



## KYILLA PRIMARY SCHOOL BOARD - MINUTES OF MEETING

*Meeting - Thursday 29 October 2020*

<b>GOALS:</b>		<ol style="list-style-type: none"> <li>1. Develop High Quality Staff</li> <li>2. Productive relationships with the community</li> <li>3. Delivery of High Quality Teaching and Learning</li> <li>4. Provide a Safe and Supportive Environment that Optimises Conditions for Learning</li> </ol>		
<b>TIME</b>		<b>Meeting</b>	<b>Action:</b>	<b>Who:</b>
<b>4.00pm</b>	<b>1.0</b>	<b>Welcome and apologies - Lee</b>		
		<p><b>Attendees:</b> Jo Hine (Principal), Sandra Sheridan (Manager Corporate Services), Lee Beatty (Chair Person), Julia Young (Teacher), Alix Roberts (Parent), Blake Luff (Parent), and Ami Price (Parent).</p> <p><b>Apologies:</b> Rebecca Stuchbery (Teacher), Kate Smith (Teacher), Lety Ogenis (Teacher), Lisa Rynne (Parent), Sophie Woodley (Parent), Juliana Jorissen (Parent) Margot Hammond (Parent), Scott Archibald (Co-Opt)</p>		
	<b>2.0</b>	<b>Confirmation of Agenda - Lee</b>		
		Agenda confirmed		
	<b>3.0</b>	<b>Disclosure of Interests - Lee</b>		
		No disclosures		
	<b>4.0</b>	<b>Minutes of Previous Meeting - Lee</b>		
		<p>Previous meeting held 10 September 2020</p> <p><b>Approved:</b> Margot Hammond</p> <p><b>Seconded:</b> Lee Beatty</p>		

5.0	<b>Matters arising from last meeting - Lee</b>		
	<p>Building – Refer item 8</p> <p>Jo is following up with the Department of Education as to whether a non-board member can be on a subcommittee, or do they need to be co-opted to the Board</p> <p>Noted: - The Building is owned by the Department of Finance (DoF) and the Department of Education (DoE) is the client; if the School wants something in particular we need to go via the DOE to the DOF.</p>		
6.0	<b>Finances</b>		
6.1	<p><b>Contributions and Charges</b></p> <p>Information regarding the Proposed Voluntary Contributions and Charges for 2021 were distribute prior to the meeting</p> <ul style="list-style-type: none"> <li>• Charges for 2020 have not been used due to COVID; any paid in advance and not used will be carried forward to 2021</li> <li>• Students leaving with unused charges, will be offered a refund, transfer to a sibling or a donation to the school.</li> <li>• Only charges increased were PEAC – costs advised by co-ordinating school.</li> </ul> <p><b>Approved</b></p>		
6.2	<p><b>Personal Items Lists (Booklists)</b></p> <p>Information regarding the Personal Items List (Booklists) 2021 were distribute prior to the meeting</p> <ul style="list-style-type: none"> <li>• Booklists can be purchased from any supplier, purchasing from Ziggies – commission to the school</li> <li>• Booklists to be sent home in mid-November</li> <li>• Last date for online orders with free delivery will be after the end of the school year to allow parents to reduce their order if their children bring home unused items at the end of the year.</li> </ul> <p><b>Approved</b></p>		
6.3	<p><b>Budget 2021</b></p> <p>Information regarding the Preliminary Budget 2021 were distributed prior to the meeting</p> <ul style="list-style-type: none"> <li>• Preliminary income from student numbers 2021: \$3 344 732.18</li> <li>• Salary Expenses for 2021 \$3 233 563.00</li> <li>• Transferred to Cash Budget 2021: \$214 700</li> <li>• Students numbers for 2021 to be around 370, small reduction from 382 in 2020, despite reducing our Kindy from 3 classes to 2.</li> <li>• Carry forward from 2020 to 2021 to be around \$40 000 (\$20 000 in cash and \$20 000 in Salaries)</li> </ul> <p><b>Approved</b></p>		
6.4	<b>Budget 2020</b>		

