



KYILLA PRIMARY SCHOOL BOARD - MINUTES OF MEETING

Meeting - Thursday 10 September 2020

GOALS:		<ol style="list-style-type: none"> 1. Develop High Quality Staff 2. Productive relationships with the community 3. Delivery of High Quality Teaching and Learning 4. Provide a Safe and Supportive Environment that Optimises Conditions for Learning 		
TIME		Meeting	Action:	Who:
4.00pm	1.0	Welcome and apologies - Lee		
		<p>Attendees: Jo Hine (Principal), Sandra Sheridan (Manager Corporate Services), Lee Beatty (Chair Person), Rebecca Stuchbery (Teacher), Kate Smith (Teacher), Julia Young (Teacher), Margot Hammond (Parent), Alix Roberts (Parent) and Sophie Woodley (Parent)</p> <p>Welcome Scott Archibald (Parent) – co-opted to the Board due based on his experience in the building industry.</p> <p>Apologies: Lety Ognenis (Teacher), Lisa Rynne (Parent), Blake Luff (Parent), Juliana Jorissen (Parent) and Ami Price (Parent).</p>		
	2.0	Confirmation of Agenda - Lee		
		Agenda confirmed		
	3.0	Disclosure of Interests - Lee		
		No disclosures		
	4.0	Minutes of Previous Meeting - Lee		
		Previous meeting held 18 June 2020 Approved: Lee Beatty Seconded: Jo Hine		

	5.0	Matters arising from last meeting - Lee		
		<p>Logo – Refer item 9.0 Fence – Refer Item 7.0 Faction numbers for fourth faction – need around 500 students for a fourth faction</p>		
	6.0	Finances		
	6.1	<p>Budget 2020 Finance reports were distributed prior to the meeting: The following questions were tabled:</p> <ol style="list-style-type: none"> 1. Why are there variances in a few expenditure items, is this because the costs are occurred throughout the year? <i>Some expenditure such as utilities continue across the year, variances will show in these items until December. Curriculum expenditure ideally spent by the end of Term 2 and is closed at the end of Term 3 so that the students get maximum benefit from the purchases</i> 2. What are the variances for curriculum and student services? Will the funds be used this year, or will excess funds be transferred to next year? <i>We are still receiving invoices for some of these budget areas, some of these expenses are for end of year awards. Unspent budgets are rolled into our carry forward for 2021 and reallocated for 2021</i> 3. Over budget in Expenditure for professional development, are additional funds required and should the budget be increased next year? <i>The finance committee will look at over expenditure and adjust budgets. This normally occurs if a Professional Development(PD) course unexpectedly becomes available during the year that dovetails the school's priorities and would be beneficial to staff. We look at what PD we need when setting the budgets but sometimes a new course appears at a later date</i> 		
	7.0	Fence Update		
		<p>Following feedback from the fence</p> <ul style="list-style-type: none"> • The height of the fence was reduced to 1500mm and the spikes were removed as per the feedback • 21 people have provided feedback – residents in the area and families • Those who were provided feedback were contacted regarding the changes • Have not heard any further from the residents in the area • Fencing is going ahead and is likely to be installed before the end of the year. 		

	8.0	New Building Update		
		<p>Jo and Sandra have met with the Department of Education and the Department of Finance regarding the new building</p> <ul style="list-style-type: none"> • No timeline as yet • No architect appointed as yet • Building is to be placed where the current Early Childhood buildings are currently • Asked for the transportables to be moved over the Christmas break as this is too large a job to do over the two-week term breaks • Looking at setting up a sub-committee for the term of the project • Scott to be included on the sub-committee • Asked for interested parties to join the sub-committee <ul style="list-style-type: none"> ○ Sandra, Jo, Margot, Lee, Scott, Sophie and Rebecca • Jo to enquire into visiting other schools in the area who have had a double storey build recently to see what we will be getting • Question was asked whether we can have sub-committee that has committee members on it that are not members of the board. 		
	9.0	Uniform and Logo		
		<p>The school and the graphic designer have approached a number of Indigenous artists to provide artwork for our updated logo</p> <ul style="list-style-type: none"> • A number of artists charge a license fee to use their artwork, which requires renewing every three years • We have selected a Noonygar artist who has worked for other schools and who is an employee of the Department of Education • Logo will be ready for our updated uniforms for 2021 • Uniforms will have a three year phase in • Logo to be voted on by the community from a couple of versions provided by designer • Final choice to be revealed at the 75th Birthday 		
	10.0	Positive Behaviour in Schools		
	10.1	<p>Kate gave an update of the Positive Behaviour Support (PBS) journey that we have started</p> <ul style="list-style-type: none"> • PBS is a framework to guide schools in preventing misbehaviour and encouraging positive behaviour with a school wide approach • Misbehaviour is a skill deficit, this is about teaching children the skills they don't have and behaviour expectations will be consistent across the school • As a school (Staff and Students) we have come up with behaviour expectations – students' expectations were the same as the ones the staff had identified • These will be incorporated into lesson plans, taught at assemblies, visible over the school and reflected in our School Values and Vision. 		

	11.0	Business Plan 2021-2023		
		<p>Jo described the mandatory parts of a business plan Our school; was to be reviewed in Term 1 2021 and this is now pushed back to the end of 2021 Jo has been asked to assist with the review of another school, which is before our review, so this will provide an insight to what we need to present The results of the review will be either meeting the expected standards or working towards the expected standards Points of discussion</p> <ul style="list-style-type: none"> • To look at the School’s vision statements and see if they also reflect the PBS journey. • Vision statement to be kept together and lead the Business Plan, rather than split as is currently • Sub-committee to be set up to tweak the vision and the school context <ul style="list-style-type: none"> ○ Jo, Sophie, Lee, Julia and Kate ○ Email to be sent out asking other board members if they wish to join the sub-committee • Focus areas – currently have four but will be measured against six when school is reviewed • Jo proposed using the review headings as our focus areas for the new plan. 		
		Other Business		
	11.0	Meeting Closed / Next Meeting		
5.45pm		<p>Next Meeting: Term 4 Week 3 Thursday 29 October.</p>		
Signed: Board Chair _____ Principal _____				Date ____/____/____