



Darlington Primary School

Minutes of the meeting held on the 6th June 2018

TIME		Darlington Primary School Staff Room 7:00 – 9:00pm																					
7:00pm	1.0	Welcome, Attendance and Apologies																					
	1.1	Opening and welcome	Principal																				
	1.2	Attendance: Paula Adam, Fiona Gordon, Jed Handmer, Nicole Hill, Ian McCallum, Rachel Relf, Anke Steinwandel, Adrian Woodley, Lorna Woodley																					
	1.3	Apologies: Stewart Melrose	Principal																				
	1.4	<p>Confirmation of agenda Anke Steinwandel asked that enVision Maths be added to the agenda.</p> <p>As the previous Chairperson is no longer on the Council, Lorna Woodley, Principal, assumed the chair to introduce the members. Council Members are:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Fiona Gordon</td> <td>General Parent Representative (2017/18)</td> </tr> <tr> <td>Ian McCallum</td> <td>General Parent Representative (2018/19)</td> </tr> <tr> <td>Jed Handmer</td> <td>General Parent Representative (2018/19)</td> </tr> <tr> <td>Adrian Woodley</td> <td>Early Childhood Parent Representative (2018/19)</td> </tr> <tr> <td>Anke Steinwandel</td> <td>Community Representative (2017/18)</td> </tr> <tr> <td>Rachel Relf</td> <td>P & C Representative (2018/19)</td> </tr> <tr> <td>Nicole Hill</td> <td>Staff Representative 2017/18</td> </tr> <tr> <td>Stewart Melrose</td> <td>Staff Representative 2017/18</td> </tr> <tr> <td>Paula Adam</td> <td>Staff Representative 2018/19</td> </tr> <tr> <td>Lorna Woodley</td> <td>Principal (Ex Officio)</td> </tr> </table>	Fiona Gordon	General Parent Representative (2017/18)	Ian McCallum	General Parent Representative (2018/19)	Jed Handmer	General Parent Representative (2018/19)	Adrian Woodley	Early Childhood Parent Representative (2018/19)	Anke Steinwandel	Community Representative (2017/18)	Rachel Relf	P & C Representative (2018/19)	Nicole Hill	Staff Representative 2017/18	Stewart Melrose	Staff Representative 2017/18	Paula Adam	Staff Representative 2018/19	Lorna Woodley	Principal (Ex Officio)	Principal
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7:05pm	2.0	<p>Induction Naomi D’Arcy, Manager Corporate Services, presented an induction program to inform the councillors about the functions, roles and responsibilities of a School Council, as described in the School Education Act (1999) and Regulations (2000) and the Department of Education’s <i>Councils and Boards in Public Schools Policy</i>.</p>	Naomi D’Arcy																				
7:25pm	3.0	<p>Election of Council Chairperson Lorna Woodley called for nominations for the position of Chairperson of the School Council. Ian McCallum was the only nominee and was therefore elected unopposed.</p>	Principal																				
7:30pm	4.0	Disclosure of interests	Chair																				
	4.1	No conflicts of interest were disclosed or identified.																					
7:40pm	5.0	Minutes of previous meeting																					
	5.1	<p>The minutes of the meeting conducted 9th April 2018 were distributed by email for ratification. Copies of emails approving the minutes have been retained. The minutes are to be made available on the school’s website.</p>	Noted																				
	5.2	<p>Actions arising Item 5.5 Sponsorship of Interschool Sports Uniforms</p>																					

