

## EDNEY PRIMARY SCHOOL BOARD

*Supporting Excellence*

204 Newburn Road HIGH WYCOMBE WA  
(08) 9454 8377

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### MINUTES OF SCHOOL BOARD MEETING

Meeting No. 3/2020 - Tuesday 9 June 2020

#### 1.0 Welcome and Apologies

**Present:** Kate Malkiewicz (Chair), Aaron Chaplin, Jodie Van Der Zwan, Shauna Reynolds, Lesley West, Kathleen Whisson, David Balfe, De-ana Mitchell, Lauren Irving, Lana Wallace, Shane Rumball, Stephen Price, Colby Poyner, Natalie Goodfield, Linley Martin

**Apologies:** Nil

Meeting opened at 6.03pm  
Confirmation of Agenda

#### 2.0 Disclosure of interests

No conflicts of interest in relation to matters before the Board.

#### 3.0 Minutes of Previous Meeting

3.1 Previous Minutes accepted as true and correct.  
Moved – David Balfe 2<sup>nd</sup> Lauren Irving

#### 3.2 Actions arising

Aaron has not yet updated the terms of reference; he will do so before the next meeting

#### 4.0 Covid 19 Response Review and Recovery Plan

Presentation and analysis of school response to Covid 19 and analysis of strengths, weaknesses and actions towards full recovery.

Aaron presented to the Board the actions that the school has done in response to Covid 19. He asked members to provide commendations and recommendations at the end.

Throughout the crisis our school was open in some form or another. Aaron acknowledged that during this time the community has gone through the 7 stages of grief.

The Edney difference is that we have an amazing community and the students are at the heart of our school. No-one and nothing will fail and supports were put in place. Normally a change process takes a couple of years, in this situation we needed everyone to be working with us, it was ok for people to need support.

Aaron put together a chain of limited consultation with an Emergency Response team. This involved a team of people who were given responsibilities for staff and students.

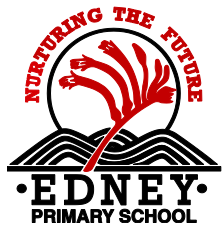
Our school was Connected in the following ways

- E team (Emergency Response team)
- e team, (e-learning)
- Whole staff – staff were connected with each other.
- Students – were called at least twice during the time
- Parents
- Community

We planned early and clear guidance was provided for all.

Aaron provided the attendance data for the last few weeks in Term 1 and so far this term. We are currently back in the 90% range

Edney at home website– the first round was put together in one day with the E team consulting with the whole staff to put together the learning programs for students. In addition to the resources on the website there was also a printed version made available for parents to collect – there were 306



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orders for the first package. The Edney @ Home Facebook page has 307 members. We set up the online learning platforms - Seesaw for K-2 students and Connect for Yrs 3 – 6. Stationary packs for each year level and printed packs were put together ready for online learning. Then it changed through the holidays to a soft opening for Term 2. There has been communication throughout the situation. Aaron tried to be proactive but it was not always possible to know what would be announced. There were 7 official letters (some in readiness for different scenarios) for parents as well as many social media posts. We tried to provide information for parents without overwhelming them. We put three Covid 19 plans together – The initial Covid 19 Plan; a second plan with the online learning information and then the final plan with the soft opening information.

Recovery – we have put resources out for our staff, students and parents. Staff were provided with information to assist with nurturing the wellbeing of students and staff during this time.

Aaron asked for comments or questions.

Board members completed a task of providing commendations and recommendations.

5.0

### Recruitment Explained

Aaron provided a presentation of the recruitment processes of the Department of Education as applied at Edney Primary School

Aaron has in the past provided a “How to apply for jobs” information session for those interested in applying for jobs at Edney and in the Department of Education.

Five steps in recruitment – Identify, Register, Consider, Recruit and Appoint.

Everything that we do is part of the school plan, who we need, why, what and how. Everything is about students. The workforce plan sits under the school plan. It is also about helping staff with their own development.

#### **Vacancies**

There are different types of vacancies – fixed term or permanent. Our plan is to have at least 90% permanent staff. Our only Fixed term vacancies are for a specific time and for a specific reason (e.g. covering someone on leave). The process is vigorous and aims to select the best staff.

