



Coolbinia Primary School Board

Minutes of the meeting held Tuesday 29 November 2016

TIME	Coolbinia Primary School Staffroom Tuesday 29 November 2016, 6.10pm Open meeting		Board to: <i>Identify whether board is to note, confirm or decide in relation to the item.</i>	Who: <i>Identify person to lead discussion on that item.</i>
	1.0	Apologies & Attendance		
1.1	Attendance: Adam Scott (Chairman), Jayne Conley (Principal), Simon Rigby (Parent Representative), Rebekah Melville (Staff representative), Lich Perera (Parent representative), Cameron Edwards (Parent representative), Sandro Di Girolamo (Parent representative), Jason Hoogland (Parent Representative), Annemarie Dembo (Staff representative), Chris Rowett (co-opted member), Carina Schutt (Parent), Julia Creasy (staff representative)			Adam
1.2	Apologies - Debra Holland (Associate Principal),			Adam/Jayne
1.3	Disclosure of interests - none declared			
	2.0	Minutes of Previous Meeting Minutes Accepted: Jayne Conley Seconded: Simon Rigby		
	3.0	Business Arising		
3.1	<ul style="list-style-type: none"> Class Placement 	<ul style="list-style-type: none"> Guidelines on website 	Jayne	
	<ul style="list-style-type: none"> Board Survey 	<ul style="list-style-type: none"> Thanks to those that completed the survey. Awaiting two more responses from members 	Adam	
	<ul style="list-style-type: none"> Terms of Reference 	<ul style="list-style-type: none"> Calvin Wong has been sent an email stating his membership of the Board will be ceased as he has not attended three consecutive meetings without notifying of his absence. 	Adam	
	<ul style="list-style-type: none"> New website 	<ul style="list-style-type: none"> Thanks to Annemarie for her work on the new website. Looks amazing 	Annemarie	
	<ul style="list-style-type: none"> Board Chair 2016 Review 	<ul style="list-style-type: none"> Recapped Board achievements of the year 2016 Presented the roles and responsibilities of the Board for community members benefit 	Adam	
		<ul style="list-style-type: none"> 		
	4.0	Principals Report		
4.1	<ul style="list-style-type: none"> DES Review 	<ul style="list-style-type: none"> Minor recommendations – overall very positive Full report not yet available - 	Jayne	
4.2	<ul style="list-style-type: none"> NQS Review 	<ul style="list-style-type: none"> We were rated better than we had rated ourselves across a range of areas We are working towards a number of areas 	Jayne	
4.3	<ul style="list-style-type: none"> Professional Learning 2016 	<ul style="list-style-type: none"> Using the National Learning Tool Staff visits to Ballajura to view Explicit Teaching classes – Ballajura have strong 	Jayne	

		<p>explicit teaching practices and strong school processes</p> <ul style="list-style-type: none"> • John Hattie – 6 staff attended – looking at what makes a difference for student learning. Quality of teaching is the most effective tool to improve students' progress • Using data to track student progress and teacher effectiveness 	
4.4	<ul style="list-style-type: none"> • Areas for thought 	<ul style="list-style-type: none"> • Strategic Targets for New business plan • Excellence in teaching and learning • Empowering futures • Wellbeing and inclusion 	Jayne
4.5	<ul style="list-style-type: none"> • Business Plan 	<ul style="list-style-type: none"> • Meetings Term 1 to look at targets – staff, parents and board • Staff to have AHA consulting to guide us through our priorities at school development days. • School Board to have workshops during early Term 1 and admin to refine ideas and write targets • Aim to complete by end of Term 1 ready for distribution to DoE and parents 	Jayne
	5.0	Board Business	
5.1	<ul style="list-style-type: none"> • Succession Plan 2017 	<ul style="list-style-type: none"> • Board succession planning should be considered in 2017 and beyond. • Board members to consider taking on the role of chair of the board 	Adam
5.2	<ul style="list-style-type: none"> • Board Member Survey results 	<ul style="list-style-type: none"> • Members felt their contributions were valued • More formal recognition 	Adam
5.3	<ul style="list-style-type: none"> • Fundraising Guidelines 	<ul style="list-style-type: none"> • Carry over to 2017 	Jayne
	6.0	Finance Report	
	<ul style="list-style-type: none"> • Finance 	<ul style="list-style-type: none"> • 2017 prelim funding, budget 2017 and Nov operational budget tabled • 17 classes for 2017 – reduction of Kindy and Pre Primary student numbers – need to reduce classes as we do not have the classrooms to accommodate more than 17 classes • Numbers for 2017 are down about 20 students – we have larger groups in Year 1,2 and 3 than in previous years 	Chris
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	7.0	General Business	
	<ul style="list-style-type: none"> • SAER training 	<ul style="list-style-type: none"> • Congratulations to Rebekah Melville. Bek has been asked to write and present a full day module to Principals on Inclusivity practices through our Professional Learning Institute. • Congratulations on this amazing recognition of 	Jayne

		the work you do in this area at Coolbinia and through other schools.	
	<ul style="list-style-type: none"> • Safe schools 	<ul style="list-style-type: none"> • Carina, a parent attending the open meeting, expressed concern that the school is teaching Safe Schools as in Eastern states. She was informed that Coolbinia, as with all Western Australian schools follows the WA curriculum in this area and the Safe Schools program is not part of the WA curriculum. 	Carina Schutt
	<ul style="list-style-type: none"> • Teacher development Schools – STEM 	<ul style="list-style-type: none"> • Create a leadership program in this area • Working with Statewide Services • Coolbinia staff are leaders in this area 	Julia
	<ul style="list-style-type: none"> • Kindy parent meeting 	<ul style="list-style-type: none"> • Have had positive feedback on the meeting last week • Thanks to Bek and Julia for making it feel an real Coolbinia meeting for new families • Thanks to Adam for speaking on behalf of parents as the School Board Chair 	Jayne
	<ul style="list-style-type: none"> • Thanks 	<ul style="list-style-type: none"> • Thanks you to all members for their work this year • Feeling that we have achieved a lot this year with members having an important role and bringing different views and ideas to enhance the outcome for the school • We have provided an environment that members have been able to speak out • Please pass to all staff our thanks for a great year and that the school is in good hands 	Jayne Adam
Next meeting	Tuesday 21 February 2017 (week 4)		
	Meeting closed at 7.35 pm		
Signed (Chair)		Date	