

**KPS School Board  
Minutes - Meeting 2, Term 3  
Tuesday 6<sup>th</sup> September 2022**

Item	Description	Action / Who
1.0	<p><b>Welcome and Acknowledgement of Country</b></p> <p>DN acknowledged the Whadjuck Noongar land on which the meeting was taking place.</p> <p>DN welcomed all Board members and guests Tara Newbury and Jemma Wakefield and gave a brief explanation of the role of the Board.</p>	
2.0	<p><b>Present</b></p> <p>Leonie Clelland (LC), Dr Deborah Netolicky (DN), Reece Young (RY), Connor Campbell (CC), Liz Beament (LB), Dustin Bope (DB), Scott MacKenzie (SM), Janelle Burston (JB), Louise Hogan (LH), Barbara Duggan (BD), Louise Holding (LHg), Ilona Davies (ID), Tara Newbury (TN), Jemma Wakefield (JM)</p> <p><b>Apologies</b></p> <p>George Rebiero (GR)</p>	
3.0	<p><b>Minutes from the previous meeting and Business Arising</b></p> <p>Minutes from 2 August 2022 were reviewed and accepted</p> <p><b>Proposed:</b> Louise Holding    <b>Seconded:</b> Janelle Burston</p>	
4.0	<p><b>Business Arising</b></p> <p>Draft Pastoral Care Information for Families presented to the Board for review and feedback.</p> <p>Document has been an ongoing work in progress for some time and includes Behaviour Management guidelines. ARKS expectations which were developed in 2020 and refined in 2021 and 2022 have been embedded in behaviour expectations.</p>	

While most schools have moved away from the term "bullying" in favour of "friendship fires", however KPS is not at this stage. Instead, the document defines what is considered bullying, what is not considered bullying, outlines expectations of all students and the procedures to follow when encountering unacceptable behaviour.

A Positive Behaviour Support flowchart has been included in the document which outlines response levels and when to escalate to the next level. Draft document was presented at the last staff meeting for consultation and input. Staff have agreed to the content and action to take for inappropriate behaviour which was used to create the flowchart to ensure consistency in application so all classes are managed in the same way.

The document outlines expected standard behaviour to be followed in all classrooms, including when taken by relief staff.

All students commence the school with Good Standing.

Section on staff mental health not included as this is dealt with in Education Department policies.

JB asked what the framework is based on. CC confirmed broad guidelines provided by Education Department were used as well as procedures in place at other schools.

DN queried whether this is a draft to be distributed and whether it is brand new or revised procedures which are now being made explicit. LC confirmed the framework was introduced in 2020, then revised in 2021 with refinement in 2022 to have more explicit expectations and consequences of inappropriate behaviour.

RY asked if this is for wider distribution and how would it be communicated to families. LC advised it will be communicated to families via email and launched on the website as soon as the document is finalised. Prior to this it will be distributed to staff once Board feedback is incorporated.

RY asked if the pastoral care is a religious or chaplain reference. LC confirmed that in the 90s the term moved away from behaviour management expectations toward behavioural support and pastoral care rather than "management". LHg agreed that the language encourages people to ask for help and where to get it eg Lifeline/GP etc.

	<p>BD requested a concise summary be provided with key points, such as the ARKS magnet. LC agreed this was a great idea.</p> <p>DN emphasised the complexities of public schools open enrolment policies and the impacts on school community. LC confirmed that the responsibility to enrol every child residing in KPS boundary in K-6 may mean that not all children fit the demographic norm (high ICSEA) and who may need adjustments and additional support because they do not demonstrate appropriate behaviours (eg to trauma, home challenges etc). All children have a right to attend school and be safe and while KPS cannot unenroll or expel students, significant support will be provided for both students and families in conflict situations.</p> <p><b>Action</b></p> <p><b>Board members to provide suggestions or feedback by Wednesday 14-Sep-22.</b></p> <p><b>Review accuracy of nationally agreed bullying definitions and remove “harassment” if not required.</b></p> <p><b>Concise summary with key points, possibly a magnet.</b></p> <p><b>Final document to be communicated with school community by end of term</b></p>	<p>All</p> <p>CC</p> <p>LC</p> <p>LC</p>
<p><b>4.0</b></p>	<p><b>Financial Reporting</b></p> <p>The One Line Budget, Cash and Salaries report were provided to the Board along with a brief summary, indicating we are tracking well on spending and staffing.</p> <p>A reminder about outstanding Voluntary Contributions was sent out 17 August as well as a communication to all parents about school spending has resulted in 90% overall contributions paid (92% Kindy, 94% Pre-Primary, 89% Year 1-6). This has exceeded the 82% budgeted, and above the 80% collected in 2021.</p> <p>Increased enrolments of approximately 50 students since January has resulted in actual income received being well above the expected income budgeted for at the start of 2022.</p>	<p>Ilona</p>

