



School Council Meeting Minutes Success Primary School

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| DATE: | 20/02/2017 | CHAIR PERSON: | Sam Nunn |
| TIME: | 18:05 | MINUTE SECRETARY: | Natasha Pederson |
| ATTENDEES: | Sue Knight, Kaye Blackburn, Sam Nunn, Eva Colic, Sarah Glover, Serena Stirling, Lisa Webb, Penny McLean, Kate Smith, Michelle Gilmore, Natasha Pederson | | |
| APOLOGIES: | Serena Stirling | | |
| ABSENT | Andrew Barrett | | |

| ITEM REF | ITEM | LED BY | DISCUSSION / PROGRESS REPORT | ACTION & TIMELINE |
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| 1 | Conflicts, apologies & preliminary business | Chair | Nil | |
| 1 | Minutes of previous meeting | Chair | Accepted as true and correct. | |
| 2 | Establishing and Reviewing School Objective's, Priorities, Policy Direction | Principal | <p><u>School Review Planning</u></p> <p>2.1 In May, we are due to supply an overview of the Self Review Process. The school will collate and provide copies of the data they need such as NAPLAN results, attendance records etc. It will also cover how we met the DPA, Performance monitoring and update on the School Board. The review documents will be ready for review and Week 3 next term for Board review / comments.</p> | Email out reports by 8/5/17 |

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| | | | <p>Then the Analysis process starts, with review visits (Stage 2) to be in Term2 W10 (26th, 27th June).</p> <p>Sam will need to be available for the initial meeting and exit meeting.</p> <p>Findings will be supplied to Sue to distribute as needed</p> <p>Findings will include recommendations that may be integrated into the next business plan.</p> <p><u>Reporting</u></p> <p>2.2 Natalie McRobb reviewed reporting policy.</p> <p>Acronyms are now explained at the bottom of document for easier understanding.</p> <p>Website is now working and will be uploaded shortly.</p> | For review at next meeting |
| 3 | Financial Planning to meet School Objectives | Principal | <p><u>SCFM 2016</u></p> <p>3.1 Possible positive outcome to DoE review of SPS – tentative discussion of ‘new model’ of classification for SPS. The new model would enable SPS to further support Numeracy, Literacy and STEM programs.</p> <p>Possible official communication to be initiated between SPS, Butler PS and Karratha PS if ‘new model’ is recognised.</p> <p>Sue encouraging DoE for uniform business plan if new model introduced.</p> <p><u>Budget Review</u></p> <p>3.2 Budget surplus on operational needs to be changed to student services, funding allocation includes utilities /maintenance.</p> | |
| 4 | Evaluating School performance | Principal | <p><u>Curriculum</u></p> <p>4.2 Mathematics – new plans in place - Staff meeting Tuesday 21/3/17 and will commence working in Year groups for better consistency across year groups.</p> | |

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| | | | <p>4.2 Literacy – EALD concerns were previously flagged, to better assist our EALD families, new training for teachers to connect with EALD families has commenced.</p> <p>Parent Forum for EALD families was held 20/3/17 with?? Families attending. The information provided was to encourage /engage EALD families, and offer home support.</p> <p>New resources For EALD students available, to avoid future interventions.</p> | |
| 5 | Promoting the School in the Community | | <p>5.1 Natalie McRobb went to Marketing workshop. SPS will go ahead with Facebook page, utilising the option to turn off public comments on posts.</p> <p>Connect will be replacing Class Dojo in 2018 – confirmed. Class Dojo is a simple communication platform, whereas Connect is an online platform that encompasses outline of student curriculum, parent communication, and reporting functions.</p> <p>5.2 Website to be upgraded to be more user friendly, making resources easier to access. Sue Knight has seen new skins for website and Winthrop will assist Nicola DaLuz to set up.</p> <p>5.3 Concern has been raised that the newsletter in its current format, is too big, and as such many parents are not reading it.</p> <p>5.4 P&C has a new committee, Michelle Harrison President for 2017 Michelle Gilmour is the P&C representative on the SPS School Board. Still waiting for treasurer position to be filled.</p> | <p>School to engage DoE resources on parent training with connect before launch.</p> <p>Confirm date of launch.</p> <p>Plan to split newsletter into student/ community news</p> |
| 6 | School Contributions and Charges | | <u>Nil</u> | |

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| 7 | AOB | All | <p>7.1 Parking – CC modified parking restrictions in the area given the impending opening of Aubin Grove train station. At present CC have circulated flyers to local residents outlining streets within a new 4hr parking restriction zone. This doesn't include the Eastern end of the SRSC car park which SPS have had opened to facilitate parent parking at drop off and pick up.</p> <p>7.2 Sue raised the idea of distributing a note to encourage parents to NOT stop for in-depth meetings about concerns they may have at 8:30am drop off time, when Teachers are preparing students for the day. Teachers have a duty of care to all students after 8:30am and are unable to give said conversations the required attention.</p> <p>Note circulated at meeting was 'very wordy' and Sue will take suggestions back to Admin to simplify message. Also may suggest a simple blanket statement for teachers to say to encourage parents to coordinate a more suitable time for discussing their concerns.</p> | <p>Sam to write letter to council asking them to extend the 4hr zone to include parking lot of SRSC, on Blackford Turn</p> <p>Admin to consider a simple poster to be placed on door asking parents to book a time to see teacher.</p> <p>This policy is to be highlighted on website once up and running</p> |
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| NEXT MEETING: | Monday 15 th May 15:15 | MEETING CLOSED: | 18:50 | SIGNED: | | CHAIRPERSON | DATE |
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School Council Meeting Minutes

Success Primary School Council Timetable for MINUTE SECRETARY:

School Council Members:

Sue Knight, Kaye Blackburn, Sam Nunn, Michelle Gilmore, Eva Colic, Serena Stirling, Tash Pedersen, Sarah Glover, Penny McLean, Kate Smith, Lisa Webb, Andrew Barrett