

NORTH PERTH PS SCHOOL COUNCIL MEETING MINUTES 23 November 2016 (10/2016)

ATTENDEES: Kati Tonkin – Community Representative/Chairperson
 Victoria Bingham – Community Representative/Secretary
 Anna Taylor – Parent Representative
 Brad Girando – Parent Representative
 Jane Forward – Parent Representative
 Andrew Streeton – Staff Representative
 Robyn Newman – Staff Representative – joined meeting at 7:50am
 Sharon Downsborough – Staff Representative – joined the meeting at 7:40am
 Karen Lockyer - Principal

	Welcome and apologies	ACTIONS
1.1	Opening and welcome. <i>The meeting was opened by Kati Tonkin at 7:30am</i>	
1.2	Apologies	
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	The Chair presented to the Council the minutes of Meeting no.9 2016 for approval. <i>The Council endorsed the amended minutes of Meeting no.9 as complete and accurate.</i> <i>Moved: Karen ; Seconded: Kati</i>	Confirmed
3.2	Actions arising/ongoing business: <ul style="list-style-type: none"> i) Vision and values: signage – SC is waiting for Bendigo Bank to transfer funds. Once funding has been transferred the project will commence, as per the quotes. ii) IPS transition: Building Effective Boards (Attachment B) – Notes from the session were discussed and scenarios distributed. It was suggested that the Act and regulations be circulated to School Council. The Act has not changed but the interpretation has changed with the implementation of IPS. The School Board has greater role in governance and planning. Delivery and Performance agreements have been rolled out to all schools; this includes a Business Plan and Annual report component. IPS Schools are signed off by both the Principal and Chair. iii) National School Opinion Surveys (meeting #11) – The survey 	Ongoing Confirmed

	<p>will be emailed to School families this week. The return date will be December 8th. The results of the survey will be examined at the final meeting for 2016.</p> <p>iv) Community Representative Position – Feedback on the advertisement for the role has been circulated via email. Further clarity around meeting frequency and the active nature of the Board was discussed. The desirable skills were discussed including PR, marketing, communication, cultural change, and community relations. The position will be advertised this week on the School website and on North Perth Local Facebook page.</p>	
4.0	Transition to School Board	
4.1	<p>Amendments to Terms of Reference and Code of Conduct (Attachments C and D)</p> <p>The terms of Reference with proposed amendments was tabled for discussion. It was noted that the logo needs to be updated. The term School Council was amended to School Board.</p> <p>The Code of Conduct with proposed amendments was tabled. The inclusion of the School Values was discussed. The Values will be stated and their influence on the Board.</p> <p>The revised Code and Terms will be available on the website for Community access.</p> <p>A statement about the approval date and review process will be drafted and added to the new documents.</p>	Confirmed
5.0	Business Plan	
5.1	<p>Content areas; timeline</p> <p>The need for the Business Plan to be concise was discussed. The Business plan will be self-published to keep costs down, whilst keeping a consistent brand.</p> <p>The School Council clarified the contents, and priority areas.</p> <p>Focus areas for 2017 – align with the Department’s focus areas.</p> <ul style="list-style-type: none"> • Success for all Students • High quality teaching • Effective leadership • Strong governance and support <p>The need to reflect the language of the Values and Vision was discussed.</p> <p>The SC requested further information in order to prepare the Business Plan; the SC will be actively involved in developing the Business Plan.</p> <p>The Literacy and Numeracy curriculum leaders and Professional Learning Community leaders will be invited to present at School Board meetings in 2017. The Board and staff will need to work collaboratively to develop the plan. The staff are currently preparing information that can be part of the Business Plan.</p> <p>The North Perth Primary self-review document will form part of this planning. NAPLAN, survey, attendance, peer review, NQS, performance management data will also contribute to the document.</p>	Ongoing

	The need for working parties to meet the end of Term 1 deadline for the Business Plan was discussed.	
6.0	Correspondence	
6.1	There was no correspondence to present.	
7.0	Next Meeting	
11/2016: Tuesday 13 th December at 5pm (VB, AT, JF apologies)		
Agenda items:		
<ul style="list-style-type: none"> * Business Plan * Transition to School Board (IPS) * Community Rep. position: discussion and decision on appointment * National School Opinion Survey (parent survey results) 		
School Board website and brochure (create WP to meet in Feb.)		
8.0	Meeting Close	
The meeting was closed by <i>Kati Tonkin at 8:40am</i> .		
Signed		Date