



School Board Meeting Minutes Success Primary School



DATE:	Monday 21 May 2018	CHAIR PERSON:	Andy Barrett
TIME:	4:15pm	MINUTE SECRETARY:	Eva Colic
ATTENDEES:	Kristy Mularczyk, Andy Barrett, Michelle Gilmore, Eva Colic, Christie-Lee Davies, Serena Stirling, Kaye Blackburn, Penny McLean, Dr Charmonix Terblanche, Becky Renton, Christine Wilson-Banks, Tash Pederson		
APOLOGIES:	Craig Sweet, Kate Smith, Lisa Webb, Natalie Ranford		
ABSENT			

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1	Introductions	Chair	Chair Welcome & Acknowledgement of country. Welcome to new board members and community board members.	

2	Financial Planning and Budget	Kristy Mularczyk	<p>Inc. Budget review and updates</p> <p>Financial Statements distributed to the Board for review.</p> <ul style="list-style-type: none"> • Review of Student-Centred Funding Statement. • Review of Appointed Staff FTE & Charge Costs. • Board to endorse budget at the next meeting. • Monthly finances to be uploaded to the School Board Connect Site at the end of each month. • Board members to post questions regarding the School Financial Planning and Budget to the Board Connect page. <p>Other Business</p> <ul style="list-style-type: none"> • There is a need to gather mental health data from the school to understand the school needs for future planning of mental health and wellbeing programs. • The Ability Centre – there could be an opportunity for pool rental if the required days are available. At this time the pool is fully booked. 	<p>Kristy to upload monthly financial statements to the School Board Connect Site at the end of each month.</p> <p>Board members to post any questions regarding the School Financial Planning and Budget to the Board Connect page.</p> <p>Kristy to investigate strategies for gathering mental health data from the school.</p>
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3	Evaluate School Performance	Penny & Andy	<p>English Curriculum Update</p> <p>Penny McLean provided an update on her role in the English Curriculum Team.</p> <ul style="list-style-type: none"> • The Team review the English Curriculum and identify skills, knowledge and understanding necessary for developmental progression - scope and sequence. • Documents developed for staff to help students to build on these skills. • Success has recently signed on to be a Bright-path school. • The Bright-path software assists with teacher judgements. • Student writing is uploaded on Bright-path and staff have the capacity to make consistent judgements nationally. • ABLE WA – Ed Support software for developmental continuum, teachers currently reassessing. <p>Annual Report</p> <ul style="list-style-type: none"> • The final 2017 Annual Report provided to the Board. The Board (Andy) wrote a section of the report in collaboration with Sue Knight. • The 2017 Annual Report is also available on the School Connect site. <p>Pivot PL Student Survey Trial</p> <p>Andy Barrett provided an update on the Pivot PL Student Survey Trial.</p> <ul style="list-style-type: none"> • Students complete a survey on the teacher and teacher effectiveness. • Survey results are confidential to the individual teacher. • 5 random classes will be chosen – 25 student friendly questions. • The survey will also provide wellbeing data - to see how students feel about school and if the teacher is listening to them. • The teacher will receive with a Resource Pack for up-to-date evidence based research on how to improve their teaching. • Approximately 500 schools nationally are using the Survey. • Schools can add in questions to tailor the survey to the school. • Andy will upload videos on Connect. 	<p>Andy Barrett to upload videos on the School Board Connect site on the Pivot PL Student Survey.</p>
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4	Promoting School Community	Natalie McRobb and Andy Barrett	<p>BYOD Survey - where we are at with results to date</p> <p>Kristy Mularczyk provided an update on the BYOD Survey Results.</p> <ul style="list-style-type: none"> • Initial results distributed to the Board. • The aim of this program is to increase the ratio of iPads to students. • Surveys distributed to the School Community to gauge if parents would be interested in participating in the BYOD program. • 84 survey responses have been collected so far – approx 10% of the school community. • Face-to-face interactions up to date, the next stage will be to email the survey out. • At this stage, no decisions made. The school will continue to consult and investigate all options to determine if this program will go ahead. • Kristy would like this number increased to at least 300 respondents. • Harmony and Aubin Grove have a BYOD program currently running. • The Survey will be uploaded to Connect. • If the program goes ahead, the BYOD program will not be rolled-out until 2019. 	<p>Natalie McRobb to upload the BYOD presentation to Connect.</p> <p>Natalie McRobb to upload the BYOD Survey to Connect.</p>
6	General Business	Andy	<p>Handwriting – Victorian Cursive Update</p> <ul style="list-style-type: none"> • To be discussed at the September School Development Meeting. <p>Road Safety Update</p> <ul style="list-style-type: none"> • This matter will be going to sub-committee at the P&C meeting tomorrow (Tuesday 22 May, 2018). • Christie-Lee Davies to email Charmonix Terblanche a list of requirements for the City of Cockburn post the P&C Committee meeting. • Requests need to be submitted to the City of Cockburn as soon as possible for consideration in the new Financial Year budget. 	<p>Kristy to report back to the board following the SDD.</p>

