



AN INDEPENDENT PUBLIC SCHOOL

Darkan South Road, Darkan, WA, 6392 | Telephone: 08 9736 1299 | darkan.ps@education.wa.edu.au

School Board Meeting Agenda			
Date:	6.30pm 24 th February 2020		
Attendees:	Neil <input type="checkbox"/> Eloisa <input type="checkbox"/> Jane <input type="checkbox"/> Rachel <input type="checkbox"/> Ryan <input type="checkbox"/>	Facilitator:	School Board Chair
	Amy <input type="checkbox"/> Tim <input type="checkbox"/> George <input type="checkbox"/>		Neil Gallegos
Note Taker	Amy White	Timekeeper	
Meeting Objectives:			
<ol style="list-style-type: none"> 1. Discuss planning for 2020 2. Review School Business Plan to prepare for 2019 Annual Report 3. Review financial reports – cash & salaries 4. Update on solar panel project & water usage 			
To prepare for this meeting, please:			
<ul style="list-style-type: none"> • Read the agenda • Select 5 questions from <i>Engaging and Working with Your Community</i> document • Read 2018 – 2020 School Business Plan and identify areas we have worked or have not worked on. • Be active and present 			
Schedule: 125 mins			
Time	Topics	Activity/Outcomes	
5 mins	Meeting protocols	Welcome & apologies – all present Confirmation of agenda - Disclosure of interests Review previous meeting’s minutes	
5 mins	Check in	Check-in with celebrations/positive promotions from the last year and review objectives for this meeting Extra reporting sheets in end of year reports seemed easier for parents to understanding Parents liking marine carpet in undercover area Swimming lessons wonderful children and great success Information night parents enjoyed approx. 50% family attended Sheepfest well done to Jane and all involved.	
5 mins	Objective 1	Updating Terms of Reference – subcommittee/members nominated to review and update the document Ryan and Amy help merge Terms of Reference	
15 mins + 24 mins	Objective 2	Principal’s Report Report Attached under minutes Planning 2020 and beyond <ul style="list-style-type: none"> • Jane Neil-Smith – Edvance program Program is to help with school improvement works along a framework and helps to write business plan. A very well supported program by other schools. Helps write school development plan, targets areas that need developing. Main focus is improving all children not targeted children. First survey goes to student, parents and staff then Fogarty collate information for the school. Hoping Board members to get on board and target a certain amount of families to get them to complete survey. Cris is visiting 4 th March board members welcome to come and speak to her Public School Review presentation slide show shown to board members School Board presentation Penny Knight (24 mins) - video	
45 mins	Objective 3	2019 School Annual Report preparation – what have we and have not done on as stated in the School Business Plan? Why? What further information do you require? Preparation for Public School Review – Wednesday 6 th May 2020 <ol style="list-style-type: none"> 1. 2019 NAPLAN disciplined dialogue – Rachel Batten move to next meeting 2. 2020 Starting Points disciplined dialogue – Rachel Batten Tests on previous year knowledge. Dialogue shown on screen. Individual children results will be in assessment files. It shows what teachers will plan on in teaching as children haven’t mastered as of yet. Eloisa will look into children being tested on the same question to see if children have mastered the certain area, to present an example of growth to Board members	



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		<p>3. 2019 Community Engagement Survey disciplined dialogue – Jane Neil-Smith Board discussed homework due to survey results varied opinions. Results discussed about how to get more families to respond with the surveys Children’s response about communication with families may be due to the children not aware of newsletter sent home.</p>	
5 mins	Objective 4	<p>Endorsement of 2020 Budget Document tabled at meeting for all board members to discuss Review Financial reports – ask any questions about these documents Budget endorsed</p>	
5 mins	Objective 5	<p>Solar Panel & Water updates Wait due to discussions between Eloisa and director general as education may take on cost of pool.</p>	
5 mins	Objective 6	<p>Finance Committee nominations Ryan volunteered to attend National School Opinion Survey sub-committee nominations Rachel and Tim</p>	
5 mins	Review our next steps/commitments	<p>Future Meetings:</p> <ul style="list-style-type: none"> • 10th March 2020 • 30th March 2020 • Public School Review 6th May 2020 • 18th May 2020 • 15th June 2020 • 10th August 2020 • 7th September 2020 • 2nd November 2020 • 30th November 2020 	
5 mins	Review of our meeting	What Worked Well	Even Better If
		<p>Everyone turned up Good discussions on data about to present them.</p>	<p>Shorter meetings</p>

School board endorse movement of Student development to end of term 1

Items for next meeting

- Swimming lessons start of year or end of year

Survey Idea - have an iPad set up at carnivals for parents to complete



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Welcome to 2020! We hope you are as excited to be back at school as we are!

It was fantastic to see our community come together on Saturday for the Darkan Sheepfest. Hopefully everyone got to Mrs Neil-Smith in our school tent and had a go at felting. Mrs Neil-Smith was also responsible for the Darkan Sheepfest calico bags that were for sale. The funds raised from these will supplement the Visual Arts program for this year. Well done to everyone who lent a hand on the day! Especially our P&C who outdid themselves with sandwiches and the evening lamb rolls.

