

Bletchley Park Primary School School Board Meeting Minutes

Date: 15 May 2017

Present: Rebecca Burns, Sharmini Aru, Kerry Heliams, Kelly Anderson, Jenny Forster, Ness Gordon, Peter Abetz, Kevin Porter, Alladean Chidukwani, Paula Vardy, Renae Ritchie,

Apologies: Damion Hill

| No | Item | Description | Action |
|----|---|---|--|
| 1 | Endorsement of the Minutes from previous meeting | From 20 March 2017 | Endorsed by: Peter Abetz Seconded by: Kerry Heliams |
| 2 | Welcome Includes introductions, apologies and noting of minutes from last meeting | Sharmini welcomed board members. | |
| 3 | Community Representative expression of interest Visitor: Terry Healy | Sharmini welcomed Terry Healy, the new member of parliament for Southern River. Terry spoke to the board to offer his services to the school board. Terry informed the board that a new primary school will be opened for Kindy and Pre Primary in 2018 and years 1-6 in 2019. This will have an effect on local intake. Terry also informed the board about metro net, a railway that is going to be built from Cockburn to Thornlie. Terry is going to make a donation of a \$500 bike to each school in his area and he will be doing this at Bletchley Park P.S in August. Bec asked Terry if he could be of any assistance with extra parking and informed him that the council are yet to set up the approved cross walk attendant. Terry said he would follow that up. Terry will also give our year 6 students a tour of parliament house when they go there for an excursion later this term. Terry will visit the board as often as requested to or sit on the board if the board should choose. Bec will put a request in the newsletter to see if there is a parent with specialist qualifications in child anxiety who may be interested in a position on the board as the board feel that such a person would be of best fit for the current requirements of the school. | Sharmini will email Terry Healy to request his attendance at board meetings twice a year or so. Bec will put some information in the newsletter with regard to what voluntary contributions are used for. |

4. Financial Report

SCHOOL BOARD FINANCE REPORT **Voluntary Contributions Collected To 10 May 2017**

MONDAY 15 MAY 2017

| | Fixed | Current | Actual YTD | Variance |
|---|----------|----------|-------------|----------|
| C1002 Primary Voluntary Contributions | (32,280) | (32,280) | (23,498.35) | (8,782) |
| C1003 Pre Primary Voluntary Contributions | (6,000) | (6,000) | (4,896.55) | (1,103) |
| C1004 Kindy Voluntary Contributions | (5,600) | (5,600) | (5,000.00) | (600) |

Current Enrolments – 1056 Students

Operational One Line Budget Statement

Issued on 10 May 2017

One Line Budget – Apr 2017

| | | |
|----------------------------|----|-------------------|
| Carry Forward (Cash): | \$ | 21,149 |
| Carry Forward (Salary): | \$ | 581,509 |
| INCOME | | |
| Student-Centred Funding: | \$ | 9,037,078 |
| Transfers and Adjustments: | \$ | -27,131 |
| Locally Raised Funds: | \$ | 472,719 |
| Total Funds: | \$ | <u>10,085,325</u> |
| EXPENDITURE | | |
| Salaries: | \$ | 8,791,797 |
| Goods and Services (Cash): | \$ | <u>935,235</u> |
| Total Expenditure: | \$ | <u>9,727,031</u> |
| Variance: | \$ | 358,294 |

Income

| | |
|--|------------------------|
| School Transfers - Cash | \$440,000.00 |
| Department Adjustments | \$.00 |
| Locally Raised Funds (Revenue) | \$472,718.87 |
| Voluntary Contributions | \$43,880.00 |
| Charges and Fees | \$154,242.00 |
| Fees from Facilities Hire | \$57,074.64 |
| Fundraising/Donations/Sponsorships | \$997.23 |
| Commonwealth Govt Revenues | \$12,720.00 |
| Other State Govt/Local Govt Revenues | \$.00 |
| Revenue from CO, Regional Office and Other schools | \$.00 |
| Other Revenues | \$21,658.82 |
| Transfer from Reserve or DGR | \$182,146.18 |
| Residential Accommodation | \$.00 |
| Farm Revenue (Ag and Farm Schools only) | \$.00 |
| Camp School Fees (Camp Schools only) | \$.00 |
| Total | \$10,085,324.96 |

