

Success Primary School Board Meeting MINUTES

Subject:	School Board Meeting, Term 1 2019
Time:	4.15pm – 5.45pm
Date:	25 March 2019
Location:	School Board Room
Chair:	Andrew Barrett
Attendees:	Kristy Mularczyk, Kate Smith, Eva Colic, Michelle Gilmore, Craig Sweet, Becky Renton, Penelope McLean, Christie-Lee Davies
Apologies:	Chamonix Terblanche, Tash Pederson, Kaye Blackburn

Time	Item and summary of discussion	Actions
4.15pm	<p>Welcome Meeting was opened at 4.18pm.</p> <ul style="list-style-type: none"> • See list of attendees and apologies above. • Kate Smith and Michelle Gilmore accepted minutes of previous meeting as true and correct. • Christine Wilson-Banks has resigned from the Board. 	
	<p>Evaluate School Performance</p> <p>English Curriculum Directions and update (English Team) Genieve Caddy presented the 2019 English directions.</p> <ul style="list-style-type: none"> • The school has a very strong English Curriculum Leadership team, who focus on coaching of teachers, classroom observation and learning best practice. • Staff collaborate across the year groups to ensure a consistent approach across classrooms. • Several programs have been established to ensure the school achieves the outcomes and goals outlined in the English Operational Plan. <ul style="list-style-type: none"> ○ A home reading and incentive program to encourage daily home reading across all year levels. ○ Guided reading books purchased to support years 3-6 guided reading programs and teaching of poetry. ○ Harmony Day activities. ○ Letters and Sounds & Words Their Way program support, staff development, classroom observations, collaboration & coaching sessions. 	
	<p>Community Item: Review of Bullying Policy</p> <p>Di Illich is a parent who is looking to suggest changes to the current Bullying Policy. The Board is open to hearing these suggestions and will decide if a broader discussion is to be had at a later date.</p>	Kristy to action Di's concerns regarding the Bullying situation and review the bullying

	<p>Issues raised by Di</p> <ul style="list-style-type: none"> • The Success Primary School Bullying Policy is too vague and not clear. • Di believes the current Bullying Policy is not being followed by all staff at Success Primary. <p>Suggested solutions</p> <ul style="list-style-type: none"> • Review of the Bullying Policy to ensure actions and consequences are specific, and all bullying incidences are well documented. • Ensure there is a clear escalation process for identifying, reporting and resolving bullying issues. • Ensure there is a clear and effective engagement process with the parents of the children involved. For example, parents to be contacted each time bullying occurs and provided with information about the incident. • The school to support parents with strategies to use at home for correcting and managing bullying behaviour. • Ensure all staff are familiar with the Bullying Policy and the required actions & documentation. • Ensure lunch and recess duty staff know which children are displaying bullying behaviour. • Notes to be put on the child's record after every bullying incident. <p>The Success Primary School Bullying Policy is located in the Parent handbook, page 1-9.</p> <ul style="list-style-type: none"> • There are written plans in place to deal with bullying issues. • The school works in consultation with the parents to establish an agreed set of actions. • The school has an electronic system which records bullying incidents. <p>There are lots of daily incidences in the playground that are dealt with immediately by duty staff.</p> <ul style="list-style-type: none"> • Bullying is different from an incident in that bullying engages certain types of repetitive behaviours with the intent to emotionally or physically harm another, ie. when there is a pattern of negative behaviour occurring in the playground with one or a group of students intentionally targeting another. <p>Di concluded that when an issue between her daughter and a peer was brought to the school's attention, the school dealt with it very well. Her biggest concern being that it took several terms to find out that her daughter had worries about another student and it wasn't seen by staff and as a parent she didn't know what was wrong.</p> <p>Action: <i>Kristy to review Di's examples and the school bullying process in relation to these concerns.</i></p>	<p>process in relation to these concerns.</p> <p>Kristy to review - Success School Policies to be uploaded on the School website as separate policy documents.</p>
	<p>Annual Report</p> <p>The Success Primary School 2018 Annual Report was presented to the Board, and uploaded on the Board Connect site.</p> <ul style="list-style-type: none"> • Board members to review & provide feedback via Connect. 	<p>Board members to review the 2018 Annual Report and provide feedback via Connect</p>

	<ul style="list-style-type: none"> • Board members to confirm if you are happy for the document to be published. <p>School Survey Parent surveys were conducted in 2018, 177 parent responses were received. The Board would like to see the number of parent responses increase for future surveys.</p> <p>Board suggestions for canvassing a greater number of survey responses from parents.</p> <ul style="list-style-type: none"> • Teachers to phone 5 parents from each class to ask survey questions. • Text the survey link to parents. • Social media. • Board members with iPads at school during pick-up and drop-off. • Offer a prize for parents who respond to the surveys. • Make iPads available during parent/teacher interviews – 5 minutes for survey, 15 minutes for interview. <p>Board Communication</p> <p>The 2018 Annual Report identifies the continued need for the School Board to have greater communication with the school community.</p> <ul style="list-style-type: none"> • Board members to post some questions to ask parents on Connect. • Board to make comments and suggestions about Board communications so we can determine our future actions. • Kristy to continue to communicate items from Board meetings in the school newsletters. 	<p>under the notification of these minutes and confirm by COB 5 April if you are happy for the document to be published.</p> <p>Board members to post suggestions on Connect under the notification of these minutes for questions to include in the next survey, asking parents for feedback about the Board.</p> <p>Kristy to continue to communicate Board items in the Principal's Report section of the School newsletter.</p>
	<p>Financial Planning & Budget</p> <p>2019 Finance Update - Kristy</p> <ul style="list-style-type: none"> • No further updates from last Board meeting 	
	<p>Board Matters</p> <p>The Board reviewed its membership tenure process.</p> <ul style="list-style-type: none"> • The Board currently has 11 members. • Automatic 3 year tenure for new members. • Nominations will open up for new Board members. • EALD gap <ul style="list-style-type: none"> ○ Invite parents who do not have English as a first language. ○ Teachers could help with suggests for EALD parent nominations. • The Board to also seek nominations for a Community member. <ul style="list-style-type: none"> ○ Board to encourage people to apply. 	<p>Board to canvass for a Community member and an EALD member.</p> <p>Kristy to add a note to the next School Newsletter. Applications due in before 19th May 2019, for voting at the next Board meeting.</p>

	<p>Police Checks Update <i>Action: Police checks are still required from a couple of Board members.</i></p> <p>The Fathering Project The P&C have confirmed they are happy to fund the \$400 registration fee for partnering with the Father Project at Success Primary School.</p> <ul style="list-style-type: none"> • Dad's need to come forward to run the project. • Kristy to call out for volunteers on the newsletter, School Facebook page, Families of Success Facebook page. • Craig Sweet volunteered to be the contact point for Dad's. Andrew Barrett will support Craig to get the Fathering Project up and running. 	<p>Board members who have not yet submitted a Police check please send via email to Kristy and Andrew.</p> <p>Kristy to call for Fathering Project volunteers in the next school newsletter and on the school Facebook page and put Craig Sweet as the coordinator to contact.</p>
	<p>General Business</p> <p>Notice of AGM A special additional AGM Board meeting will be held in Term 3, after the school Open Night from 6.30pm – 7.30pm (on the same evening).</p> <p>Parent/teacher interviews 15 minutes for parent interviews later in term 2/3 to be scheduled outside of school hours.</p> <ul style="list-style-type: none"> • More information will be sent out closer to the time. 	
5.45pm	<p>Meeting Close</p> <p>Next meeting The next meeting of the board will be on Monday 20 May 2019.</p>	