

# minutes

Dardanup Primary School Board Meeting		
Date : 22 March 2021	Time 18:30	DPS Staff Room
Chair person	Dougal Herd	
Note taker	Janiece Cochrane	
Other Attendees	<p>Bev Fortescue, Darryl Owen, Ryan Shannon, Lara Drennan, Darren Jefferies, Carmen Gregg, Vicki Robinson, Rebecca Smedley, Dougal Herd</p> <p>Apologies –Megan Ashmore, Ryan Gibbs</p> <p>Guest Presenter – Tony Poole – left after ESAT presentation</p>	
Previous minutes	Accepted- Bev Fortescue    Seconded - Ryan Shannon	
Matters arising from previous meeting 23/3/2020		
Education Department Funding	<p>2021 budget deficit of \$70,000 at time of last meeting. 2 days prior to budget being locked Dept went through all planning and encouraged school to make savings. Suggestions included cancellation of camp which was not an option for school. Department funding based on student numbers only not class structure. Successful application for special needs funding budget was approx. \$49,000 in credit.</p>	
Electric fence	<p>Principal had contact today with property owner, Shane McGill, who had previously sent email to incorrect address. Darryl has contacted DOE today and is waiting for feedback from Shire of Dardanup. Board consensus of general concern of possible installation of electric boundary fence and want advice from DOE.</p>	
School Review	<p>The focus of the School Review is the school's choice. Focus should be on last 3 years and what has been done to achieve current culture and climate and where we are heading. What we are doing will be validated by interviews. Interviews will be held on 26<sup>th</sup> May in blocks of 30 – 40 minutes and will include School board and P &amp; C members.</p>	
3 <sup>rd</sup> Party Providers	<p>There is no possibility of this being a small document and will be available online only. Currently it is a 40 page online document that requires all boxes to be checked individually. The school will provide IT device access for those families who require it.</p>	
Agenda Topic 1	Principals Report	
Speaker	Topic	Action Required

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<p>Darryl Owen</p>	<ul style="list-style-type: none"> <li>ESAT process – Leadership domain – presented by Tony Poole</li> </ul> <p>Distributed Leadership demonstrated by broad range of expertise. Opportunity for staff with expertise to share and support. Good for new staff but has been identified that some expansion needed to encourage and support leadership opportunities. Students surveyed were overwhelmingly positive. Demonstrated they like Darryl’s visits to classroom. Core values were important to them. Comprehensive interrogation of data over 3 years would be powerful and resulting discussion and conclusion would be useful. Feedback from teachers present was positive. Rebecca Smedley felt that distributed leadership is a strength of Dardanup Primary School. Everyone was welcoming and she felt confident in asking questions.</p>	
<p>School Board Secretary</p>	<ul style="list-style-type: none"> <li>School Board Secretary – Janiece Cochrane has agreed to undertake role as local community member.</li> </ul>	
<p>Statement of Expectation 2021 – 2024</p>	<ul style="list-style-type: none"> <li>Statement of Expectation 2021 – 2024 is statement of Principal accountability. To be signed by Darryl and Dougal and returned to Director General. Darren asked how is it met? Darryl advised through School Review, ERG and other accountability authorities. It provides guidelines and guidance for Principal’s accountability.</li> </ul>	
<p>Performance &amp; Development Process 2021</p>	<ul style="list-style-type: none"> <li>Performance &amp; Development Process 2021 developed to consider what staff want, considers what school is doing and developing personal goals.</li> </ul>	<p>Nil</p>
<p>School Development Day</p>	<ul style="list-style-type: none"> <li>School Development Day 2<sup>nd</sup> March was beneficial and will be observed every year. Junior Primary is a week behind with on-entry assessment due to Covid 19 lockdown week 1. Senior assessment is on track. Darryl gave explanation that data demonstrates above average results and that we are on track to match or better</li> </ul>	<p>Nil</p>

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	<p>Australian end of year norms demonstrated in last column. Observations of students undertaking testing has suggested considering trialing breaking down test to 20 minute blocks. Plans to break down individual results and following student results throughout their schooling. Rebecca presented on-entry data for PP students and compared to similar schools the data is positive. Bev advised that the senior rooms displayed data on wall as motivation for student's improvement. Darryl identified that a lot of work needed in number across all year levels and inferring in reading. \$15,000 will be spent on readers and reading sets and \$5,000 on Non-fiction Accelerating Reading books this year to support. Dougal asked if PAT R data follows student who transfer from other schools. Darryl advised not all schools use PAT R but more schools are coming onboard. DOE develops outcomes but it is up to schools on how they are achieved.</p>	
<p>Complaints Policy</p>	<ul style="list-style-type: none"> <li>Complaints Policy –Carmen suggested review of current policy as currently it does not have a timeframe for acknowledgement. DOE website proforma presented as support document for revision. Is there some way of tracking and noting key things. Darryl advised that he maintains a complaints file. Teachers also confirm they speak to Darryl of any incidents that may initiate parent contact. It was asked if staff were qualified in management of complaints. Principal to follow up on how to train staff.</li> </ul>	<p>Principal to follow up on how to train staff, add into complaint policy a time frame and collection, storing of information</p>
<p>National School Opinion Survey</p>	<ul style="list-style-type: none"> <li>National School Opinion Survey – Discussion on weather need to undertake this year or use IPS survey data. Unanimous decision to use 2020 IPS data.</li> </ul>	
<p>Annual Report</p>	<ul style="list-style-type: none"> <li>Annual Report – Darryl requested feedback. Ryan suggested adding to sustainability the student donations of books, clothing and sports gear to</li> </ul>	<p>Add to sustainability the student donations of books, clothing and sports gear</p>

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	disadvantaged schools. Darryl to be advised of any further changes. Final document to be signed by Darryl and Dougal.	to disadvantaged schools
BCC Prodigy Program	Dougal enquired on progress of Bunbury Catholic College maths program. Darry advised he has been trying to set up inclusion of DPS students, particularly considering those who will attend BCC. School is using an online Prodigy program which involves problem solving activities and higher order thinking. Approval has been given by BCC. Darryl is now trying to establish a relationship with BSHS to bring them onboard.	
<b>New Matters Arising</b>		
<b>Speaker</b>	<b>Topic</b>	<b>Action Required</b>
<b>Council meeting concluded 19:40</b> Next meeting proposed Monday 7 <sup>th</sup> May 2021		