



32 Hardy Street

Bull Creek Western Australia 6149

Tel: 08 6216 4400

Minutes of Meeting Wednesday 6 September 2023

ATTENDEES: Chairperson: Hana McDonald

Staff Representatives: Sharon Marchenko (Principal), Louise Twist (L3Teacher/Associate Principal), Brandon Ellis (Teacher)

Parent Representatives: Paige Goodsell, Hari Kirupananther, Scott Payne

Community Representatives: Rasa Subramaniam, Matt Woodall, Jennifer Spanbroek

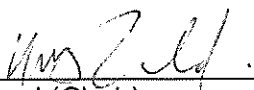
1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. The meeting was opened by Sharon at 4.35pm.	
1.2	Apologies: Steve Pascoe (LSL), Matt Woodall, Paige Goodsell, Rasa Subramaniam & Jennifer Spanbroek	
1.3	<p>Confirmation of Agenda. The Board confirmed the agenda for the meeting of Wednesday 14 June 2023.</p> <p>Agenda Acknowledgement of Country-Hana</p> <ol style="list-style-type: none"> 1. Welcome – Conflicts of Interest - Hana 2. Previous Minutes – Hana 3. Finance Personal Items List & Contributions & Charges - Sharon 4. NAPLAN Data - Louise 5. NAPLAN Targets - Louise 6. Financial Report - Sharon 7. Mobile Phone Policy - Louise 8. Staffing – Sharon 9. School Development Dates 2024 - Sharon 10. NQS - Sharon 11. National Schools Opinion Survey - Sharon 12. General Business - Hana 	<p>Item 9 included late as an Agenda Item. Item 11 changed name from Culture Survey to National Schools Opinion Survey.</p>
2.0	Disclosure of interest	
2.1	<p>The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. An example of a conflict of interest would be if the school was purchasing new school uniforms and you were a uniform supplier, it would be a conflict of interest. This would need to be disclosed.</p>	
3.0	Minutes of previous meeting	
3.1	<p>Previous Minutes – Chair Review minutes of previous meeting. Minutes from 14 June will be signed by Board Chair, Hana McDonald. Hana motioned that the previous minutes were correct. Hari seconded the motion. All members agreed that the previous Minutes were correct.</p>	<p>Minutes to be forwarded to all Board members in a timely manner. On receiving the Minutes, members have one week in which to reply to Sharon with feedback.</p>

4.0	Priority item A	
Sharon	<p>Personal Items List & Contribution & Charges</p> <p><u>Personal Items List</u> Sharon explained the late addition of this agenda item was due to time constraints to allow the orders to be placed with Campion. Sharon summarised the new look Personal Items Lists. Kindergarten remains the same and minimal changes have been made. Pre-Primary to Year Six costs have been reduced. STARS book has been removed (\$20). The combination of reduced use within the school and the book being out of print are justifications for this. The USB is no longer included due to its decreased use and increased capabilities of OneDrive. Exercises Books will now be purchased by the school and parents will no longer need to supply these. Sharon asked the Board for feedback and comments. Scott questioned if parents were able to choose an alternative to source their items i.e. Kmart. Sharon reassured the Board that the quality of items sourced through the school was much higher and the school also receives commission for orders. The Board endorsed all items on the list.</p> <p><u>Contributions and Charges</u> The dollar amounts are the maximum amount the school can charge families. The Art excursion has not happened in recent years and thus it has been removed. Graduation raised to \$65.00 as a result of increased costs. Edu Dance raised to \$45.00 from \$40.00. Swimming Lessons have been increased to \$75.00 from \$60.00 as result of increased fees and potential for venues of greater distance. Sharon asked for feedback and comments from the Board. Scott noted that there were no massive differences and that the increases were relevant. Furthermore, the book list item reductions will help.</p> <p>Hana expressed Paige's query on the use of parked funds for subscriptions and authorisation to use funds. The school is following up to get clarity on this situation. The outcome of this investigation will be communicated to the Board. The Board deliberated on the best way to receive this communication. Hana proposed an email first and then added as an agenda item in the next meeting.</p> <p>The Board endorsed the Contributions and Charges List for 2024.</p>	<p>School to communicate to parents about the reduction of personal items list to encourage higher uptake.</p> <p>Sharon to communicate parked funds outcome at the next meeting's agenda as an item.</p>
Louise	<p>NAPLAN Data See document</p> <p>Bull Creek Primary School has achieved excellent results in the NAPLAN testing and the school should be proud. The new NAPLAN structure does have comparative issues due to the first time of the new format. Louise presented changes to the test and analysis of data including a comparative table (student summary). Bull Creek Primary School is one of the top performing schools in Reading Year 3. The Department has acknowledged us. Our data was shown to be superior to like schools in all Year 3 testing. Year 5 is a larger cohort and performed at expectations. Writing seems to be an area for improvement although still quite strong. The large percentage of EAL/D students could be a reason for this.</p> <p>Louise asked the Board for comments. Hari asked what changed with the test delivery. Content is adaptive and will adjust depending on the student's achievement within set questions. This will result in more effective and accurate data. The NAPLAN test has also been moved to an earlier time in the year. As a result, it is testing more of the previous year level curriculum content. Data will be presented to BPS Staff at the next staff meeting.</p>	

