



# Excelsior School Board

Independent Public School

## Meeting Minutes

<b>DATE:</b>	27 February 2019	<b>CHAIR PERSON:</b>	Cameron McLean
<b>TIME:</b>	6:02pm	<b>MINUTE TAKER:</b>	Simone Hall

<b>ATTENDEES:</b>	Barry Liddelow, Cameron McLean, Olwyn Searle, Adam Fay, Luke Walsh, Karen Pott, Jennifer Capelli
<b>APOLOGIES:</b>	Kirsten Wallace, Jayde De Stefano

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome and Apologies	Chair	<p>Apologies / Absentees:</p> <ul style="list-style-type: none"> <li>Opening and welcome</li> <li>Apologies and absentees - Jayde De Stefano and Kirsten Wallace</li> <li>Introduction of each Board Member - sharing why they have chosen to be on the board. We have two new members joining the Board tonight, Karen Pott and Jennifer Capelli.</li> </ul>	<p>Members to provide photo and short paragraph about their role and why they have chosen to be on the board, if they have not already done so.</p> <p>To be sent to Barry before next meeting, Barry to upload to school website before the end of the term.</p>
2.	Confirmation of Agenda Disclosure of Interests	Chair	<p>Members confirmed the agenda.</p> <p>The Board noted there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda.</p>	
3.	Acceptance of previous minutes	Chair	<p>Minutes of last meeting presented by Board Chair. Accepted by Barry and seconded by Adam.</p>	
4.	Minutes/Business arising from previous minutes		<p>There was a query about Camp Australia's opening times and whether or not there had been a change to these times. Confirmation that times have not changed and Camp Australia's hours are 7am -6pm. During school holidays they operate off site at Forest Crescent PS. Casual entry also available during the holidays.</p>	

5.	AGENDA	Chair	<p><b><u>Board Training</u></b></p> <p>Board Training - will occur on 8 May 2019 at EPS. Will be opened up to other schools in the Canning Vale area. Information handed out regarding the role of the School Board.</p> <p><b><u>School Review</u></b></p> <p>School Review final copy shared with Board Members present. Barry thanked the Board Members for their contribution to the school review process and the information they shared with the reviewers. Discussion had regarding the two criteria - <i>effective</i> and <i>needs improving</i>. Some Board Members feel that this is not reflective of the great school EPS is. Barry will share this feedback with Education Department as part of the reflection process.</p> <p>Discussion had focusing on recommendations made by the Reviewers. Meeting minutes to be more detailed so anyone reading them knows what was discussed. Aboriginal Cultural Standards Framework to be implemented. It is in the school planning documentation to be addressed this year through HASS.</p> <p>Formalising flow charts for attendance etc to be in one document - Roschel Moore already created this document. Recommended that student leaders also have a more concise document outlining their roles and responsibilities. Reviewer recommended assessment reflection document to track assessments.</p> <p>Performance Management of Education Assistants - looking at PM happening through classroom staff working with them rather than just through Business Manager. Still being developed to ensure most effective approach is implemented.</p> <p>Discussion had regarding processes the staff follow if there are concerns amongst the staff. Next meeting Barry is happy to share the Performance Management policy.</p> <p>Focus on STEM and expanding the Gifted and Talented programs in the school. Jodie Deveson beginning a junior STEM program this term and Luke Smith has an ART Gifted and Talented program.</p> <p>Ensure all learning areas have SMART goals - we currently have milestones and strategies or have purposefully left the targets off as not always necessary. School Board has looked at this and will review this recommendation when we write the next Business Plan.</p>	
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			<p>Review panel suggested there were too many programmes operating in the school, for example Sound Waves, KeyLinks, Reading Eggs, Talk 4 Writing and VCOP. Concerns too much for staff and students but Reviewers may have misunderstood how the programs operate in the school. Not all students participate in all programs. Staff to look at programs currently in place and reflect as a staff on their usefulness. Reflection then to be uploaded to ESAT to show that we have carefully considered each one.</p> <p>2020 when next review occurs we need to check again we have addressed the recommendations made. All agree it was a very positive process.</p>	
6.	General Business	Chair	<p><b><u>Finance</u></b></p> <p>One - line budget - waiting for the Gateway money to come through after census. Currently showing we are in the red but this will be rectified once census data has been finalised.</p> <p>Rebate letter from Ziggies - \$2494 handed back to the school from Ziggies. Ziggies also gave school 5 packs of resources to share with those families that are struggling.</p> <p>Voluntary Contribution letters sent out - last year only received about 60%. Mayland Peninsula PS dropped their fees to \$55 but had a greater amount of people paying their fees.</p> <p>Question raised regarding some grant money that had to be returned but this had to be done due to not being able to follow through with the coaching aspect of the grant requirements.</p> <p>Student numbers are steady at the moment - one kindy less this year. EALD and Aboriginal student numbers and the funding they receive discussed.</p>	<p>Letter from Ziggies to share rebate received by the school - through newsletters on CONNECT.</p> <p>Changes to fee amount to be discussed at a later date when Fees and Charges schedules on the agenda. Investigate how we can inform parents if children from split families have had their fees paid.</p>

			<p><b><u>Board Planner</u></b> Discussion regarding Board Planner, use as a guide for each meeting.</p> <p><b><u>Parking</u></b> Boom gate to be installed across E block parking area. Parking always an issue.</p> <p><b><u>Class Lists</u></b> Concern raised by Adam regarding gates being locked and student lists being inaccessible after regular school hours.</p> <p><b><u>Barry's Retirement</u></b> Barry retiring at the end of the term, Simone Hall to take on the acting role for term 2. Process will commence during term 2 and new Principal will begin Term 3.</p>	<p>New updated Board Planner with correct dates to be sent out with minutes.</p> <p>Discussion to be had by school Admin staff regarding this issue and look at possible options for 2020.</p>		
8.	Conclusion	Chair	Next meeting to be held on 27 March at 6pm			
NEXT MEETING:	27/03/2019	MEETING CLOSED:	7:10pm	SIGNED:	Cameron McLean	27.02.19
				CHAIRPERSON	DATE	