



**NORTH PERTH PRIMARY SCHOOL
SCHOOL BOARD ANNUAL REPORT 2017**

Context
<p>The School Board is a decision-making body required and regulated by the School Education Act 1999, the School Education Regulations 2000 and the NPPS School Board Terms of Reference. The Board works with the school to strengthen its capacity to best meet the needs of students. Its functions include:</p> <ul style="list-style-type: none">• taking part in establishing and reviewing the school's priorities and general policy directions;• taking part in planning the financial arrangements necessary to fund the school's priorities and general policy directions;• taking part in the evaluation of the school's performance in achieving its priorities;• approving certain charges and contributions and advertising and sponsorship agreements;• determining the school's dress code in consultation with students, staff and parents;• providing advice to the principal on religious education and related activities; and• promoting the school in the community. <p>We embarked on 2017 as an Independent Public School (IPS), having achieved this status at the end of 2016. As an IPS School Board, we play a key role in developing the school's three-year Business Plan, which establishes targets for school improvement. Writing the first Business Plan has been our major project this year.</p>
Meetings
<ul style="list-style-type: none">• School Boards are required to meet a minimum of once per term (4 times per year).• Our School Board tends to meet 8 times per year, with additional meetings scheduled as required.• In 2017 we have held 10 general meetings including today's Annual Public Meeting.
Membership
<ul style="list-style-type: none">• Parent Representatives: Jane Forward; Brad Girando; Anna Taylor (Secretary)• Community Representatives: Sally Kwintowski; Kati Tonkin (Chair)• Staff Representatives: Karen Lockyer (Principal); Sharon Downsborough; Andrew Streeton; Robyn Newman• Members are appointed/elected for three year terms• Vacancies 2018:<ul style="list-style-type: none">– 2 Community Representatives (February and September)– 2 Staff Representatives (March and April)
School planning documents endorsed
<ul style="list-style-type: none">• Budget 2017 (May)• Business Plan, 2017-2019 (October)
Main business in 2017
<p>The main business of the School Board in 2017 has been our transition to Independent Public School status. This has involved the following activities:</p> <ul style="list-style-type: none">• IPS governance training: As part of our transition to IPS, the Chair, Principal and Deputy Principal attended three all-day training workshops run by the Department of Education in late 2016 and early 2017. These

workshops were designed to support schools and School Boards to assume greater responsibility for their own affairs and to ensure that the increased autonomy translates into better outcomes for students. They focused on strategic planning, decision-making and effective governance.

Subsequently all School Board members completed five online training modules.

- **Business Plan, 2017-2019:**

The Business Plan was developed in consultation with teaching staff in a long process involving many drafts. The finished product establishes a strong improvement agenda for the school, which is grounded in evidence from research and practice and expressed in terms of improvements in measurable student outcomes.

Explicit targets have been set in four areas, corresponding to the Department of Education's current priorities: success for all students; high quality teaching; effective leadership; and strong governance.

The Plan includes strategies that have been or will be put in place to achieve these targets, and a number of milestones that will be achieved along the way. The school's Operational Plan sits under the Business Plan.

The School Board will monitor progress towards the targets – this will be part of the business of each School Board meeting.

- **Delivery and Performance Agreement:**

The Delivery and Performance Agreement sets out the performance and accountability expectations for the school and the resources and support supplied by the Department of Education. It is a requirement for Independent Public Schools.

The DPA was signed by the Chair (representing the Board), the Principal (representing the school) and the Director General of the Department of Education in July.

- **School Board Meetings – Schedule of Regular Agenda Items:**

In order to ensure that the Board fulfils its obligations we have created a comprehensive schedule of regular agenda items for eight meetings per year, including data to be reviewed for Business Plan monitoring at each meeting (eg. ACER, Phonological Awareness Screening, On-Entry Assessment, NAPLAN), and 'below the line' items to be dealt with by circular. Additional meetings will be scheduled as necessary.

- **School brand refresh:**

Our transition to IPS has provided an opportunity to think about how our school brand is perceived and how we communicate it to the local and wider community. An audit revealed that the school lacks a consistent graphic identity and several different versions of the school logo are currently in use.

We were fortunate to secure the services of design agency Studio Field at a significant discount, as the agency is owned by school parents.

Studio Field has refreshed the logo, designed the Business Plan, and is developing a style guide to bring consistency to the use of the logo and tagline in various materials, including the school website, letterhead, email signature, brochures and other publications.

- **School Board webpage and Brochure for new parents:**

In order to ensure the school community understands the role of the School Board and that Board members are known and easily contactable, we improved the School Board webpage and the brochure for new parents.

We would like to acknowledge Bevin Creative, who provided their services pro bono to design the new brochure.

Other activities

- Approved **School Development Days** for 2018 (July – by circular)
- Had signage displaying the school's **Vision and Values** mounted on the northern wall of the school hall.

- Approved **Contributions & Charges** and **Student Requirements** lists for 2018 (October – by circular)
- **Policy Review Schedule:** Conducted an audit of School Board policies and established a schedule for regular review.
- **NAPLAN:** Analysed the NAPLAN results in light of the Business Plan (October).

Outlook 2018

- **Membership:**
 - We will advertise for a Community Representative to replace Sally Kwintowski from February, and a second Community Representative to replace Kati Tonkin from September.
 - We will also be seeking two Staff Representatives as Robyn Newman's and Sharon Downsborough's terms will end in Term 1. Members are welcome to renominate at the end of their term.
- **Policies** to be reviewed: Community Use of School Facilities; Dress Code; Religious Education



Kati Tonkin

Chair, North Perth Primary School Board