

NORTH PERTH PS SCHOOL COUNCIL MEETING MINUTES

Date: 18 May 2016, Meeting No. 4

ATTENDEES: Kati Tonkin – Community Representative/Chairperson
 Victoria Bingham – Community Representative/Secretary
 Jane Forward – Parent Representative (Jane entered the meeting at 6:30pm)
 Anna Taylor– Parent Representative
 Brad Girando –Parent Representative
 Andrew Streeton – Staff Representative
 Karen Lockyer - Principal

	Welcome and apologies	ACTIONS
1.1	Opening and welcome; <i>The meeting was opened by Kati Tonkin at 6:00pm.</i>	
1.2	Apologies: Robyn Newman – Staff Representative Sharon Downsborough – Staff Representative	
1.3	Confirmation of agenda <i>The Council confirmed the agenda.</i>	Confirmed
2.0	Disclosure of interest	
2.1	Nil disclosure.	Nil Disclosure
3.0	Minutes of previous meeting	
3.1	Kati presented to the Council the minutes of Meeting no.3, 2015 for approval. The second sentence in 4.1 has been deleted as it repetitive. <i>The Council endorsed the minutes of Meeting no.3 as complete and accurate.</i> <i>Moved: Andrew Seconded: Anna</i>	Confirmed
3.2	Actions arising: I. Vision and Values – signage update Heather Wallace has completed the artwork and quotes are being sought. II. Homework Policy Staff are finalising the revised grid and logistics for implementing the new homework policy and grid. The policy will be uploaded to the website by Friday 27 May. The new grid will be implemented after the long weekend and the policy sent out via an email with a link to the website. Staff are generally willing to provide additional homework on an individual basis. Students on IEPs may have personalised grids, as needed. III. IPS (Item 4)	Ongoing AS to upload new policy and arrange email.
4.0	IPS	
4.1	Brad was thanked for his time collating the survey data. The survey was discussed. 73 people were surveyed. The representation was a reasonable spread of parents from K-6 and teachers. Key themes identified were: Q.1. -77% of people were aware of the IPS application process Q.2. Increased communication and awareness would be beneficial. Confusion amongst respondents about role of SC and P&C. Origin of some	Confirmed

SC activities were seen as having originated from the School.

Q.3. 60% thought SC was effective. Some of the remaining 40% had no opinion as they didn't know enough about SC to make a judgement and some were unsure how to measure effectiveness.

Themes identified by those who did not see SC as effective or had a mixed view were— speed of action, communication/visibility.

The visibility and profile of SC at other schools was discussed and Karen confirmed that NPPS School Council is very active and visible compared with SCs at other non-IPS schools School Boards have a higher profile. NPPS SC has been engaged in a number of high profile issues; they have a website presence and provide regular P&C reports delivered by the Chair. It was agreed that the SC page on the website needs to be easier to find/more prominent/more visible.

SC discussed the focus for the presentation. It was determined that we should focus on the positives that we have achieved, since the new Terms of Reference was introduced, e.g. Minutes and policies written, visioning, use of new agenda and minutes template.

Q.4 The key themes that emerged were potential need to reinforce IPS (what does it mean for our School, what is the process and what is the timing), a few warnings on IPS (these were clarified by the interviewers and were school based concerns rather than systemic) increase profile and visibility, availability of minutes on line, link on the website to be more visible. It was noted that there were no staff questions, indicating awareness and good communication in staff meetings of SC business.

SC Email

SC's email was discussed. We have an address that currently is receptive only rather than used for sending emails. Gaining permission to access parent email addresses so that SC can email from their own address was discussed. Karen will discuss the process that P&C uses with Corrina.

SC website presence

The SC information available on the website was discussed. The content could be made more user friendly.

SC's position on the website dropdown menu was discussed.

Action points:

- Communication plan
- Targeted communication from SC account addressing – IPS (what does it mean, what does it mean for me, why be IPS, what is the process, manage expectations and speed of change)
- Why?/Why not?
- Include contact numbers for SC members

Key benefit for NPPS

- keep our excellent fixed term teachers and offer them a permanent position – stability and continuity of culture
- the ability to invest in good teachers with respect to Professional Development
- What is the impact on the classroom? – effective teaching, leadership roles, targeting hiring of staff, continuity of process, maturing staff rather than new inductees
- Identify specific priorities due to autonomy – staff are upskilled and PD is targeted
- IPS is a fresh start and impetus from change,
- Greater weight to strategic planning

	<ul style="list-style-type: none"> • Less generalist planning more specific planning • IPS as a mindset change • Stability of staff will affect the ability to manage change and drive change • Increased communication amongst staff • Increased accountability • Increased collaboration <p>Planning</p> <ul style="list-style-type: none"> • Development day - June 7th • Revisit self-assessment survey and identify key areas for focus (AS to send) • Email discussion identifying top 3 focus areas • Website to be updated – minutes, agenda, polices added • VB to send AS Minutes and Agenda for 2016 • Feedback to parents about SC survey • Email to parents with a link to the website and an article about IPS (timeline, benefits), SC survey and changes to website– news from School Council (KT) • Jane and Brad to re-work SC info for website • Add parent & community rep numbers on website • Move SC from Community to School • Investigate access to parent email addresses for SC email (KL) • Presentation – 23th August 	
5.0	Correspondence	
5.1	Letter to John Carey signed by Kati Tonkin, Andrea King and Karen Lockyer regarding the School of Early Learning.	Confirmed
6.0	Next Meeting	
	5/2016 – Monday 13 June at 6pm Agenda Items: <ul style="list-style-type: none"> • Annual Report by circular • IPS 	
7.0	Meeting close	
	The meeting was closed at 7:33pm The next meeting date will be Wednesday 13 June at 6pm.	

Signed _____

Date _____ -