		Held over to General Business Item 7.3	
7:45pm	6.0	Reports and operational matters	
	6.1	Principal's Report The principal presented her Term 2 report and copies were distributed to all councillors. A copy is attached to these minutes. <i>Appendix A</i> The Council noted the Principal's report	Noted
	6.2	Finance Report	
	6.2.1	School's Funding Agreement 2018 Copies of the school's Funding Agreement 2018 were distributed to all councillors prior to the meeting. The principal explained that the Funding Agreement was received after the previous School Council meeting, but needed to be endorsed by the Council Chairperson and submitted to the Department of Education by 25 th May 2018 which was before the elections for this council had been concluded. Therefore, it was signed by the outgoing chairperson, Craig Manton. The Principal requested that the school's Funding Agreement 2018 be noted.	Noted
	6.2.1	Operational One Line Budget 2018 The principal distributed copies of the 2018 One Line Budget Statement and explained the sources of income and distribution of funds. A copy is attached to these minutes. <i>Appendix B</i> The budget was previously approved by the Council. A Comparative Budget Analysis was also tabled. It portrays the current state of finances at the school. A copy is attached. <i>Appendix C</i> Copies of the comparative Budget analysis will be presented quarterly at School council meetings. The Principal requested that the Financial Report be noted.	Noted
	7.0	General Business	
8.00pm	7.1	3 Way Conferences Term 3 As part of the school's annual Reporting to Parents cycle, 3 Way conferences are usually conducted in Week 2 of Term 3. This involves parents meeting with their child and their teacher to discuss the student's progress during Semester 1 and to agree, where necessary, on plans for improvements or additional challenges in the remainder of the school year. To facilitate these interviews, the school requests that the <i>Hours of Instruction</i> be varied on Wednesday 25 th July 2018. It is proposed that classes be suspended from 12.10 pm and that children return to care and supervision arranged by their parents. Teachers would then be available from 12.45 pm until 6.00 pm to conduct the conferences. The Council unanimously endorsed the proposal. This arrangement requires the endorsement of the Regional Executive Director. Lorna will prepare a letter to Mr Jim Webb (RED for North Metropolitan Education Region) to be signed by herself and Ian McCallum, as Council Chairperson	Endorsed Action Lorna and Ian
8.05pm	7.2	Roofing Heating and Cooling Issues Information relating to roofing, heating and cooling issues that exist with the school buildings was circulated to councillors prior to the meeting. <i>Appendix D</i> Discussion of the situation ensued. The current situation presents	

		<p>health and safety, operational, bushfire and financial risks. It was resolved that a Council sub-committee would be formed to prepare a case to present to the relevant authorities, bodies and individuals, requesting that the roof be replaced and the school fitted with reverse cycle air-conditioning in place of the existing evaporative cooling and gas heating systems.</p> <p>Members of the sub-committee are: Ian McCallum, Jed Handmer, Adrian Woodley and Lorna Woodley. They will meet on Monday 11th June at 5.30pm, at the school, to begin preparing the case.</p>	Action Ian, Jed, Adrian and Lorna
8.25pm	7.3	<p>Sponsorship</p> <p>The proposal for Earnshaws Realty to sponsor half the cost of interschool sports uniforms was presented to the school community in the newsletter dated the 15th May. Parent feedback was sought and one response was received. The parent was of the misunderstanding that the decision rested with the principal. Furthermore, he was concerned that entering into an arrangement posed the risk of the sponsor's activities tarnishing the school's reputation in the community.</p> <p>Adrian Woodley moved that the Council approve the sponsorship to half fund the inter-school sports uniforms by Earnshaws Realty, with the P & C negotiating the specific terms of the sponsorship agreement. Seconded Anke Steinwandel</p>	Approved.
8.40pm	7.4	<p>Student Survey</p> <p>Copies of the National Schools Opinion Survey conducted with students from Years 5 and 6 in Term 1 were distributed to councillors prior to the meeting. Copy attached to these minutes. <i>Appendix E</i></p> <p>The outcomes described high levels of satisfaction with the school, its programs and environment. Although there were 5 mentions of bullying in the open ended question section, this was significantly reduced compared to the previous survey.</p> <p>Jed Harmer moved that the staff be commended on the positive feedback that had been received, whilst noting the need to continue working to minimise bullying.</p> <p>Seconded Anke Steinwandel</p>	Carried
	7.5	<p>enVision Maths Program</p> <p>Anke reported that a parent has approached her to express concerns about her 3 children not responding positively to the enVision Maths program, in particular the workbooks. They do, however, enjoy the hands on activities. She queried whether there had been a review of the program.</p> <p>Nicki outlined that enVision is an evidence based maths program that supports the Western Australian Curriculum in Mathematics. The workbooks are just one component of the program, along with differentiated digital resources, hands on activities, challenge cards, games and worksheets that are all used in classes. The program provides a backbone for delivery of the maths program across the school, but it is supplemented with other strategies and activities. It has been in use since 2014 and there have been several reviews of its implementation undertaken by the teaching staff. The school is currently in the process of developing and implementing a whole school scope and sequence document that will underpin the delivery of mathematics from Kindergarten to Year 6.</p> <p>Late in 2017, the staff committed to continuing the use of enVision and processes have become more uniform across the school. At this point in time, there is no compelling reason to abandon its use.</p>	

	7.6	<p>Council Members' Profiles</p> <p>All councillors are asked to provide a short profile (those used for the election would be suitable) and a recent head and shoulders photograph to be used as profiles on the school's website. Copies should be emailed to Fiona at fionag73@tpg.com.au by Monday 11th June 2018. She will liaise with Diane Walker, the School Officer, who will arrange for them to be added to the webpage.</p>	<p>Action All council representatives</p>
8:55pm	8.0	Next meeting	
		7.00 pm Tuesday 14 th August 2018	
9:25pm	8.0	Meeting close	Chair