<p><b>5.0</b></p>	<p><b>Principals Report</b></p> <p>KPS projected enrolments for 2023 currently approximately 550 students. Term 1 2022 census, student numbers were 521, has grown to over 550 students in September.</p> <p>New transportable classroom ready for classroom teaching in 2023.</p> <p>Due to transient nature of enrolments, 2023 class structures will not be looked at until Term 4. An information session to inform parents of process and considerations involved will be run in December. LC currently investigating available software to purchase to use for this process. The cost is equivalent to three relief staff days and removes considerable teacher administration time and is independent which should reduce staff and parent complaints of "stacked" classes.</p> <p>Currently looking at 2023 staffing – have some teachers returning from parental leave, some permanent staff have indicated intentions to remain at schools they have been seconded to in 2022. Any vacancies will be advertised in term 4.</p> <p>NAPLAN is moving to mid-March 2023, which will hopefully result in useable data earlier than September. The biggest impact will be on current year 2 students – while LC is a big believer in not teaching to the test, students will need to be prepared so they are familiar with the test environment and format.</p> <p>KPS will have a Public School Review in term 1 2023 which means a team of directors attend KPS for a day and conduct interviews with parents, teachers, students and leadership. five main areas covered will be reviewed:</p> <ul style="list-style-type: none"> <li>Relationship</li> <li>Teaching</li> <li>Resources</li> <li>Learning Environment</li> <li>Leadership</li> </ul> <p>Teams of teachers and support staff will be established in term 4 to review: how we are going, what we ae doing, and how can we improve.</p>	

	<p>Term 2, 2023 will see the introduction of a new Principal Review process, for which Leonie has been chosen to participate .</p> <p>Term 4, 2022 planner will be distributed to parents in Term 3.</p> <p>Jenna Renton will be taking maternity leave from week 5.</p> <p>Toni Osborne is taking LSL in term 4, to be covered by relief staff. LC taking LSL in weeks 2 and 3, LC to advise once cover is confirmed  CC taking LSL in Term 4, LC is currently negotiating replacement.</p> <p><b>Update</b></p> <p>CC will act as Principal during LC's LSL</p>	LC
6.0	<p><b>AOB</b></p> <p><u>Submitted Questions</u></p> <p><i>Will the upcoming bullying policy include support for students and staff affected by bullying or the management of these behaviours?</i></p> <p>Yes to all in relation to students, staff are treated separately under Dept Education policies such as the formal complaint process.</p> <p>To date, no staff have approached LC about bullying by another staff, however when LC is aware there has been a negative impact, LC will approach both staff members involved to address.</p> <p>Students affectecting wellbeing of staff is common. With an incident, affected staff are counselled and offered support.</p> <p>SM queried whether there needs to be a power imbalance for bullying to occur. CC confirmed the definitions are national definitions and information is from the Friendly Schools Plus initiative.</p> <p>BD queried parents bullying teachers. LC and CC confirmed parents agree to adhere a code of conduct when enrolling children in KPS.</p> <p><i>What areas do you expect KPS will thrive and have areas for improvement in following the 2023 review?</i></p>	

	<p>Thrive – learning environments, curriculum and assessment improvement, use of data to inform teaching &amp; learning, cultural responsiveness, use of financial resources to drive improvement</p> <p>Areas of Improvement – Use of the Early Years Learning Framework, Reflection against the National Quality Standard, Genuine Differentiation across all learning areas for all students, communications, use of technology by students</p> <p>DN asked TN (P&amp;C Rep) if she could consider attending the board meetings to pass information to P&amp;C. LC commented there are 2 each of P&amp;C and Board meetings per month which is a large commitment, if TN was to consider the role perhaps attending one meeting of each is achievable. TN confirmed she is happy to be main contact, however cannot commit every meeting but could organise a proxy.</p>	
7.0	<b>Meeting Close 7.40pm</b> Next Meeting 6.30pm Tuesday 25 October 2022	