7	Business Planning	Kristy	<p>Success School Business Plan</p> <p>Kristy Mularczyk presented an update on the draft School Business Plan for 2020.</p> <ul style="list-style-type: none"> • School Board to participate in writing of School Business Plan, facilitated by Kristy. • 2017 School Review Findings – formal report and a summary provided to the Board to guide direction. Focus will be to set strategies/targets for what the board will implement by 2020. • The strategic directive of the Education Department is to make the Board representative of the School Community. • Current reality of the Success School Board: <ul style="list-style-type: none"> ○ Invisible ○ Low level of accountability/contribution; ○ Lack of understanding of student data & how it translates to student ability. • Currently there is a good cross-section of the School Community represented on the Board. • Strategy - induction strategy, review meeting frequency, portfolios and subcommittees, review Board member skills. <p>Big picture school board moral purpose/Board Vision.</p> <ul style="list-style-type: none"> • Next step is to look to the strategic planning for the Board. • The School Board will be a key strategy in the Success School Business Plan. • Board to write Section 5 of the School Business Plan. • Becky Renton will be responsible for collating and bringing together the ideas for a Success Board statement generated during this meeting. • Becky to upload photos of ideas onto Connect. • Statement ideas to be collated on Connect for review. • Additional Board meeting scheduled for Term 2 to address the Business Plan only. Full agenda will not be covered. Monday 18 June, 4.15pm. • Come prepared with the thinking of what strategies we need to meet the 3 year-goal. 	<p>Board members to review what strategies we need to meet the 3-year goal. Come prepared for discussion at the Board meeting on Monday 18 June, 4:15pm (Address School Business Plan)</p> <p>Kristy to load information about what the school planning looks like on Connect and how board governance fits with this.</p> <p>Becky Renton to upload ideas photos onto Connect before Monday 18 June.</p> <p>Board members to contribute ideas to the Success Board Statement on Connect.</p> <p>Becky Renton to collate the ideas for the Success Board Statement by Monday 18 June, 2018.</p>
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			Role of the Board <ul style="list-style-type: none"> • Be well informed about our school data. • Understand our school budget and see if the data aligns with where we are spending the money. Board to ratify the school budgets. • Board needs to endorse the School Business Plan. • Overview of how all the school plans fit together. 		
NEXT MEETING:	Monday 18 June 4:15pm	MEETING CLOSED:	6:30 pm	SIGNED:	
			CHAIRPERSON		DATE



Success
Primary School
Unlock Your Potential

School Council Meeting Minutes

Success Primary School Council Timetable for MINUTE SECRETARY:



Department
of
Education

School Council Members:

Andy Barrett, Kristy Mularczyk, Kaye Blackburn, Michelle Gilmore, Eva Colic, Craig Sweet, Tash Pederson, Christie-Lee Davies, Lisa Webb, Serena Stirling, Kate Smith, Penny McLean, Dr Charmonix Terblanche, Becky Renton, Christine Wilson-Banks, Natalie Ranford

Notes

Member	Term Expiry date	
Community Members	Parents	Students
Andrew Barrett (Chair)	October 2019 (elected Chair, Nov 2017)	Poppy LC7.2 Daisy LC
Eva Colic	Extended to February 2019	Damian LC 3.2 Kristian LC 2.3
Michelle Gilmore	Extended to February 2020	Dominic LC 4.3 Cohen LC 5.1 Blue
Tash Pederson	December 2018	Clover LC 1.5 Imani LC 2.2
Lisa Webb	February 2019	Bailey LC1.3 Jenna LC4.3 Phoebe LC3.7
Serena Stirling	Extended to February 2019	Community/SSEND Teacher
Christie-Lee Davies	February 2019	
Craig Sweet	February 2020	
Becky Renton		
Dr Charmonix Terblanche		
	Staff	
Kristy Mularczyk	February 2019	Principal
Kaye Blackburn	Extended to February 2020	A/Principal
Penny McLean	February 2019	Teacher
Kate Smith	December 2018	Teacher
Natalie Ranford		