



SCHOOL BOARD

MINUTES OF MEETING

WEDNESDAY 23 MAY 2018

PRESENT: Damian Shuttleworth, John Hackett, Colleen Fisher, Lisa Cocks, Phillip Borger, Alison Rasmussen, Tim Sercombe, Lisa Cocks, Tessa Gilson, Cooper Mason

APOLOGIES: Alison Winter, Heather Csar, Toni Lane

MINUTE TAKER: Marcia Shaw

Meeting Began 8:00am

MINUTES OF PREVIOUS MEETING:

ACCEPTED: Alison Rasmussen

SECONDED: Lisa Cocks

BUSINESS ARISING:

Nil

PRINCIPAL'S REPORT:

Have DOE documents requiring Board approval. Heather and Toni absence but Damian has discussed all issues with both and happy to provide their feedback.

Welcome to Carly Keay who will discuss with members agenda item - School Reporting to Parents.

New Business Plan

- Toni Lane currently working on this and it will be presented to the Board when complete.

School Uniform

- Banning beanies – discussed the pros and cons of students wearing beanies.

Decision: No ban on beanies

New Delivery Performance Agreement.

- Agreement handed out to members
Agreement shows expectations of school, roles and responsibilities of the school Board.
Agreement sets out the performance and accountability expectations of the school; and the resources and support supplied by the Department of Education.
This Agreement needs to be noted by the Board and cannot be amended. Must be signed off by Damian and the Board Chair that we are adhering to the Agreement.

ACTION: Members asked to take away, look through and email any questions to Marcia by 30 May.

School Reporting to Parents

Damian discussed with the Board in depth with regard to removing comments from individualised Semester Reports. The school communicates with parents via Connect, email, and phone which is more up-to-date and accurate than comments on reports. With the appointing of Toni Lane as Marketing and Communications Manager and 2 Academic Performance Managers parents now have much more effective means of communicating with staff. Staff are now communicating detailed information to parents and feedback has been very positive – does increase their workload.

Issues with report comments:

- Comments can be out of date by the time reports sent to parents
- Comment banks used by some Departments so comments not individualized
- Mistakes especially with copy and paste comments, eg. Students name incorrect.

Carly Keay spoke with regards the effectiveness of Connect which keeps parents up-to-date with more comprehensive information, shows programs run in school, parents receiving more regular emails.

John Hackett commented Maths Department are communicating with parents via the various methods before exams which keeps parents up-to-date on children's progress throughout the year rather than end of Semesters with Reports.

Lisa Cocks spoke on behalf of the P&C where this had been discussed and had been agreed to unanimously. Considered the proposal a good way forward.

Damian explained that this proposal had been discussed at Senior Management meeting and they were asked to discuss with staff and document their responses.

Cooper commented that as a student he feels sometimes the comment can be more important than the mark as it shows how students are working in class and parents may feel this is more important than a mark.

Discussion about how this is now where the ABEs on the Reports have been changed to more effectively give parents information on how their children conduct themselves. ABEs on all students are reviewed each Semester and Student Services personnel follow up with students who demonstrate poor ABEs.

Cooper stated that communication with parents about taking comments off reports must comprehensively explain the ABEs.

Discussion about the importance of effectively communicating to parents the rationale behind taking comments off reports.

Damian explained that we have structures in place and the ABE review would ensure that parents are called in for an interview if have a concern with A.B. or E.

Examples of possible reporting formats looked at and discussed. Semester 1 reports for 2018 will remain the same as previous reports but will have no comment for Lower School. Upper School will be a two paged report with second page showing VET and OLNA results.

Phillip asked for a show of hands for those who support the shift to removing comments.

Unanimous

PREFECTS REPORT:

Students are liking the new lockers.

FINANCE COMMITTEE REPORT:

Collection rate is just over 50% and is on-track.

- Current budget tracking smoothly.
- Error in Billing C account which will be continually adjusted throughout the year. Will be rectified when WebSIS running which will be a year or so.
- Cost Centre Manager asked to spend money on current year students.
- Some parents have attitude that education is free and refuse to pay fees. Trish and Cathy doing a great job collecting fees.
- Funding Agreement of Schools – need to be noted by Board and signed off by Damian and Heather.

Accepted: Lisa Cocks

Seconded: Alison Rasmussen

GENERAL BUSINESS:

P&C Lisa Cocks:

Ryan Abbott heading up "Dads of Carine" 8 dads attended function at Wembley Downs Golf Club in April and have now formed the group.

Lawn bowls and sausage sizzle organised for 14 June. Location to be advised.

Meeting closed 9.20am

School Board Chairperson _____ **Date** _____

Principal's signature _____ **Date** _____

Next Meeting

Wednesday 3 September