

WINTERFOLD PRIMARY SCHOOL

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School Board Meeting – Tuesday, 21 March 2023 **7pm in the Specialist Teaching Room**

Attendees – Julie Radford, Kylie Bonser, Leanne Hill, Sarah Charbonneau, James Pengelley, Nousha Sas, Erica Sharp-Nippierd, Frank La Macchia and Amy Douglas

Apologies – Jennifer Sweeting, Sallie Fullerton and Fern Vallesi

Meeting Opened – 7.03pm

Acknowledgement to Country – Sarah Charbonneau

Sarah recited our updated Winterfold Welcome in English and Noongar –

Kaya. Ngalak djoorabiny noonook djinanginy nidja.

Ngalak dandjoo-koorl nidja kwobidak kaadadjiny-miya-p Beeliar Wadjak Noongar boodja-k.

Ngalak kaadatj Noongar Birdiya wer moort koora koora, yeyi wer boordakan.

Winterfold Kaadadjiny-Miya-p baal yengkalang kwobidak boorn wer djerup wer moorditj moort.

Translation -

Hello. We are happy to see you here.

We come together at this beautiful school on Beeliar Wadjak Noongar country.

We acknowledge Noongar Elders and families from long ago, today and into the future.

Winterfold Primary School is surrounded by beautiful trees and birds and is supported by strong families.

Acceptance of Previous Minutes 29 November 2022 -

First – Erica Sharp-Nippierd

Second – James Pengelley

Business arising from previous minutes – Steve Berry retired at the end of 2023. Brendan Hodge is on extended leave whilst he completed a stint as a Principal at Yakanarra Community School in the remote north of WA. Kylie Bonser and Leanne Hill, both Deputy Principals, invited to attend in their absence.

Appendix A – Term Ending Table

Appendix B – Statement of Expectation 2021-2024

Appendix B – Comparative Budget Report, issued on 21 March 2023

Agenda Item – Term Ending Table 2023

Appendix A – Term Ending Table

Sarah confirmed that recruiting for board parent positions will be required this year as Nousha and Sarah have their youngest child graduating at the end of 2023 and will no longer be members of the WPS Board. Nousha confirmed.

Amy and Jennifer still have children attending WPS but with Amy commencing study as a Occupational Therapist and Jen's son Jack graduating in 2024 there may well be further vacancies to consider recruiting for.

The Board were unanimous in steering the board member recruitment drive towards parents of our younger students with the hope they will stay on the board for one term, but preferably two terms.

WPS Terms of Reference – 6 h) – A member of the Board (other than the principal) shall hold office for a term not exceeding three years as determined by the Board and may be reappointed more than once.

Agenda Item – Review of Terms of Office and board composition – to be tabled again at next board meeting in Term 2.

Agenda Item – Behaviour Management in Schools – 2023-2024, old 2014-2016

Lea and Julie presented both old 2014-2016 and new 2023-2024 Behaviour Management Policy (BMP) for review.

2023-2024 BMP is very raw and has been basically cut and pasted in PDF with editing to be actioned.

Lea advised many updates to this policy are mandatory factoring in Diversity and Aboriginal Cultural Framework standards.

Lea mentioned that the behaviour of WPS students is far improved from when the former BMP was in place, in recent years there have been no students excluded from Reward Day due to maximum blue slips for the term.

Attendance has improved. Positive reinforcements for negative behaviour have meant less repeated poor behaviour. Highway Heroes and the introduction of the points contributing to factions has meant students are more determined to do the right thing for reward.

James reiterated that the blue slips are important for not only students owning the poor behaviour, but parents must own it too as they have to return the signed form to the DP the next day.

All board members agreed that WPS is a lovely school.

Nousha agreed – parents are grateful to the WPS teaching staff, students are positively influenced, and good behaviour is always acknowledged.

Amy spoke of her eldest child's experience – Roland headed into high school from WPS where students are protected and sheltered, into the big wider world of high school.

Amy advised that the Blue Slip policy was very effective within her own home. Nousha asked if new staff and relief are aware of the blue slip and were they likely to use it? Lea confirmed that the admin exec team are working a better flow chart to be provided to relief staff ensuring they are educated on the blue slip and BMP. Consistency is the key.

The board unanimously endorsed the changes to the BMP from the old to the new.

First – Amy

Second - Sarah

Agenda Item – DoE Statement of Expectation

Appendix B – Statement of Expectation 2021-2024 – 21 March 2023 – Julie & Sarah

Appendix C – Statement of Expectation 2021-2024 – 23 March 2021 – Steve & Sarah

Taken from [Complete the Statement of expectation - Ikon - The Department of Education](#)

Complete the Statement of expectation

Principals use this information to learn more about and complete the Statement of expectation.

The Statement of expectation makes clear and public the expectations and responsibilities of schools and the Department of Education in student achievement and progress.

If you are appointed to a position on either a permanent basis, or on a temporary basis for 2 or more school terms, you are required to complete a Statement of expectation. You have up to 10 weeks to return it to the Department.

If you are appointed for less than 2 school terms, you are not required to [complete a Statement of expectation](#).