	<p>Financial Reports were distributed prior to the meeting</p> <ul style="list-style-type: none"> <li>• Spending in cost centres eg English etc has completed, waiting on the last invoices to be received</li> <li>• Spending in utilities etc to continue for the remainder of the year.</li> <li>• Reminder notices for unpaid Excursions and voluntary contributions to be sent out in the next week</li> <li>• We have not sent these notices this year, but will expect an increase in payments once they have been received.</li> </ul>		
<b>7.0</b>	<b>75<sup>th</sup> Anniversary Recap</b>		
	<p>The Anniversary celebrations was a great day  Weather was beautiful if not a little warm.  School has received lovely feedback  Large turnout of former students  The day would never have gotten off the ground without the help of the committee and the City of Vincent Local History Centre</p> <p>Committee:  Julianne Poland, Wayne Poland, Rachel Wicks, Kerryn Doyle, Peter Doyle, Isabelle Blair, Dior McDonald, Jenny Davis, Lety Ognenis, Jo Hine, Sandra Sheridan</p> <p>Time capsule did not feature on the day; this will be sealed at the end of the year by the Year Six Leavers</p>		
<b>8.0</b>	<b>New Building Update</b>		
	<p>Subcommittee meeting held this afternoon with the DoF, DoE Architects</p> <ul style="list-style-type: none"> <li>• Two options were tabled: Option 1A and Option 3</li> <li>• Both options are double storey, keep existing trees, no disturbance to the existing building and leaves the main building as the feature.</li> </ul> <p>Key Differences between both designs</p> <ul style="list-style-type: none"> <li>• Option 1A goes around the corner and the upper storey provides shade for the playground (new nature playground on Doris St) and opens up access to the centre of the school</li> <li>• Option 3 has a big block which closes off the access to the rest of the school</li> </ul> <p>Jo is to contact Mt Hawthorn Primary School to arrange a visit/tour of their new building as it is a similar style, although slightly smaller, and built by the same architect.</p> <p>Query raised regarding the playground outside the Kindy, appears to have been removed  This will we be raised at the next meeting. Meetings held regularly (fortnightly) with all parties.</p> <p>Parking – Questions raised whether this will be an issue.</p>	<p><b>Contact Mt Hawthorn re a visit</b></p> <p><b>Ask Architect about the Kindy Playground</b></p>	<p><b>Jo</b></p> <p><b>Jo/Sandra</b></p>

