

# minutes

Dardanup Primary School Board Meeting		
Date : 2 <sup>nd</sup> November 2020	Time 1830	DPS Staff Room
Chair person	Dougal Herd	
Note taker	Jo Fitzpatrick	
Attendees	Ric Stacey, Bev Fortescue, Lara Drennan, Darryl Owen, Darren Jefferies, Rebecca Smedley, Carmen Gregg, Vicki Robinson, Ryan Gibbs, Ryan Shannon  Apologies – Staff member Sue Butcher, Helen Humphries on pre-arranged leave	
Previous minutes dated 10 August 2020	Note taker Helen Humphries. Seconded by Rebecca Smedley and Dougal Herd	
Matters arising from previous meeting 10/08/2020		
Dougal	Congratulations and please welcome Rebecca Smedley to position of Vice Chair of DPS School Board	
Agenda Topic 1	Principal Report – emailed out to members 1 week prior with thanks. Please refer to Principal Report along with the minutes	
Speaker	Topic	Action Required
Darryl Owen	<p><b>Contributions and Charges</b></p> <p>School Contributions and Charges 2021 draft letter for parents provided to Board members for review. Darryl advised charges to remain the same at \$50. He also advised optional extra Interim Swimming had increased to \$76 in line with inflation, and school diary's current selling price of \$9 which was at a loss to the school of 15cents</p> <p>Darryl advised at the time of the meeting approximately 41% DPS families had paid 2020 school contributions acknowledging it had been challenging year financially for many families. Paid contributions were at 59% this time last year. It was discussed that for other families, the lack of payment may be the result of a lack of belief in the importance of contributing to the costs of their children's education.</p> <p>A motion was put forward to increase diary to \$10 so DPS not selling at a loss, endorsed by the Board</p> <p>In answering Board members enquiries re: contributions and charges, Darryl confirmed there was ongoing correspondence with families including the percent of</p>	Darryl to amend diary cost and finalise Contributions and charges for notification of parents

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<p>families that have paid Darryl informed the Board DPS regularly supports financially challenged families by way of assistance with costs of book lists, swimming lessons etc Current draft 2021 Contributions and Charges endorsed by DPS Board to be finalized with the increase of school diary to \$10</p> <p><b>Strategic plan 2020-2022</b> ESAT process was confirmed as a main tool which keeps the Strategic Plan as a focus for DPS, but in addition to this, the move to present the strategic plan as a 1 page document allowing display in classrooms has been progressed and a draft of this was presented to the Board with thanks. This 1 page draft was detailed to the board highlighting changes and additions made in its formation from a multi paged document. Another aim in the recent changes was to reach a point where it is a finalized document rather than a working document It was clarified that the term stakeholders refers to those involved in the workings of each domain, either in the formation or reaching of goals It was discussed the aim to have parents read and refer to the document, but how to ensure this? Relevance to parents needs to be considered, and as a result Board members suggested the below options</p> <ul style="list-style-type: none"><li>➤ Displaying a highlight /focus of the strat plan/domain being worked on at the time rather than the whole document</li><li>➤ Providing a more summarized version for parents, possibly even omitting columns that would not be as relevant to parents</li><li>➤ In addition to the Strat plan, look at "drip feeding" information out to parents eg a highlight or domain focus via newsletter, information board</li></ul> <p><b>ESAT (Electronic School Assessment Tool) Process</b> The previously assessed Teaching Quality Domain has led to the planned 2021 use of the PAT (Progressive Achievements Tests) tool after a presentation provided by Australian Council for Educational research and the realization current/ previously used assessment tools</p>	<p>Darryl to add a legend and adjust layout of title of document to aid in fitting all in 1 page. Darryl also to consider</p> <ol style="list-style-type: none"><li>1. moving to an A2 size</li><li>2. change yellow colouring of some text to ease readability</li><li>3. highlight every second line to improve readability</li><li>4. Add sequence numbering eg 3.2 to assist in readability and referencing document</li></ol> <p>ESAT process to continue as planned with Darryl</p>
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	<p>do not link in easily with rising year levels.</p> <p>Thank you Sue Butcher for preparing the review of the Resources Domain of the School Strategic Plan. Darryl provided an emailed copy of her review (please refer to this in conjunction with minutes) and a verbal overview at the meeting</p> <p>Previously the school admin team were largely involved in overseeing school resources but this has now been extended to include other stake holders and users of resources. Areas needing improvement were identified eg more efficient use of EA's, sourcing of resources from Early Childhood Education for senior block when run out of art supplies</p> <p>Darryl advised the board the usual necessity to spend 95 percent of budget has been waved this year due to COVID impacts ie anything not spent this year can be rolled over to the next year which isn't usually able to occur</p> <p>Board suggested numbering of the Strategic plan domains can then result in cross matched numbering of ESAT points to ease reading and working through the documents</p> <p><b>IPS</b></p> <p>Achieving IPS has already yielded great benefits for DPS with the recruitment and appointment of staff. Darryl outlined recent staff appointments and advised of current recruitment of teachers pool. There has already been a large number of applicants indicating the ability to appoint wonderful staff</p> <p><b>Class Structure 2021</b></p> <p>Darryl provided an overview of both the student population in each year level for 2021 and class number limitations. Its conceded structuring the classes won't be an easy task. Suggestions/opinions invited from the Board and Darryl answered/clarified queries</p> <p>It was confirmed that early and open communication with families would be undertaken on class structures including communication by letter. Darryl also confirmed staff are involved and invited to give input. How Census is undertaken and results in funding from</p>	<p>considering the addition of cross matched numbering on ESAT reviews and Strat Plan</p> <p>Darryl to progress</p>
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	the Education Dept was explained	
<b>Agenda Topic 2</b>		<b>Board Housekeeping items</b>
<b>Speaker</b>	<b>Topic</b>	<b>Action Required</b>
Jo	<p>Review of the DPS Board Member Registrar indicates some members are approaching the end of their 3 year term. These Board members can re-nominate for their position if desired. Nominations and voting to follow DPS Board Constitution</p> <p>Jo advised she will be stepping down from her Board Secretary Position after a very satisfying term working alongside a wonderful and productive team to pursue other school voluntary roles.</p> <p>Some Board members Working With Children cards have expired. Some members able to provide new numbers at the meeting</p>	<p>Board to plan nominations at next meeting</p> <p>Ryan Shannon to provide new WWC card number for Board Registrar</p>
<b>New Matters Arising</b>		
<b>Speaker</b>	<b>Topic</b>	<b>Action Required</b>
Bev Fortescue	<p><b>DPS Sun protection Policy</b></p> <p>Bev explained the background of DPS appointment to being a Sun Smart School and how to maintain this The DPS Sun Smart Policy requires updating and forwarding on to the Cancer council. Bev gave an overview of the policy and updates required. Board fully endorse this to proceed. Bev proposed approaching the P &amp; C to assist in the funding of new sunscreen for the school students to use as some current supplies are expired.</p>	Bev to progress with thanks
Ric Stacey	Are all DBP Board members familiar with the school grounds? He expressed a desire for a tour of the school. Darryl happy to provide this at a mutually suitable time	Darryl will show Ric around the grounds
Darryl	Confirmation that all Board members will receive an invitation to the end of year concert	
<p><b>Council meeting concluded 2007 hours</b></p> <p>Next and final meeting for 2020 planned for November 30th</p>		

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