Expenditure

| | Sum |
|--|-----------------------|
| Salaries | \$8,791,796.50 |
| Appointed Staff | \$8,431,778.83 |
| New Appointments | \$218,963.98 |
| Casual Payments | \$135,053.70 |
| Other Salary Expenditure | \$6,000.00 |
| Goods and Services (Cash Expenditure) | \$935,234.80 |
| Administration | \$50,599.00 |
| Lease Payments | \$.00 |
| Utilities, Facilities and Maintenance | \$215,800.00 |
| Buildings, Property and Equipment | \$295,346.63 |
| Curriculum and Student Services | \$319,793.82 |
| Professional Development | \$19,750.00 |
| Transfer to Reserve | \$23,000.00 |
| Other Expenditure | \$10,645.35 |
| Payment to CO, Regional Office and Other schools | \$300.00 |
| Residential Operations | \$.00 |
| Residential Boarding Fees to CO (Ag Colleges only) | \$.00 |
| Farm Operations (Ag and Farm Schools only) | \$.00 |
| Farm Revenue to CO (Ag and Farm Schools only) | \$.00 |
| Camp School Fees to CO (Camp Schools only) | \$.00 |
| Total | \$9,727,031.30 |

| | Sum |
|------------------------------------|-----------------------|
| Carry Forward (Cash) | \$21,149.38 |
| Carry Forward (Salary) | \$581,509.26 |
| Student-Centred Funding | \$9,037,078.25 |
| Per Student | \$7,533,298.00 |
| School and Student Characteristics | \$1,220,577.52 |
| Disability Adjustments | \$11,145.25 |
| Targeted Initiatives | \$214,409.62 |
| Operational Response Allocation | \$57,647.86 |
| Regional Allocation | \$.00 |
| Transition Adjustment | \$.00 |
| Transfers and Adjustments | \$-27,130.80 |
| School Transfers – Salary | \$-467,130.80 |

Bec will put some information in the newsletter with regard to what voluntary contributions are used for.

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|----|--------------------------------------|---|---|
| 5. | 2018 Booklist Approval | The school has received proposals from 3 different companies with regard to supplying the school with stationary requirements. Ziggies have been signed on for the next 3 years. | |
| 6. | Funding Agreement for Schools | Bec provided board members a copy of DOE Funding Agreement for Schools 2017. The targeted initiatives at BPPS 2017 are the National Partnership on Universal Access to Early Childhood Education, National Quality Standard Implementation, School Psychologist and School Chaplain. | Bec will provide information in the School Newsletter on the role of the School Psychologist. |
| 7. | Principal's Report | <ul style="list-style-type: none"> • Criminal Screening; mandatory screening of board members, for tenures commencing from this term but not for existing. • Nature Play Area; has been a huge success, rosters have been implemented to give all year levels a turn, only two rules – no food or drink in there and no jumping off high structures. • P and C – Bec acknowledged and thanked the P&C for their huge amount of work and successful fundraising. • New Website: Is in the process of being redesigned. • Branding – is almost done with signs, movie, song, new PA system in UCA. | |

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|-----|--|--|---|
| | | <ul style="list-style-type: none"> • Class2Community Sessions – parent information • VIP Tuesdays – parent group help with laminating and making resources • New School 2018 – local intake area boundaries are currently being set and will have an impact on BPPS. | |
| 8. | Board Training – Module 4 | Bec presented Module Four of School Board Training – Managing Risk. | Bec to bring the matrix for risk assessment next meeting. |
| 9. | Board Training – Module 5 | Bec presented Module Five of School Board Training – Monitoring and reporting school performance. | |
| 10. | English Policy for Ratification | Jen presented the English Policy, this was ratified by the school board. | Board endorsed policy. |
| 11 | T4W | Jen will present T4W program at the next meeting. | |
| 12 | Music Program 2018 | Bec asked the board to make a decision on the future of music next year at BBPS. Part time, junior primary? The board felt strongly about offering music to as many students as possible. | |
| 13 | Summary of meeting and board reflection | <p>Renaë would like the school to look into online booking for Parent Teacher Interview.</p> <p>Renaë wanted to know who gets students ready for assembly with regard to costumes. It would be easier if the assemblies were in the morning. Bec explained that the move of assembly time was as requested by teachers to ensure the assemblies did not impact on quality literacy and numeracy teaching time.</p> <p>Renaë queried the advertising of halal food on canteen menu. Bec clarified that the intent was to inform parents that the hamburger did not contain ham but was a beef patty. Discussion around a preference for having any issues dealt with by speaking or emailing the school or canteen directly rather than through social media as it does not reflect well on the school.</p> | <p>May be an option in the future depending on feedback from parents.</p> <p>Operational decision.</p> <p>Further discussion on this at the next meeting if required.</p> |
| | | Meeting Closed at: 9.15am | |
| | | Next meeting will be: 12 th June 2017 | |