



BINDOON PRIMARY SCHOOL BOARD MEETING

MINUTES

Thursday 24 March 2022

3.30-5.00pm

BOARD MEMBERS:

Adrian Gledhill	Chair
Lisa Kay	Parent Representative
Shelley Walter	Parent Representative
Alicia Chapman	Parent Representative absent
Anne Marie Hagge	Community Representative
Clare Mouat	Community Representative
Linda Toms	Staff Representative
Asher Wegner	Staff representative
Amanda Robinson	Principal

AGENDA ITEMS:						
ITEM			PURPOSE	LED BY		ACTIONS
1	Welcome <i>Acknowledgement of Country, introductions, apologies, conflicts of interest</i>	3 min	Discussion	Adrian	Welcome back. Welcome to Amanda. Adrian read acknowledgement to Country. No conflicts of interest.	
2	Minutes of the Last Meeting <i>Note the last minutes, business arising – Board self-assessment, uniform</i>	10 min	For approval	Adrian	Dress Code - Amanda has drafted policy after referring to DoE policy and policies from other schools. Uniform Shop order form consulted. Edits to be made: <ul style="list-style-type: none"> • LK -Include shade of green that is acceptable • LK -Uniform shop provides new and second-hand uniforms • CM -Ensure no gender specific items 	

How are we going? (Judgement) How do we know? (Evidence) What are we going to do to improve? (Planning)

					<ul style="list-style-type: none"> Remove reference to unnatural hair colour <p>Discussion around bike shorts and that they should be used as an undergarment under skirts. Pointed out that we have no skirt in the list of uniform items.</p> <p>CM suggested wording should be <i>consistent with the items that are available through the P&C uniform shop in style, colour and length</i> for those who purchase items elsewhere.</p> <p>AR – length of shorts to be mid-thigh.</p> <p>Changes will be made and emailed to the Board for approval.</p> <p>Bike shorts to be phased out by 2023. Inform P&C and Op shop.</p> <p>Board Self-assessment - Only 3 members responded to the survey. Went through responses and discussed results:</p> <ul style="list-style-type: none"> Agenda and minutes. To be emailed 1 week prior to the meeting all documents to be distributed to the board. Minutes to be distributed twice <ol style="list-style-type: none"> One week after a meeting to ensure actions can be carried out One week prior to next meeting for review Meeting length – Board chair will ensure decisions are made in the timeframe listed in the agenda. Some items may need to carry over. Some flexibility required to ensure decisions are made in a timely manner. Board profile to increase so school community is more aware of role <p>Board agreed that after the discussion of the survey at this meeting there is no need to redo it.</p> <p>Previous minutes -Adrian accepted. Lisa seconded.</p>	<p>Amanda to make changes and email to all Board members for approval. Board to respond.</p> <p>Amanda to inform all stakeholders of changes.</p> <p>Adrian to discuss with Amanda possibilities e.g. newsletter inclusions.</p>
3	Roles and Responsibilities of School Board	15 min	Discussion	Adrian / Amanda	Board participated in a Kahoot quiz about Roles and Responsibilities.	

	Membership tenures, Kahoot quiz, Year Overview				<p>Adrian acknowledged Clare for her work with the board as this is her last meeting.</p> <p>Discussion of tenure. LK unsure of when her tenure is up.</p> <p>Year overview which summarises agenda items for each meeting was distributed.</p>	<p>Linda will send Amanda email address of Quentin Hearn, a past community representative who has expressed an interest in returning to the Board. Linda will distribute tenure summary to all members.</p> <p>Members to let Amanda know of any possible additions to the agenda.</p>
4	Principal Report School structure, COVID update, etc.	10 min	Standing item	Amanda	<p>See attached report.</p> <p>Amanda sees the opportunity to increase enrolments is from students who could be attending (e.g. live in Bindoon) but don't. Need to promote the school as the <i>School of Choice</i> in the area. More students equate to more opportunities due to increase in funding and there is room for growth.</p> <p>Amanda also acknowledged the advantage of smaller numbers mean the best pastoral care can be provided due to knowledge of individual students and families. There is a sense of belonging.</p> <p>COVID update – return to Level 1 protocols – masks to remain at this stage.</p>	
5	Financial Report 2022 Budget, Funding Agreement	10 min	Standing item	Dawn	<p>Dawn presented comparative budget explaining that the fixed budget figure remains constant throughout the year, while the current budget figure is fluid. We are going to run in 2022 with a cash figure of \$115 000. Had a rollover of \$37 877 from 2021.</p> <p>Dawn pointed out that electricity will need to be amended due to the COVID – fans and air conditioners running with doors and windows open as per DoE ventilation requirements.</p> <p>Solar panels – unsure of financial benefit</p> <p>Dawn suggested approaching ADRA to contribute to the Chaplaincy program</p>	<p>Susan to follow up with Synergy to check savings from solar panels.</p> <p>Dawn to make informal connection.</p>

