireless efforts of the manager runs at a loss, and the P&C are in not in a position to support the running of the canteen and especially the business side of a canteen – wages, superannuation etc.
- The P&C is run by volunteers who are not trained to run a food service, with paid employees.
- The closure of the canteen by the P&C will mean that the P&C have no further role in any food service on the school site.
- It will now be up to the school as to whether the school should source a food service.
- Discussion of possible options. Some Board members are aware of other schools that use an outside food service provider.
- Aaron explained that it would be a completely outsourced service. An online ordering service could be an option.

Aaron asked for the school board to *Recommend that the school investigates an external food service provider.*

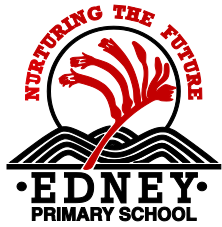
- Lana – seconded the recommendation.

All in favour.

8.0

Board Awards Term 4

- The Board are asked to consider nominating candidates and promoting nominations in the



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community for the final awards for this year.

- Aaron asked board members to consider nominating a community member or staff member. Board members were given time to complete a nomination or encouraged to do so before the next board meeting.

9.0

Reports and Operational Matters

9.1 Financial report – Members received the financial report. Salaries are very tight. Current student numbers are at 450. Student numbers for next year – will be around 460.

9.2 Staffing Report – A new chaplain has started, Jess Bridcutt. She has met all of the students in the past couple of weeks. We are currently in the process of selecting a LOTE teacher for Italian. We are fully staffed except for the LOTE teacher

- Class placements will occur in the next couple of weeks.

9.3 Buildings and Grounds – We applied for the \$20000 grant from the Federal government to complete the Library refurbishment, we should find out about the outcome in December. As part of the recent State Government funding, we have been allocated \$52000 for immediate maintenance. This money will be used to address the “wish list” items in order of need.

1. Carpet, paint and blinds in Block 1
2. Carpet EC1 and EC2.
3. Security mesh screens to as many blocks as we can.

Quotes have been sought for the plans.

10.0

Other Business

- No other business.

11.0

Next Meeting

Week 7 Term 4 Tuesday 26th November at 6pm.

12.0

Roundtable Evaluation

Colby Poyner provided an evaluation. We reviewed the positive behaviour support plan which is very good and Colby thanked everyone involved. The Sustainability plan was presented and is also looking amazing.

13.0

Meeting Close

There being no further business, Lauren thanked all members for attending and declared the meeting closed at 7.33pm.