	<p>Adaptive testing is now also an option for PAT testing within the school. Thus, the school is trialling this currently with feedback from staff pending.</p>	
Louise	<p>NAPLAN Targets See document</p> <p>Louise presented achievement against the targets within the BPS Business Plan. Targets have been met in Year 3 & 5. PP-Year 3 stable cohort sustained growth was shown. Louise mentioned due to the changes in NAPLAN formats targets cannot be measured with accuracy moving forward.</p> <p>Year 3 students achieved outstanding results in Reading and we have been identified in the top performers by the Department.</p> <p>Hana asked about the review of the next Business Plan. This is scheduled for 2024.</p>	
Sharon	<p>Financial Report See document</p> <p>Sharon asked for comments from the Board regarding variances. The Ins and Outs such as Swimming and Edu Dance contribute to the minuses. This is not an unusual figure.</p> <p>The Board Members were very appreciative of the preparation and instructions. Leeanne Chapelhow was thanked for her efforts. The Financial Report was noted by the Board.</p>	
Louise	<p>Mobile Phone Policy See document</p> <p>Louise asked for comments and feedback from the Board. The only change within the document was smart watches to be put on aeroplane mode. There have been instances where watches are used to communicate to friends, family etc. Do watches have alarms that are necessary for different purposes? Aeroplane mode still allows this. It is important to note that the guidelines around watches are a case-by-case basis. The students at BPS are aware of the guidelines regarding mobile phones.</p> <p>Scott motioned that we endorse this document. Hana seconded the motion. All in Favour</p>	Review dates to be included on policies.
Sharon	<p>Staffing</p> <p>There has been significant movement within the school regarding staffing. Illness, long service leave, unpredictable events and ongoing Covid impact is contributing to this situation. Relief teachers and Allied Professionals are extremely hard to source at the moment. Scott asked about the potential of hiring a Relief Teacher to a determined FTE. Currently, there has only been 16 days over the school year where we have not had a relief teacher. Sharon explained that Education, Health and Police sectors are still feeling the impacts of Covid to a large degree. Many teachers are leaving the profession. The Board is willing to support any bold staffing approaches within the school.</p>	

