

Harrisdale Primary School BOARD MEETING MINUTES



DATE:	12 May 2021	CHAIR PERSON :	Ben Foster
TIME:	6.00pm	MINUTE SECRETARY:	Megan Klompmaker

ATTENDEES:	<input checked="" type="checkbox"/> Karen Duncan <input checked="" type="checkbox"/> Megan Klompmaker <input checked="" type="checkbox"/> Ella Selfe <input checked="" type="checkbox"/> Maddi Gorton <input checked="" type="checkbox"/> Annaliese Dawson <input checked="" type="checkbox"/> Ben Foster <input checked="" type="checkbox"/> Kelly Riva <input checked="" type="checkbox"/> Shrikant Tawani <input checked="" type="checkbox"/> Mahesh Nirwin <input checked="" type="checkbox"/> Aaron Bowling
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APOLOGIES:	Colin Pettit
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MEETING PROTOCOLS:	<ol style="list-style-type: none"> 1. Meeting purpose – All meetings must have a pre-distributed agenda, of which attendees have had opportunity to contribute. Agenda items should have a clear time frame for discussion and end with a decision or plan of action. 2. Shared Responsibility – Contribution to meetings is the responsibility of all attendees. 3. Meeting Etiquette – Attendees should make every effort to be punctual to each meeting, and likewise, the Chairperson should be prepared to begin the meeting at the stated time. Mobile phones should be switched to silent or off. Meetings should conclude at the stated time. 4. Input by Attendees – Attendees have a responsibility to contribute to discussions and to volunteer for follow up tasks. During meetings, attendees are asked to give their full attention, listen to others’ opinions, and offer input without interrupting others. Attendees should always have the right to pass if they do not wish to comment.
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ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Minutes from Previous Meeting	Ben	Welcome and Apologies <ul style="list-style-type: none"> • Minutes of previous meeting <ul style="list-style-type: none"> ○ Statement of Expectations (SOE) <ul style="list-style-type: none"> ▪ PowerPoint presentation and signing of Harrisdale SOE <ul style="list-style-type: none"> • KD explained purpose of document and that it is the Boards place to hold DOE and the School accountable to it. • Generic document for all schools. 	Accepted: AB/FS

			<p>Noted by BF/Seconded by MN</p> <ul style="list-style-type: none"> ○ Canteen <ul style="list-style-type: none"> ▪ BF to provide feedback from P&C ▪ P&C are going to have some discussion around the decision. ▪ They will bring feedback to the next meeting. ▪ Pros and Cons of current canteen, how many are using, costs etc. ▪ Pros and Cons of new service ○ Term Planner now available on facebook 	
2.	Annual Report Draft	Karen	<ul style="list-style-type: none"> • Board reviewed annual report and offered the following feedback: <ul style="list-style-type: none"> ○ KD spoke to the board seeking advice on NAPLAN data being missing as not held in 2020 due to COVID. <ul style="list-style-type: none"> ▪ ST feels it should be included ▪ AB felt that those who cared would already have viewed the previous annual report ▪ Public School Review is one of the first documents they reference ▪ BF suggested that pages be removed ▪ AB suggested notation – not undertaken in 2020. Review 2019 data, with a link to data ▪ Survey Data – needs further explaining ▪ MK – to update the Financial Summary Review ▪ Board asked to read and send via Connect with anything they feel needs adjusting. ▪ COVID Rainbows book to be included. ▪ Uniformity (COVID) 	ALL
3.	School Review	Karen	<ul style="list-style-type: none"> • Review scheduled for week 8 Term 3. <ul style="list-style-type: none"> ○ KD explained previous process and changes to upcoming review. Things we are doing well and things we could do better. 	ALL

