

Bayswater Primary School Board

Meeting 2: 24 March 2021

*Inspiring every student to be responsible, respectful and resilient life-long learners,
who engage in and contribute to their world.*

Purpose

- The Board **takes part in** business planning, reviewing policies, performance and forming code of conduct for students.
- The Board **promotes** the school in the community.
- The Board **determines** school dress code in consultation with students, parents and staff.
- The Board **approves** contribution and charges and sponsorship arrangements.
- The Board **provides advice** on special religious education.

Date 6:00-7:30pm, Wednesday 24 March 2021, Library

Attendees

Parents	Staff	Community	Guests
Helen Forte (Chair)	Craig Skinner		Marise Fitzmaurice
Alison Gullick	Teryl Graham	Dr Susan Main	Heather Barnwell
Ben Doyle	Dave Dique		
	Nerina Patroni		
Laurie Ball	Margaret Wilson		
	Heather Barnwall		

Apologies

Dan Bull, Leanne Frisina

Minutes

Item	Description	Who	Discussion	Actions/Decisions
1	Open	Helen		

2	<p>Confirm minutes from previous meeting and action log</p>  <p>Bayswater Primary School - Meeting 1 2</p>  <p>Bayswater Primary School Board Meetin</p>	Helen	No outstanding actions.	Accepted as written.
3	<p>Reaffirm the Board's Code of Conduct</p>  <p>Bayswater Primary School Council code</p>	Helen	Agreed.	
4	Principal's Report	Craig	<ul style="list-style-type: none"> • Swimming carnival won by Red faction. • Students wore orange for Harmony Week. • Year 3-6 students participated in Sculptures by the Sea excursion. • Solar panels have been approved and will be installed over the school holidays. • Staffroom and library renovations will also be undertaken during the holidays. • Following the state election, funding of \$58,000 was received from local member Lisa Baker to go towards air conditioning in the upper primary. • 2021 Administration team – Craig K-P, Dave year 1-3 and Belinda year 4-6. • Performing arts choirs, dance troupe and band commenced. • Third party consent – only 6 students outstanding, to follow up. • School Psychologist has been employed for additional hours and is able to be more proactive, including presenting a parent 	Action 2.1: Craig to keep Board updated on the proposed audit and development of the business plan for 2022.

			<p>workshop each term (e.g. anxiety, transition to high school)</p> <ul style="list-style-type: none"> • 6 new preservice teachers participating in the PLaN program this year – complete practicum at school and provide intervention support for Tier 3 students. • Working with Dr Susan Main, ECU, on process for implementing a Science of Reading approach. Susan will visit classrooms and work with staff on School Development Day. • Craig participated in a school review at another high performing school, which was a useful experience. Kaya Consulting completed an audit of school culture and staff wellbeing as part of the review, over 18 months. Craig has received an initial quote for a similar process at Bayswater and will consider other quotes and tailor to meet our budget. • Craig had planned to have a new business plan in place from 2021 – this will be reconsidered in the light of the proposed audit of literacy, culture and wellbeing, as these significant initiatives will provide strategies for the business plan. The current plan runs to the end of 2021. Board support proposed approach. • Upcoming events – Easter hat parade Thursday 1 April, Anzac assembly, NAPLAN 11-24 May. 	
5	Final overview of Budget 2021	Craig / Marise	<ul style="list-style-type: none"> • 431 students at census, c435 currently. • Total SCF income \$4 015 994, total SCF salary expenditure \$3 867 588, cash income \$339 896, cash expenditure \$326 384. • Salaries budget include additional School Psychologist time and provides buffer for planning this year. 	Action 2.2: Marise to provide further information re voluntary contributions next term.

			<ul style="list-style-type: none"> Salary variance used to increase staff time as release for leadership responsibilities. Can be transferred to cash at any time, e.g. projects requiring additional funds. Flexibility to employ additional Education Assistant if required. Voluntary contributions currently just under 75%, which is a slight increase on last year – to follow up next term. 	
6	<p>Note the <i>Statement of Expectation 2021-2024</i></p>  <p>Statement of Expectations 2021 - 2</p>	Craig	<p>Craig presented the Statement of Expectation 2021-2024. Previously, schools had a Delivery and Performance Agreement. This has been updated/replaced, with more detail provided, and clarifies the governance role of the Board. It is aligned with the DoE strategic direction and focus documents,</p> <p>Face-to-face Board inductions were postponed during 2020 due to COVID. John Forrest SHS is running training in May, for those Board members who haven't attended, or would like a refresher. Consider induction at Board meeting end 2021 – reset for 2022.</p>	<p>The Board noted the <i>Statement of Expectation 2021-2024</i></p> <p>Action 2.3: Consider face-to-face Board training/induction at meeting end 2021, to reset for 2022.</p>
7	Overview of the 2020 Annual Report	Craig/ Heather	<ul style="list-style-type: none"> Compliance requirement – not required last year. Supposed to be a true reflection of the year – bare facts. Helen prepared input on behalf of the Board – agreed. Heather presented draft Annual Report 2020. Suggested clarification regarding the NQS – which standards are we meeting/not meeting and what are we doing to address this. Behaviour – high number of entries reflects teacher focus on entering data as part of a proactive, preventative approach – suggested providing this context in report. NAPLAN data included as Annual Report not required last year. 	Action 2.4: Craig to review behaviour data and provide context. Craig to circulate final version, Helen to sign and Board to endorse via email.

			<ul style="list-style-type: none"> Needs to be submitted before next Board meeting. 	
8	Other items	All	Nil	
9	Next Meeting – 9 June	Helen		

Minutes: Margaret Wilson