<p>Sharon</p>	<p>School Development Dates 2024</p> <p>Sharon proposed the 2024 dates of:</p> <p>Term 1 - 29 & 30 January (set by DoE). Term 2 – 15 April Term 3 - 15 July Term 4 – 7 October Term 4 - 13 December (set by DoE).</p> <p>Camp Australia will assist for families working on these days. It was acknowledged that the first Monday back is helpful and predictable particularly for parents. The network meeting is scheduled for the 31st May, however, BPS is looking to coordinate its own professional development. The justification for this maximising the limited time and utilising this for more purposeful and contextually appropriate professional learning.</p> <p>Hana moved on the endorsement. Scott seconded.</p>	
<p>Sharon</p>	<p>National Quality Standards</p> <p>Term 2 verification to occur in 2024. Over the coming weeks whole school reflection will occur. This will involve receiving feedback from staff regarding what is going well and what are some identified areas for improvement. We have identified Quality Area 1 as a focus for reflection. Recent Sounds-Write training occurred during a half day professional learning session. The session involved review and revisiting key concepts within the delivery of Sounds-Write. Sounds-Write has been a resounding success within Early Childhood and has contributed to the excellent results our Year 3 students have displayed. All feedback resulting in the all staff NQS reflection process will be brought back to the Board for discussion.</p>	
<p>Sharon</p>	<p>National School Opinion Survey</p> <p>Sharon expressed to the Board that there wasn't a strong uptake in parents completing the survey previously, but when the Board was involved, there was greater uptake.</p> <p>The Board was enlisted to promote the survey amongst the school community.</p> <p>In Week 1 Term 4 the school will open the survey, and this will be open for approximately four weeks. Sharon asked the Board if there was potential for assisting in the promotional process once again. Scott posed the issue of parent hesitancy particularly using the iPad to complete the surveys. Sometimes they are not written well and hard to complete 'on the go'. Sharon discussed the benefits of having Board members assist with EAL/D parents to complete the survey. Business Plan Targets are moulded by the survey data and thus the school places high value on the results gained from these surveys. It does have relevancy and it provides comparative data.</p> <p>The Board discussed strategies for gaining higher parent uptake. This could be promoted more at carnivals, events, raffles etc.</p>	

	<p>More sophisticated marketing strategies may be required. Uniform logo on shorts. To have logo put on shorts (boys) is going to be expensive. Sharon posed the question: Do we want unisex navy shorts across the Board? This will help to reduce costs and save money.</p> <p>No logo on shorts was endorsed by the Board.</p>	
Hana	<p>General Business</p> <p><u>Hana</u> Hana asked if there were any key takeaways from the Minister forum. Sharon highlighted that the Riverton-Rossmoyne network were identified as a high achieving network. We are well-represented and there are a significant number of overseas students enrolling within.</p> <p>Intensive English Centres currently don't have many placements and find it difficult to take on these students.</p> <p>There is hope that more placements will be opening up. Sharon also explained that the aging buildings of schools was highlighted. There is hope that schools will eventually be a full-service hub. OT, Speech Therapy etc would make a big difference. It is becoming increasingly difficult to access external services.</p> <p><u>Hana</u> Julie – resignation letter Hana informed the Board that Julie McCarthy has resigned from the Board. Hana read Julie's resignation letter. Hana thanked Julie for her service and contributions over a number of years. Tracey Owen was also acknowledged and thanked for her service. Hana thanked Leeanne Chapelhow for her finance meeting preparation. It was very beneficial and relevant. Hana acknowledged the busy term and thanked all BPS staff for their efforts at the school.</p> <p><u>Hari</u> Hari posed the idea of including the review dates on policies. The Board endorsed review of the mobile phone policy every 2 years.</p>	
8.0	Other business	
9.0	Next meeting	
	Wednesday 29 November 2023 at 4.30pm	
10.0	Attachments	
	<ul style="list-style-type: none"> Mobile Phone Policy Financial Report-One Line Budget NAPLAN Data Personal Items List Contributions & Charges 	
11.0	Meeting close/adjournment/next meeting	
	Meeting closed by Hana- at 6.01pm	Information is to be sent to members 1 week prior to meeting.



 Signed (Chair)

29/11/2023

 Date:

1