We have had a sensational start to the year, and I would like to thank all our dedicated staff for their efforts in preparing for the beginning of the school year. Our gardening and cleaning staff worked very hard over the holidays to ensure our school was looking at its best for Day 1. Thank you to Mrs Van Dyk and Mrs Allen for the holiday cleaning and Mr Bravery for his efforts in our gardens. Our Front Office staff once again ensured we were all set up for day 1, thank you Mrs Studsor, Mrs Horley & Mrs Harrington.

We welcome some our families; we know you will really enjoy being a part of our school community.

We welcome Miss Pannell into our school community and I know that you will all help her to settle into Darkan this term.

In-Term Swimming Lessons

Swimming lessons were great, we are just now finalising our involvement in the Narrogin schools Interschool Swimming competition and this will impact upon the date of our own faction swimming carnival. I hope to finalise this tomorrow.

Heather Cook Retirement

Friday 7th Feb was such a special day for our school as we bid farewell to Mrs Cook. What an emotional day and a lovely celebration of the 29 years that Mrs Cook worked at our school supporting so many children.

School Development Day

Our teachers returned to work on Thursday 30th January and spent the day working together on our school planning for this year. We spent time looking at our brain and worked through the 12 Brain Rules. Did you know there were even 12?

I would highly recommend you take a look at the webpage www.brainrules.net to learn more about them:

We then spent time looking at Explicit Instruction and this will be our focus for this year. Explicit Instruction is instruction that is systematic, direct, engaging, and success oriented. It is absolutely necessary in teaching content that children could not otherwise discover. We will be sharing more information about this with you throughout the year.

Finally, I am super excited to announce that Darkan Primary School has been accepted into the Fogarty EDvance program. This 3-year school improvement program offers an integrated leadership, management and support program tailored to the needs of our school. Further information regarding this program that we begin next week is available at the website: <https://fogartyedvance.org.au/>.

School Buses



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We have been in discussion with school bus services regarding Complimentary passengers and children who are not registered with school buses, using alternative buses/routes or going on buses they are not registered for. It has become apparent that we are not following due process regarding this. Effective immediately the complimentary passengers on bus form that was sent out by the school will not be used.

Instead parents are to contact the bus drivers directly for their own form/approval for this to occur. Bus drivers and contractors will have their own form to be completed and will need to be done 3-4 days in advance of the travel.

I will be communicating this to parents this week.

I hope you have noticed the fabulous new carpet in the under covered area, it makes the area look fabulous!

Fingers crossed, it looks like we are having a funding review for the school pool! Again I will share this information with you as soon as I know. Funding win!

Upcoming events

Parent Meet & Greet – well received feeding everyone worked well

Camp – all set for next week and Rotto is booked for 2021!

Triple P for Teens – I am attending training next Tuesday and will hope to present it to our parents next term.

Student Leaders Excursion Grip Leadership – 10th March

National Day of Action Against Bullying & Violence – 20th March

Faction Swimming Carnival - TBC

Earthside Astronomy Excursion – 28th March TBC

Rob Creswell partnership / event with Chevron further details to come

Some things that I am personally involved in for this year include:

IPS Leadership Coaching/System Leadership Opportunities

I thought I would explain what I am involved in and going to be involved in this year. Some of this is a result of my participation in the 2019-2020 Principal Fellowship program, some are things that I am involved in for the betterment of our system as a whole. There is an expectation that all Fellows will be involved in system level leadership. So for this term/year this is what I am involved in:

- CAEL (Certificate of Advanced Educational Leadership) online Harvard Graduate School of Education program. This requires uploading of assignments (mainly recorded visual responses) on a Sunday, Tuesday & Thursday evening, readings, viewing of teaching videos and a lot of self-reflection. So far it is 7-8 hours a week in the evenings.
- Corporate Sponsorship and Mentoring Program – working with an Executive Director (& 3 other principals) on a project, ours is Teacher Mobility – Thinking Outside the Box. We had our first meeting last week and this project goes through to August, then we have to present our findings to Corporate Executive.



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o I am also getting coached/mentored by a Regional Executive Director for my own personal growth and development.

- IPS Leadership Coaching – I am coaching a Principal (Amanda Kelley) and her school (Herne Hill PS) through the selection process for the next round of IPS applications and selection. I had orientation on last Monday and then have PL with the school/Principal I have been matched with yesterday and then again next term for 1 day. I will need to do a school visit at some point this term –possibly soon.
- Launch Program – coaching and mentoring of a newly appointed Principal – this training occurred in the holidays, and won't require any visits to the school as it is a Principal in our network.
- Level 3 Principals' Network – I working in collaboration with 2 other Level 3 Principals to develop a support network for the Level 3 schools and their Principals in our region. We are trying to organise a meeting and help them in their leadership journeys.
- Network Principal for the Great Southern Schools Network

So this will explain if my door is closed with a Meeting in Progress sign on it, as I will be trying as much as possible to have teleconferences, as opposed to travelling to face-to-face meetings. If you have any questions or queries regarding this, please come and see me. I look at this as an opportunity to share our school's learning journey and all that we do collectively to make our school such a wonderful place, as well as being able to bring things back to our school to learn from.