	<p>Potentially an issue in gaining Development Approval, DoF, Architect and DoE will work with the council. Building will replace existing transportable accommodation.</p> <p>The Sub Committee's preference is for Option 1A as it is a softer and open design School needs to provide feedback by next week, regarding the preferred design</p> <p>Board asked for their preference in either Option 1A or Option 3 General consensus is that Option 1A is the better choice.</p>	<b>Advise DoF/DoE our preferred option for the building</b>	<b>Jo</b>
<b>9.0</b>	<b>Uniform and Logo Update</b>		
	<p>Draft Logo was revealed at the 75<sup>th</sup> Celebration Positive feedback from the new logo</p> <p>Uniform supplier is waiting for the new logo to enable our uniforms to be ready for 2021 Discussion was held over the choice of colours in the uniform and the colour of the logo.</p> <p><b>Approved</b> – colours as displayed in samples with the logo (boomerang and wording) in white and to confirm that the logo will be on the short's leg and the hat to be reversible with the faction colour on the inside.</p> <p>Discussions on the finer points of the logo for other uses such as the letterhead to be held at future meeting.</p>		
<b>10.0</b>	<b>Board 2021</b>		
	<p>Discussion held regarding the current tenure and potential vacancies arising on the Board for 2021</p> <ul style="list-style-type: none"> <li>• All staff except Julia are required to step down at the end of this year</li> <li>• Lisa will potentially be stepping down</li> <li>• Juliana and Margot are at the end of their tenure</li> <li>• Lee intends to re nominate as a Community Member</li> <li>• Alix, Sophie, Ami and Blake have another Year to run</li> <li>• We will likely have three vacancies that we can put out to the community, if we get more nominations then we will have to hold a community vote.</li> </ul>		
<b>11.0</b>	<b>Business Plan 2021-2023</b>		
	<p>Analysis conducted by the staff regarding our progress on the priorities in the Business Plan Jo discussed the results with the board.</p> <p><b>Develop High Quality Staff</b></p> <ul style="list-style-type: none"> <li>• Building a Coaching Culture <ul style="list-style-type: none"> <li>○ We have moved forward in all areas except establishing coaching groups</li> <li>○ Training conducted on instructional coaching</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ Growth Coaching Int. want to develop a relationship with Kyilla in this area</li> <li>○ COVID has put paid to a lot of our plans in this area</li> <li>○ Want this to feature in our next Business Plan</li> <li>● Self-Reflective Practice <ul style="list-style-type: none"> <li>○ Currently using this</li> <li>○ Student well-being survey – results to be discussed at the next board meeting</li> </ul> </li> </ul> <p><b>Productive Relationships with the Community</b></p> <ul style="list-style-type: none"> <li>● Communicate Effectively with Parents and Carers <ul style="list-style-type: none"> <li>○ This area went from Green to Red due to the FlexiBuzz App being discontinued by the provider</li> <li>○ We are currently looking at the Connect App amongst others</li> <li>○ Jo and Sandra to attend professional learning on the use of Third Party Apps within the Department.</li> <li>○ Looking at a second Parent Teacher Interview and how we can manage this</li> </ul> </li> <li>● Engage Parents and Carers in school programs <ul style="list-style-type: none"> <li>○ Have not been able to do this, this year. Eg Maths day</li> </ul> </li> <li>● Embed practices of sustainability on conjunction with the wider community <ul style="list-style-type: none"> <li>○ Still looking for a teacher to take this on</li> <li>○ Year 6 students are great in this area</li> </ul> </li> <li>● Promote Kyilla Primary within the local and wider community <ul style="list-style-type: none"> <li>○ Really positive relationship with the City of Vincent</li> </ul> </li> </ul> <p><b>Delivery of High Quality Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>● Cater for all students’ abilities and interests <ul style="list-style-type: none"> <li>○ Need to get better at diagnostics before starting a unit of work</li> <li>○ Need more Professional Learning in this area</li> <li>○ Lee has offered to help us in this area</li> </ul> </li> <li>● Make learning intentions and expectations explicit <ul style="list-style-type: none"> <li>○ Lee has also offered to help in this area too</li> </ul> </li> <li>● Implement an evidence-based lesson design structure <ul style="list-style-type: none"> <li>○ We have designed a lesson design, just need to set it in place</li> </ul> </li> <li>● Integrate technology into all learning areas <ul style="list-style-type: none"> <li>○ We need to be more innovative in this area.</li> </ul> </li> </ul> <p><b>Promoting a safe and supportive environment that optimises conditions for learning</b></p> <ul style="list-style-type: none"> <li>● Provide a positive and orderly learning environment <ul style="list-style-type: none"> <li>○ All staff trained in all school programs</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>● Create a culture of high expectations</li> </ul>	<p><b>Well Being survey to be discussed at next meeting</b></p>	
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	<b>12.0</b>	<b>Other Business</b>		
	12.1	<p>End of Year Awards/Graduation</p> <ul style="list-style-type: none"> <li>● Due to COVID and the need to be Social Distant we will need to split the Year Six graduation from the Year 1-5 Class Awards</li> <li>● Year Six graduation to be held on the Final Tuesday of Term as normal with restrictions placed on the numbers of family members attending</li> <li>● Christmas Carols will become a formal event with items performed by the students and the Book Awards presented to Year 1 – 5 Students.</li> <li>● Will be an Alcohol Free event which can be then followed by a picnic.</li> <li>● The time Capsule will be featured in this event and will be sealed by the Year Six students.</li> </ul>		
	12.2	<p>New Business Plan</p> <ul style="list-style-type: none"> <li>● Jo to send out an email to all Board Members asking what you would like to see in the school in the next three years, in each of the six domains that's we will be measured on. <ul style="list-style-type: none"> <li>○ Teacher Quality</li> <li>○ Relationships and Partnerships</li> <li>○ Leadership</li> <li>○ Learning Environment</li> <li>○ Student Achievement and Progress</li> <li>○ Use of Resources</li> </ul> </li> </ul> <p>Question was asked about how we assess students compared to other years without the NAPLAN testing this year. An example of one area was discussed</p> <ul style="list-style-type: none"> <li>● Spelling is assessed each fortnight and the results are collated by Kate at the end of each term</li> <li>● Results are tracked over from year to year and term to term for each student.</li> <li>● Kate also tracks the data for Writing – Via Brightpath (NAPLAN style marker of writing that gives each piece of writing a score and a teaching point for each student.</li> <li>● In maths we use ACER Pat-m testing each year and we collate with the prior year, track cohorts and individual students.</li> <li>● Pat-m also provides teaching points and can separate results into each strand of maths</li> <li>● Results are compared across Australia and other cohorts</li> <li>● We also use Mathletics twice a year to test students' progress</li> </ul>	<p><b>Email to Board Members for suggestions of items under the six domains</b></p>	<p><b>Jo</b></p>

		<p>Question was asked about how the students have been effected by COVID  We are finding that students are actually further along, mainly because we are better at teaching and there has been less interruptions  A few students have poor attendance, which is effecting their learning.</p> <ul style="list-style-type: none"> <li>• We are dealing with this on a case by case basis.</li> <li>• It is very hard to turn this around as the longer it goes on the more disconnected they get less engaged in learning.</li> <li>• Social media is also an issue in this area.</li> </ul> <p>Question asked regarding our COVID planning</p> <ul style="list-style-type: none"> <li>• State plan is enacted if we have community spread</li> <li>• School Plan is that we follow very clear procedures</li> <li>• We have had a great dry run – upskilled in the delivery of Education and we know what to do and what not to do</li> </ul>		
	<b>11.0</b>	<b>Meeting Closed / Next Meeting</b>		
5.45pm		<p>Next Meeting:  Term 4 Week 8 Thursday 3 December 2020.</p> <p>Meeting will be advertised in the newsletter and Jo will invite people who may be interested in joining the board.</p>		
Signed: Board Chair _____				Date
			Principal _____	___/___/___