			<ul style="list-style-type: none"> ○ New process is one day on site and data is uploaded to ESAT for each of the 5 domains as evidence. Self rank. ○ KD explained the requirements of review and Boards involvement <ul style="list-style-type: none"> ▪ School Board survey ▪ Consider what evidence the board can provide 	<i>Agenda item for next meeting to finalise what it will look like.</i>
4.	New Assembly Format	Karen	<ul style="list-style-type: none"> • KD confirmed finalised format following discussions with school Board, P&C and staff <ul style="list-style-type: none"> ○ Burst presented to board ○ Board says very good 	
5.	New Parent Evening/Interview Format	Karen	<ul style="list-style-type: none"> • Edu-Ganza <ul style="list-style-type: none"> ○ Thursday 3rd June ○ Replaces parent interviews ○ Parents were not picking up students and logistically becoming difficult to manage a few hundred students ○ Teacher feedback was that the 10 minute interviews were not beneficial. ○ Open evening, both Hive and Main ○ Events and activities ○ Food Vans ○ Open classrooms • BF queried that some parents want to have access to formal interview • AD noted that parents who had concerns has the option to always have a meeting • Reports will note if a meeting is required or not • School remains open all day. Friday 4th June is the SD day, therefore no students on site the next day. • Kelly to check on sports on a Thursday in case of parking issues 	KR to investigate community sport

6.	New Community Rep	Ben	<ul style="list-style-type: none"> • Colin Pettit has been our community rep for 5 years • Indicated he would like to step down • Community Rep should bring another skill set to the board • Colin has been invaluable to the board, however has given enough of his time • Board to consider who would be suitable, place suggestions on Connect <ul style="list-style-type: none"> ○ Suggestions, Curtin Uni Lecturer as part of our connection ○ John Fisher – DOE Director retired ○ Lou Cimetta – Apple Coach ○ CEO – Mining Company • P&C Rep – Confusion over if the P&C should have a rep, they thought there wasn't the need for one based on voting ability. <ul style="list-style-type: none"> ○ BF proposed this position be our second community rep ○ BF proposed a Board Member attends the P&C meeting as a representative of the Board/Liaison officer. <ul style="list-style-type: none"> ▪ AB asked what do we bring to them? Are they not focused on what they are achieving? ▪ KD noted that she attends all meetings and does relay this information. ▪ MK can attend in her absence. ○ AB noted why not combine the open meeting with the P&C. <ul style="list-style-type: none"> ▪ All agreed this is a good idea 	<p>ALL</p> <p><i>Agenda item for next meeting</i></p> <p>Accepted: KR Seconded: MN BF to communicate with P&C</p>
7.	Change to Meeting Schedule	Karen	<ul style="list-style-type: none"> • Consideration to be given to moving to once per term now more established. Consider: <ul style="list-style-type: none"> ○ Maximum 2 Hour meeting once per term, rather than 1.5 Hours twice a term. 	

			<ul style="list-style-type: none"> ○ BF suggested we need to consider what needs to be dealt with in each term. ○ Minimum one a term and then consider what else needs to be done if a second meeting is required. ○ Dependant on time of year, dependent on number of meetings required and time required. ○ AB noted that meeting should be more efficient, pre reading just noted including finances etc. Questions can be asked. Agenda For Action, For Decision, For Discussion. ● Commence from Term 3, Week 6. <ul style="list-style-type: none"> ○ All in agreement ○ MK to issue new template for feedback 	MK
8.	Principal's Report	Karen	<ul style="list-style-type: none"> ● 2 new teachers – Art and Music ● Mr Pettit still acting Principal at another school ● Mr Yost unwell and due to undergo surgery ● Garrison Fence relocated ● New directional signage ● Student name badges ● Merit Certificates ● Invited to be an Apple Distinguished School. Only 430 Worldwide, 60 in Australia. This is a recognition of the wonderful work our staff and students do. ● NAPLAN currently underway. Reading today, wifi drop out occurred. There is a process for this, tests are paused and students get the time back. ● Upcoming Events <ul style="list-style-type: none"> ○ NSST ○ Winter Sports Carnival ○ Eduganza ○ SDD ● BF queried where the oval was at? 	5 Minutes

			<ul style="list-style-type: none"> ○ MK confirmed she is still working with the COA and DOE. Aim for Term 3 for both oval and hill. • BF raised he has followed up with Yaz re 5th block, yet has received no reply. P&C still passionate about this. 		
MEETING CLOSED:	7.40 pm	SIGNED:			9 June 2021
			PRINCIPAL	CHAIRPERSON	DATE