



## KYILLA PRIMARY SCHOOL BOARD - MINUTES OF MEETING

*Meeting - Thursday 3 December 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), Rebecca Stuchbery (Teacher), Kate Smith (Teacher), Julia Young (Teacher), Alix Roberts (Parent), Sophie Woodley (Parent), Juliana Jorissen (Parent), Margot Hammond (Parent) and Ami Price (Parent).</p> <p><b>Apologies:</b> Lety Ognenis (Teacher), Lisa Rynne (Parent), and Blake Luff (Parent),</p>		
	<b>2.0</b>	<b>Confirmation of Agenda - Jo</b>		
		Agenda confirmed		
	<b>3.0</b>	<b>Disclosure of Interests - Jo</b>		
		No disclosures		
	<b>4.0</b>	<b>Minutes of Previous Meeting - Jo</b>		
		<p>Previous meeting held 29 October 2020  <b>Approved:</b> Alix Roberts  <b>Seconded:</b> Rebecca Stuchbery</p>		
	<b>5.0</b>	<b>Matters arising from last meeting - Lee</b>		
		<p>Building – Refer item 10            Business Plan – Refer item 9</p>		

6.0	<b>Finances</b>		
	<p><b>Budget 2020</b> Financial Reports were distributed prior to the meeting and the reports were discussed</p> <ul style="list-style-type: none"> <li>• Increase in Voluntary contributions and charges paid after the reminder notices but still down on last year</li> <li>• Carry forward for 2021 to be around \$40 000 total in both cash and salaries</li> <li>• Finance report to Business Plan – shows expenditure for 2020 but due to NAPLAN not being held and attendance being affected by COVID results will be skewed or missing.</li> <li>• School does other testing that we analyse but we are required to have NAPLAN targets in the Business Plan</li> </ul> <p>It was discussed that better acknowledgement of the impact of the P&amp;C and fundraising on our budget we may be able to increase the participation of all families and the amount raised.</p>		
7.0	<b>PAT – Maths Results</b>		
	<p>Julia presented out PAT-M (Maths results)</p> <ul style="list-style-type: none"> <li>• This test tests the curriculum in maths above and below the current year level of the students and shows students/school progress</li> <li>• We are using this to determine whether our new maths program is effective</li> <li>• We will be monitoring changes over time</li> <li>• Shows if we are making an impact and is a lot quicker than NAPLAN</li> <li>• Our focus is on maths over the next three year</li> <li>• Recently changed our maths program as the previous one was not as effective as we would like.</li> </ul>		
8.0	<b>Wellbeing and Engagement Census Results</b>		
	<p>Jo presented the results of the first wellbeing and engagement census</p> <ul style="list-style-type: none"> <li>• Was conducted from Year 4 to Year 6</li> <li>• Questions were in domains</li> <li>• Answers were ranked <ul style="list-style-type: none"> <li>○ High wellbeing – students were at the high end of the scale</li> <li>○ Medium wellbeing – students were in the middle</li> <li>○ Low wellbeing – students were at the low/negative end of the scale</li> </ul> </li> <li>• Our area of concern was engagement (flow) – most schools have issues in this area</li> <li>• Bullying encompassed both verbal, social and cyber bullying</li> <li>• This will be focused on in the next Business Plan</li> <li>• Part of Positive Behaviour Support (PBS) and our focus for next year</li> <li>• Results from this survey will be the baseline to examine the effectiveness of <ul style="list-style-type: none"> <li>○ PBS</li> <li>○ Friendology (URStrong)</li> </ul> </li> </ul>		

		<ul style="list-style-type: none"> <li>○ Grow Your Mind</li> </ul> <p>There are YouTube videos for Parents to educate them on Grow Your Mind.</p>		
	<b>9.0</b>	<b>Business Plan 2021 - 2023</b>		
		<p>The Sub Committee met and have reported back</p> <ul style="list-style-type: none"> <li>• The Vision has been redrafted to make it more aspirational</li> <li>• The document has been more closely aligned to the Department’s Focus 2021 and their Strategic Plan</li> <li>• School expectations are a sub heading of the vision <ul style="list-style-type: none"> <li>○ School expectations came from work completed with the staff and students for PBS</li> <li>○ Tangible and explicit</li> </ul> </li> <li>• Context was crafted to better represent our school</li> <li>• Edits – KPS and IPS are to be written in full <ul style="list-style-type: none"> <li>○ Paragraph three and four should be combined</li> <li>○ Last paragraph we need a full stop after number and to delete ‘resulting in’ – this paragraph is to be relooked at</li> <li>○ We enjoy a positive ..... The local area has grown in population which .....</li> </ul> </li> <li>• Focus areas were discussed and Jo detailed what we will do and how it will be done</li> </ul> <p>Focus Area 1</p> <ul style="list-style-type: none"> <li>• School has a commitment to Focus Area 1 collaborative Duties other than teaching (DOTT),</li> <li>• Professional Development and building teacher capacity particularly in Maths and STEM</li> </ul> <p>Focus Area 2</p> <ul style="list-style-type: none"> <li>• P&amp;C is to fund a resilience project – Grow Your Mind</li> <li>• PBS is to be fully implemented and language in this area is to change to mean on purpose and bullying.</li> </ul> <p>Focus Area 3 Partnerships</p> <ul style="list-style-type: none"> <li>• School is to use Connect in 2021</li> <li>• Sustainability and extra-curricular activities are to be a priority</li> </ul> <p>Focus Area 4 – Assessment</p> <ul style="list-style-type: none"> <li>• We will make better use of assessment (to be timetabled in our assessment planner)</li> </ul> <p>Focus Area 5 – Resources</p> <ul style="list-style-type: none"> <li>• This area covers physical and Human as well as financial resource,</li> <li>• Includes financial reporting to the business plan and tightening and tying of spending to the Business Plan with the majority to be spent on the current year’s students.</li> </ul>		

		<p>Focus Area 6 -Leadership</p> <ul style="list-style-type: none"> <li>• Includes student and staff leaders,</li> <li>• The setting up a of student council</li> <li>• Friendship ninjas.</li> </ul> <p>Targets</p> <ul style="list-style-type: none"> <li>• A number of targets are mandated by the Department.</li> <li>• We will look at our non-academic targets and other subject data that we already collect.</li> <li>• Discussion was held around attendance targets (mandatory)</li> </ul>		
	<b>10.0</b>	<b>New Building Update</b>		
		<p>Jo and Sandra are meeting with the architect and Scott every fortnight</p> <ul style="list-style-type: none"> <li>• We have visited Mount Hawthorn PS to see their new building, which was designed by the same firm of architects</li> <li>• Scott has been a great help and has taken time off from his work to attend meetings.</li> </ul>		
	<b>11.0</b>	<b>Other Business</b>		
		<p>Jo thanked everyone for their support this year and said goodbye and thank you to Juliana whose tenure on the Board has ended and her son was completing Year 6 and moving to High School and Margot whose tenure has also ended.</p> <p>Margot, thanked Jo as she left the meeting and complimented the school on the year.</p>		
	<b>11.0</b>	<b>Meeting Closed / Next Meeting</b>		
5.45pm		Next Meeting: TBC		
Signed: Board Chair _____			Principal _____	Date ____/____/____