- The Statement of expectation makes clear and public the expectations and responsibilities of school and Department of Education in student achievement and progress.
- The statement is between the Department of Education, represented by the Director General, the school staff, represented by the principal, is noted by the school council or board, represented by the chair.
- The statement sets out the expectations of principals in relation to the delivery of the Every student, every classroom, every day; Strategic directions for public schools 2020–2024 and Building on strength.
- The statement will underpin each school's strategic planning and self-assessment and will form part of the school's Public School Review, as well as the Principal Professional Performance Review of the principal.
- The statement also clarifies the important governance role that the school council or board plays in supporting the principal and school staff to implement the system strategic directions in their school and to achieve year-on-year improvement

Julie spoke about the Statement of Expectations and the how it covers the relationship between the DoE and schools. This statement depicts how important the board governance is in supporting a principal and staff, ensuring implementation of strategic directions and improvement from one year to another.

The expectations and obligations of the Principal and Department of Education -

1. Identify and meet students' needs
2. Build the capability of our people
3. Strengthen educationally powerful connections
4. Meet policy, industrial and legislative requirements
5. Embed strong governance through school councils or boards

Sarah and Julie to sign this Statement of Expectations.

Brianna to email a copy out to all board members with the minutes.

Note – According to the DoE rulings we have acted too early on this but at least we will be organised.

Agenda Item – Business Plan 2021-2023 and Operational Plan

Julie advised the board that the current Business Plan is in its final year.

Admin Exec Team have been working hard on getting this Business Plan (BP) updated to reflect the WPS Quality Teaching Strategy's.

Self & peer reviews, along with maximised learning meetings, teacher's intentions are positive and good outcomes are evolving. Consistency across all year levels, learning areas and student levels is expected from our teaching staff.

James asked if further training of our teachers was required and Julie was quick to note the high calibre of teachers at WPS, sharing of information at meetings was constantly occurring, and further support was provided in need.

Kylie mentioned that staff are aware of their requirements, unnecessary instructions within the class has been eliminated to allow maximum effectiveness of lesson times. Lessons are clearly outlined from outset, so students are aware of the lesson purpose.

Amy asked if most children are “getting it” – are lessons being differentiated for students?

Erica advised that within her class all students have the chance to achieve success.

Lea said that its human nature that some students will learn more than others.

Julie have advised that teachers have had to evolve to consider all levels of students. Score/test results are no longer called out/advertised and celebrated. Our aim is to build up confidence for all children.

Agenda Item – Comparative Budget Report

Appendix B – Comparative Budget Report, issued on 21 March 2023

Brianna presented the Comparative Budget Report, issued on 21 March 2023, to the board.

General Business

Amy provided a P&C Update – 15/20 parents attended the P&C AGM. A very positive start to 2023.

New WPS P&C Exec Team are -

P&C President - Leah Trigwell, Mum of Heidi and Bridget Cochrane, Year 1 and Year 3

Vice President – Eleia Piviali – Mum of Galaxi Piviali, PP

Secretary – Nicola Lauterwein – Mum of Mira O’Halloran, Year 5

Treasurer – Amy Douglas/ Bec Tougas

The first event will be a social event without fundraising as a get to know the community – Sunset Family Picnic, Friday, 31 March 2023 from 5pm to 7pm on the top oval.

Amy advised the board that Anne, Mum of Owen Ribbers, PP, had joined the Canteen Team with Tim and Bryan. All going well. Commitment to Edu-Dance catering is forthcoming.

Nousha asked how the NAPLAN had gone.

Lea advised all went smoothly and said that the numbers of students requiring catch up testing was minimal in comparison to the previous year when they were multiple absences due to COVID. Lea spoke about the tests being adaptive to student achievements and how the right answers led to harder questions, wrong answers provided a easier level to students.

Earphones allowed for those students normally easily distracted to being able to concentrate on the questions.

James asked about student anxiety about NAPLAN to which Kylie replied that the school aims to keep the NAPLAN talk low key, no elevation or expectations are placed on a student. It’s just another assessment.

Nousha asked if there was any update on the WPS Principal position.

The new DoE recruitment process is 7 stages and is not a quick process nor provides a quick outcome.

Julie advised the board that the school will be running an Evacuation and Lockdown Drill on Thursday 6 April 2023 – last day of Term 1.

Brianna advised the board that a drone inspection of the school had been scheduled for Friday, 31 March 2023 – this was cancelled late on Thursday afternoon 30/3, new date to be advised when known.

Amy asked about Friday 31 March and parent interviews, had there been many booking issues with parents. Julie explained that the new process encouraged parents to connect with teachers to make appointments. Some teachers had already spoken to all their parents. Board parent

feedback was they preferred the flexibility of not having to have interviews on set days, such as Staff Professional Development Days.

James advised that All Saints had gone to online parent interviews, and he couldn't see them ever going back to in person interviews

2023 Board meeting dates –

- Week 8 Term 2 – Tuesday, 13 June
- Week 8 Term 3 – Tuesday, 5 September
- Week 8 Term 4 – Tuesday, 28 November

Next Meeting – Term 2 Week 8 – Tuesday, 13 June 2023

Meeting Closed 8.38pm