



**Westminster**  
Junior Primary School  
An Independent Public School

**School Board Meeting Minutes-Thursday 30<sup>th</sup> March, 2017**

**Present:**      **Chairperson:** Jack Garber  
                  **Principal:** Louise Nielsen  
**Present:** Elizabeth Thompson, Bev Keene, Stacey Frapple, Alex Anastas , Joyce Hegney, Michelle Bright  
                  Moegamad Davids, Helen Notis  
**Apologies:** Jorgen Mackie, Renu Burr  
**Absent:**      Angie La Bianca

**Meeting opened:** 3:40pm

<b>Person</b>	<b>Agenda Item</b>	<b>Discussion Points</b>	<b>Actions/ Actions to be Planned</b>
<b>Chairperson</b>	1.Meeting opened.	Chairman confirmed quorum.	Quorum successful.
<b>Chairperson</b>	2.Approval of prior meeting minutes	Approval of prior minutes of 14.2.17	Approved by Bev Keene Seconded by Alex Anastas
<b>Chairperson</b>	3. Matters arising from previous minutes	<ul style="list-style-type: none"><li>Updated Terms of reference endorsed unanimously by School Board at past meeting.</li></ul>	<ul style="list-style-type: none"><li>Note: these Terms of reference refer to the Performance and Data Working Group.</li><li>Performance and Data Working Group met on 24<sup>th</sup> March to review to 2016 Annual School</li></ul>

		<ul style="list-style-type: none"> <li>• Contributions thermometer was set up in school foyer to encourage parents to support voluntary contributions.</li> <li>• Jack advised that as he was not elected to a political office, he no longer has a conflict of interest which could have influenced his decisions on the School Board.</li> <li>• Tenure of School Board members (staff).</li> </ul> <ul style="list-style-type: none"> <li>• Tenure of School Board members (parents).</li> <li>•</li> </ul>	<p>Report.</p> <ul style="list-style-type: none"> <li>• Jack thanked Stacey for making the Contributions Thermometer.</li> </ul> <ul style="list-style-type: none"> <li>• Alex and Elizabeth have been re-elected unopposed.</li> <li>• Alex will be moving to another school next term. Jack thanked Alex for his continued support for the School Board and the Performance and Data Working Group.</li> <li>• Not successful in any parents volunteering for the School Board. A letter will be sent to parents asking for Expressions of Interest.</li> </ul>
<b>Lorraine Alexander Manager, Corporate Services</b>	4. Correspondence in and out.	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<b>Chairperson</b>	School Board Membership	<ul style="list-style-type: none"> <li>• Absences from School Board meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• An email was sent by the Chairperson to Renu Burr advising that as she has been absent from 4 consecutive School Board meetings, could she advise if she wants to continue on the School Board.</li> </ul>

		<ul style="list-style-type: none"> <li>• School Board Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Conduct forms signed by School Board members present at meeting.</li> </ul>
<b>Lorraine Alexander Manager, Corporate Services</b>	6.Financial Update	<ul style="list-style-type: none"> <li>• DoE School Resourcing Unit is supporting WJPS to plan for sustainable financial practices.</li> <li>• The unit has advised that WJPS's Budget expenditure must be cut. Strategies include not replacing some positions, encourage staff to take leave owing to them eg Long Service Leave.</li> <li>• The Budget will be finalised by the next School Board meeting.</li> <li>• Corporate sponsorship to be discussed at the next Performance and Data Working Group meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Postpone to next Performance and Data Working Group meeting. Date to be advised. (Louise)</li> </ul>
<b>Principal</b>	7. Principal's Report	<ul style="list-style-type: none"> <li>• Enrolments</li> <li>• Curriculum and teaching</li> <li>• Conditions for Learning</li>   <li>• Parent and community Support</li> </ul>	<ul style="list-style-type: none"> <li>• 256 students currently enrolled.</li> <li>• On Entry in PP completed.</li> <li>• Focus on preparation for NAPLAN (Yr 3), grammar and PA (Literacy) , problem solving &amp; place value (maths), STEM (Semester 2)</li>   <li>• Parent Survey results examined</li> <li>• Excursions planned, linked to curriculum</li> <li>• WJPS partnerships discussed</li> </ul>
<b>Community Representative</b>	8. Performance and Data Working Group	<ul style="list-style-type: none"> <li>• Review of Draft 2016 Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Draft 2016 Annual Report discussed, modifications</li> </ul>

			<p>suggested to Principal.</p> <ul style="list-style-type: none"> <li>• Louise advised that the report has changed in focus from compliance to include a wider communications approach for the community.</li> </ul>
<b>Chairperson</b>	9. General Business	<ul style="list-style-type: none"> <li>• WJPS Principal position now extended to end of Term 2.</li> <li>• DES Review planning</li> <li>• DES review update : WJPS' IPS review undertaken by DES (Department of Education Services) during 3 year cycle. Takes 2 days, date set for 24<sup>th</sup> &amp; 25<sup>th</sup> May 2017. DES reviews and measures school NAPLAN results, School Annual Report, and the Financial Report against the School Business Plan's targets and milestones.</li> <li>• The DES team will require documentation to support the Review and will meet with school staff and School Board members</li> <li>• Reports released by DES are public and will be available on the school's website.</li> </ul>	<ul style="list-style-type: none"> <li>• Jack thanked Louise for accepting the extension period of appointment, particularly as the DES review will be happening next term on 24<sup>th</sup> &amp; 25<sup>th</sup> May.</li> <li>• Jack advised School Board members to read the Delivery and Performance document in preparation for the review. This document was signed by Jo Hine, Jack Garber and Sharon O'Neill last year.</li> <li>• At the next meeting on 11th May the School Board will discuss: <ul style="list-style-type: none"> <li>❖ DPA</li> <li>❖ 2016 Annual Report</li> <li>❖ Business Plan (2015-2017)</li> </ul> </li> <li>• Current School Business Plan to be updated after DES Review in May. Note new additions planned for updated School Business plan 2018-2020 to include PBS, NQS, and Nature Playground.</li> <li>• Review recommendations will go into the new 2018-2020 School Business Plan.</li> <li>• Helen advised that as she will be attending School Board training for another school on WJPS'</li> </ul>

			<p>review date, she will be unavailable to attend the review.</p> <ul style="list-style-type: none"> <li>• School Board Training: 5 modules are available on-line. 2 days training also an option.</li> </ul>
<b>Chairperson</b>	10.Next meeting	<ul style="list-style-type: none"> <li>• Term 2 week 3 Thursday 11<sup>th</sup> May 3.30pm</li> <li>• The Review meeting agenda will be set by the DES reviewers.</li> </ul>	

**Meeting Closed:** 5.00 pm

**Next Meeting:** Thursday 11<sup>th</sup> May, 2017

**Minutes Approved**

**Signed & Dated by Chairman**