

**City Beach Primary School Board
Minutes of meeting 24 Sept 2019**

ATTENDEES: Mari Dart, Alison Jenkins, James Fuller, Fiona Ellett, Rosie Candler, Trevor Hammond; Rochelle King, Louise Smith, Nancy Howard

1.0	Welcome and apologies	ACTIONS
1.1	James opened the meeting at 6:35 pm	
1.2	Apologies - none	
1.3	Conflicts of interest - none	
2.0	Minutes of previous meeting and correspondence	
2.1	Meeting minutes 30 July previously endorsed by Fiona (with minor amendment) and seconded by James.	
3.0	Actions from previous meeting	
3.1	Action tracker was reviewed and updated. <ul style="list-style-type: none"> • School logo update discussed under agenda item 5.2. • Board self-assessment conducted and discussed under agenda item 4.1 below. 	
4.0	Board Matters	
4.1	<p>Board self-assessment results were sent as pre-read and discussed.</p> <p>Key feedback discussed included:</p> <ul style="list-style-type: none"> • Need for more comprehensive induction and training to ensure board representatives are aware of key responsibilities of the board. Formal training from the Department of Education is limited, however online training is available. Mari to send details. • Board Terms of Reference are wordy and very legal. Would be beneficial to have a summary handbook or similar to outline key responsibilities and role of board (v's school) which can be used as a reference by board members as well as wider school community. • Would be beneficial to develop a skills matrix for board members to identify existing skills and identify gaps that may be filled by board member recruitment or by co-opted members. • Need to understand how CBPS identifies and manages risk. Risks have been identified and documented using the Department of Education template. Mari to present to board. Board to add review of risks to schedule of board activities. 	<p>Mari to send details of online training for school boards. https://www.education.wa.edu.au/online-resources-for-school-councils-boards</p> <p>Mari to present risk management to board.</p> <p>Secretary to add review of risks to schedule of board activities.</p>
5.0	School Operations and Performance	
5.1	<p>Business Plan Review – Successful Students</p> <p>Mari provided overview.</p> <ul style="list-style-type: none"> • Learning - students who are not achieving at level or progressing as expected are identified in K and PP thru on entry assessment and via in class review and assessment. Discussion regarding implementation of school-wide literacy support program, and similar for numeracy, as per the Business Plan. This needs to be addressed, and it is likely that an external support program will be required, which will require funding in budget. Mari advised that current budget planning cycle will include funding for such a program(s). • Leadership – roles established for each year group; Buddy program in place; Leadership program being run; Councillors 	

	<p>and wider leadership team in grade 6 established and well supported by staff and students.</p> <ul style="list-style-type: none"> • Developing whole child – ‘you can do it’ implemented; behaviour expectations outlined in the school’s updated Positive Behaviour Support Plan. Staff tracking and monitoring of behaviour; consistent measure of ‘attitude, behaviour and effort’ and tracking against Business Plan target; • Attendance – attendance rates in some years has high percentage of unauthorised absences; regular attendance still just below target. Need to examine strategies to address this. 	
5.2	<p>Update of school logo, uniforms and website</p> <p>Extensive consultation with school community resulted in a vote to keep the existing school logo.</p> <p>Website refresh is underway and new website is expected to go live early next term.</p> <p>Uniform working group to be established.</p>	
5.3	<p>Finance update provided as pre-read from Mari. On track.</p> <p>Budget planning cycle based on enrolments for 2020 has commenced. Discussion about building in additional education support to implement school wide numeracy and literacy support programs (as per above) into 2020 budget.</p>	
5.4	<p>NAPLAN overview given for preliminary Year 3 and 5 results.</p> <p>Parents received student reports in Week 7 of Term 3. NAPLAN data on a school level became available through Schools Online and provided comparative data against the state, all Australian schools and like schools. Initial results are positive across all 5 assessment areas in Year 3 and Year 5 with the exception of Spelling in Year 5 where there was more than 1 standard deviation away from our expected performance. More detailed NAPLAN data will be available for analysis with staff and the Board in Term 4.</p>	
5.5	<p>Initial staffing and student numbers for 2020 discussed. Student numbers are expected to increase in K and PP. Staffing levels and class structures are currently being examined and will be subject to final student numbers.</p>	
6.0	School Community Feedback	
6.1	<ul style="list-style-type: none"> • Uniform – suggestion that we bring in rain jacket. To be discussed with P&C. • Dance program – asked what is being planned for 2020. Mari and Alison advised that they are currently looking at different options. • Mental health and technology – what is the school doing to address mental health and technology? Mari and Alison advised that we have rolled out Y safe training to students, staff and parents. The ‘You can do it’ program addresses mental health. • Food at events – comment that food provided at school events such as athletics day is all unhealthy. Whilst the canteen follows the traffic light system to ensure healthy food is provided on a regular basis, ‘sometimes food’ is considered 	<p>The potential to include a rain jacket as part of the uniform to be discussed by the Uniform Focus Group, who will report back to the Board.</p>

	acceptable at special events. The P&C manage this as part of their event management.	
7.0	P&C Report	
7.1	Meeting minutes not received to date.	
8.0	Other Business	
8.1	<p>Discussion around change to high school intake boundary from 2020 and whether people aware of the changes.</p> <p>Both Shenton and Churchlands visited the school this year, and letters were sent to Year 6 students regarding high school enrolments.</p>	
9.0	Meeting Close/next meeting	
9.1	<ul style="list-style-type: none"> • Next meeting 7pm, 12 Nov. Nancy to bring snacks. • James closed the meeting at 8:30 pm 	