#### **Register the Vacancy**

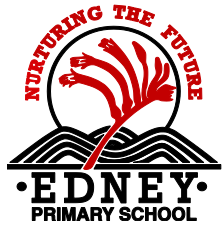
Vacancies are registered on the recruiting advertising management system. All positions go to staffing and are considered against employees requiring placement. We also need to consider external employees requiring placement for all positions except teachers. These are considered before being advertised. The jobs are placed on Jobs online. It can be a specific position (eg a French teacher) or a pool – where employees are selected from when vacancies arise however these positions need to be cleared.

#### **Applications**

Applications have specific criteria and there is a rating scale applied to the written application and interviews. There are two parts to the written application – CV and a cover letter. The cover letter is where applicants need to address the criteria. Aaron’s feedback to people is “If you can’t see yourself in the job no-one can” therefore applications need to be specific for the context of the school.

Pointers – students are always important, working as part of a team and write with a clear layout. When addressing criteria – use the SAO method (Situation, Action, Outcome). Link existing skills to the new context.

Next step is an email - offering applicants an interview – or they have not been offered an interview.



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### Selection Panel

At Edney PS we have 4 members in a selection panel. It will include – Direct line manager, a content expert and two other members.

We look for staff who fit the Edney Way.

Interviews – there don't have to be interviews. We generally interview for most positions. There must be 2 forms of check – can be written application and a referee check.

**Feedback** – it is suggested that you always ask for feedback. Don't keep sending in the same application. Feedback is good even if you do get the job. It is suggested to wait for feedback.

**Appoint and finalise.** The recommended applicant is notified and there is a five-day appeal period. Appeals are about the process not about who got the position etc. Then the relevant checks are made and a person is appointed.

6.0

### How to Make Informed Decisions

A workshop of decision making processes, considerations and models for consideration of the Board.

The Board has previously completed a similar activity a few years ago. Several years ago the board members at the time were given the book "The Business of School Leadership"

There are some copies available for current board members to borrow from the library.

Board members were provided with a task of deciding – "Where should Aaron go for his next holiday?". Members were then asked to explain how did you arrive at this decision. There are times where one person makes a decision or a team or in our case the School Board. We don't go through this process every time we make a decision.

Kate showed a short clip from a video about making decisions. Kate provided the board view of making decisions. She reminded members that we are making decisions for all students and not just the board members children. The members have to come together as a group to make decisions.

Aaron outlined the decision making process.

Process

- 1 Identify the decision – try to clearly define
- 2 Gather relevant information – internal or external
- 3 Identify Alternatives – brainstorm and list possible alternatives.
- 4 Weigh the evidence –
- 5 Choose among the alternatives –
- 6 Take Action
- 7 Review your decision- sometimes there maybe unintended consequences.

To Find out more – read the book!

7.0

### The Next Step BEYOND

Further work and discussion of the development of the next Edney Primary School Plan – *Beyond* Board members were asked to complete a traffic light table with the headings - Stop, Maintain and Start. Thinking about our current situation – what are the things that we aren't doing that you want to see brought back, any new things and things that you wish could stop. Members provided their ideas under the three headings.

8.0

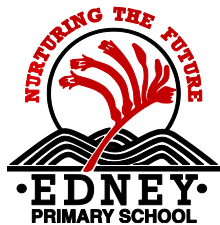
### School Board Awards Nominations

Several nominations were received. Winners were decided – there was a unanimous decision.

9.0

### Reports and Operational Matters

9.1 **Financial report** – Members received the Financial report via email – no questions



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<b>9.2</b>	<b>Staffing Report</b> – No changes.
<b>9.3</b>	<b>Buildings and Grounds</b> – There will be new shade sails installed for the Year 3/4 playground. The Kiss and Ride area on Edney road has had permanent signs and arrows marked with a change of direction for the correct flow of cars.
<b>10.0</b>	<b>Other Business</b>
	There was a comment about the flow of the carpark now that parents are allowed on site
<b>11.0</b>	<b>Next Meeting</b>
	Week 3, Term Three, Tuesday 4 <sup>th</sup> August 2020 6pm
<b>12.0</b>	<b>Roundtable Evaluation</b>
	Stephen thanked Aaron and the staff for the plans that had been put into place and the support for the school community. He has had positive feedback from the school community. The government has been pleased with how schools have responded and it was not imagined that we could achieve what we have in WA during this time.
<b>13.0</b>	<b>Meeting Close</b>
	There being no further business, Kate thanked all members for attending and declared the meeting closed at 7.33pm.