

**CANNING VALE PRIMARY SCHOOL
SCHOOL BOARD MINUTES FOR MEETING 27th July 2017**

DATE:	27 July 2017	MEETING NO:	4.17		
TIME:	19:00 – 20.30	MEETING LOCATION:	Staffroom	Scribe	Karen Johnson

ITEM REF	ITEM	LED BY	
1.0	Opening and Welcome	Rebekah	Attendees: Glen Innis, Rebekah Milnes, Erica Garner, Michelle Kershaw, Jodie Higginson, Graham Styles, Jackie Lange, David Leach, Jane Hannay, Kathryn Aitken, Ken Collins, Phillippa Berkhout and Karen Johnson. Apologies: Laura Taylor, Babu Avurapalli, Natasha Ouma and Vanessa Hahn Welcome to Emeritus Professor David Leach, co-opted member and Dr Ken Collins, School Patron
1.1	Conflicts of Interest		No conflicts
2 Previous minutes and Business Arising			
2	Approval of previous minutes	Rebekah	Motion to endorse previous minutes as a true and accurate record; Moved: Jackie Lange Seconded: Erica Garner Passed unanimously
2.1.	Criminal Screening for Board members	Rebekah	Phillippa reminded board that compliance is now a mandatory requirement and has received screening for Jane Hannay. Action: All other members to follow up applications prior to next meeting.

ITEM REF	ITEM	LED BY	
2.2	Update on co-opted members identified	Rebekah	<p>Rebekah welcomed David Leach as newly appointed co-opted member. David addressed board of his background as a Clinical Psychologist with a special interest in children with disabilities.</p> <p>Councillor Margaret Hall, City of Canning has expressed an interest in being a co-opted member also.</p> <p>Action: Rebekah will arrange appointment with Margaret and Phillippa</p>
2.3	Confirmation of school board email	Glen	<p>Glen has created gmail address – cvpsboard@gmail for correspondence. Address will be promoted in newsletter and on website for parents information.</p> <p>Phillippa updated board that Connect group is being finalised.</p>
2.4	Terms of Reference	Glen	<p>Discussion centred around points 6.5.ii and iv and 12.1.</p> <p>Action: Chair to contact Matt Osborne for approval to amend Terms of Reference and will report back at next meeting.</p>
2.5	Nomination of secretary - update	Phillippa	<p>Phillippa advised Bronwyn Van Heekeren has nominated for role of Secretary for the board.</p> <p>Moved by: Graham Styles Seconded by Erica Garner</p>
2.6	Board induction working group	Glen	<p>Volunteers for working group to arrange a time to meet following todays meeting.</p> <p>Action: Group will update at next meeting</p>
2.7	Board effectiveness survey	Glen	<p>Completed surveys were collected at meeting.</p> <p>Action: Glen and Rebekah will collate before next meeting and provide summary.</p>

ITEM REF	ITEM	LED BY	
3 Standing Order: School budgets			
3.1	SCF (Student centred funding) update	Karen	<p>Karen presented financial report and provided updates on additional funding received since last meeting</p> <p>MOTION to endorse summary: Endorsed by Michelle Kershaw Seconded: Glen Innis</p>
4 Standing order: Business Plan/DPA			
4.1	Overview of recent conference for Principals particularly relating to latest developments in literacy data tracking	Phillippa	<p>Phillippa recently attended WAPPA conference and she presented a paper highlighting her thoughts following the event. Phillippa advised board of tools CVPS teachers use to support students with educational needs (SEN) as well as literacy in general. She presented the School Beliefs about the Learning Environment and a draft student tracking grid that will track students at educational risk (at both ends of the scale) as they progress through the school. Board discussed and agreed the importance of literacy should be a key focus in the next business plan.</p> <p>Action: Phillippa to provide a % of functional level of literacy at year 5 level at next meeting</p>
5 New Business			
5.1	CVPS Anti-Bullying Policy and Management practice	Chair	<p>Agenda item submitted by Graham Styles. Discussion with wording that students may not understand in policy -</p> <p>Gives another person “the look” and a “bystander”.</p> <p>Board agreed that terms were appropriate in policy and voted unanimously to remain in document.</p> <p>Action: Phillippa to discuss with staff consistency of policy implementation across the school.</p>

5.2	Composite class rationale Homework completion options	Phillippa	<p>Agenda item submitted by Graham Styles. Phillippa provided rationale as to why composite classes are necessary and the planning and factors such as budget, student numbers, Education Act and Awards that contribute to this decision.</p> <p>Agenda item submitted by Graham Styles. After presenting the homework policy, Phillippa explained how Work Completion Room works and why it is necessary. Emphasised the importance of parents communicating with class teachers as to their expectations of students.</p> <p>The board discussed the necessity of early establishment of routines in preparation for high school.</p>
5.3	Next Meeting	Glen	31 st August 2017 – Ken Collins advised he will not be attending.
	SIGNED:		
		CHAIRPERSON	PRINCIPAL
			DATE