					<p>Funding Agreement needs to be signed by the Board Chair and Principal</p> <p>This agreement outlines the funding the school is receiving in 2022. Student Centred Funding and additional allocation amount to \$1.68 million of which 96% must be spent by the end of the year. More than 90% of the figure is expended on salaries.</p> <p>Additional funding includes:</p> <ul style="list-style-type: none"> • \$10 000 chaplaincy funding • \$34 000 additional EA funding which allows us to have some EA time in every class • Additional COVID allocations • \$10 000 for small schools to assist with additional administration due to COVID 	Adrian signed agreement at the end of this meeting.
6	<p>Annual Report</p> <p><i>Board review of partial draft document</i></p>	10 min	Discussion	Amanda Linda	<p>Amanda presented the 2021 draft Annual Report, explaining that due to COVID the Department has provided schools with a template around the minimum information requirements.</p> <p>Summary</p> <ul style="list-style-type: none"> • Recognition of Academic Excellence received from Director General of Education and the Minister for Education to recognise the school's outstanding NAPLAN results. • School information including <ul style="list-style-type: none"> - Enrolments and student characteristics - Attendance (Amanda noted her concern over the number4 of students who showed regular attendance [$\geq 90\%$] which is only at 67.5%) - Survey 2020 results (2022 survey will occur in Term 2 or Term 3) - 2021 highlights - Achievement targets which are actions directly from Business and Operational plans - Financial Summary of 2021 	Board to take away, read and provide comments by the end of Week 9 (1/4/22).

7	Public School Review <i>Validation process, Self-assessment overviews</i>	15 min	Information	Amanda Linda	<p>Review is scheduled for Tuesday April 5, but is currently on hold.</p> <p>The school makes judgements against the six domains of the Standard and the Reviewers validate these judgements.</p> <p><u>Phase 1</u></p> <p>Self-assessment – how are we going? (below, at or above expected level), how do we know? (evidence), what are we going to do to improve? (planning for improvement). Submit overview and 4-6 pieces of evidence for each domain one week before review visit.</p> <p><u>Phase 2</u></p> <p>School based validation by Director of School Review (Jen Graffin) and a Peer Reviewer from a school with a similar context.</p> <p>Reviewers spend one day in the school and go through the validation, having discussions with staff, students, parents and school community representatives.</p> <p><u>Phase 3</u></p> <p>Report of findings including commendations and recommendations.</p> <p><u>Phase 4</u></p> <p>Date for next review (1 year, 3 years or 5 years).</p> <p>Amanda showed proposed schedule for the day.</p>	Amanda to confirm date at the beginning of next week.
8	Half Day School Closure <i>Parent-teacher conference</i>	2 min	Endorsement	Adrian	<p>3-way conference including teachers, students and parents. School closes early.</p> <p>Well supported by parents.</p> <p>Board endorsed early close.</p> <p>Discussion about diaries and the need for expectations around diary communication to be clearer. Staff to discuss diary communication and clarify processes.</p>	<p>Amanda to contact Regional Director for approval.</p> <p>Staff to discuss diary communication and clarify processes.</p>

9	Out of School Hours Care/Pre-Kindy Program	10 min	Discussion	Amanda	<p>Survey conducted to determine viability for out of school care and a Pre-K program. Lisa helped Amanda contact community who may not yet have children at school.</p> <p><u>38 responses from current families:</u></p> <p>Before/After School Care 12 Yes 14 Maybe only 2 said they would use the service every day</p> <p>Holidays 9 Yes 11 Maybe only 2 said most of the time</p> <p>PreK 13 Yes 2 Maybe</p> <p><u>Community 22 responses of which 12 were not at school:</u></p> <p>Before/After School Care 11 Yes 8 Maybe 4 everyday</p> <p>Holidays 8 Yes 6 Maybe only 4 said most of the time</p> <p>PreK 8 Yes 3 Maybe</p> <p>Amanda also contacted service providers Camp Australia, OSH Club and Zigzag.</p> <p>Staffing is often an issue due to the split shift of before and after school care. Camp Australie ran a program at Gidgegannup Primary (200 students) but it only lasted a year.</p> <p>OSH Club will only provide a service to schools with more than 350 enrolments, as they work on having 3-4% of enrolments in before school care and 5-6% in after school care.</p> <p>Zigzag also said BPS is too small. Their research tells them that they need at least 200 students at the school and the school needs an ICSEA of over 1000. If below 1000, usually only one parent is working so they cannot afford care.</p> <p>Amanda spoke to Commercial Services in the Department regarding a Pre-K program. The Education Act does not allow for the school to provide a program ran be a Department employee. We can use an outside provider, but it acts like a tenancy</p>	
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					contract and the provider must have exclusive use of the space they are using. This year we do not have that space. A playgroup, run by parents, can share a space.	Amanda/Linda will visit Playgroup to see if they would like to use school facilities to host their group.
10	Highway Crossing	5 min	Discussion	Adrian	Martin Aldridge's office contacted the school regarding a highway crossing as the bypass road has been delayed until 2025. Lisa briefly explained the work done last year and that we can only have a Level B crossing where the school employs a volunteer, usually P&C, to man the crossing. The volunteer must undergo all the necessary training. Also need to follow up with Jim ? from the shire about larger street sign to signal the school.	Amanda will follow up with Lisa.
11	CAB	2 min	Discussion	Linda	Linda requested permission to enter Board members' details into the DoE Council and Board Register. Members agreed.	Linda to update CAB.

Meeting closed 5:50 pm

Next meeting Term 2, Week 7, 9 June 2022