

Unconfirmed Minutes of P&C Executive Meeting #02

Meeting Type:	Executive Meeting	Recorded By:	Tamsin Ainscow
Meeting Date:	08/09/2021	Chaired by:	Melinda Williams
Meeting Number:	7 for 2021 (Exec Meeting #2)	Start Time:	7:05 pm
Location:	Staff Room	Finish Time:	8:43 pm

Attendees:

Melinda Williams (MW)	Tamsin Ainscow (TA)	Cecilia Benitez (CB) (video)	Gabriela Contreras (GC)	Angela Lowden (AL)
Karen Owens (KO)	Livia Faulkner (LF)	Ying Diao (YD) – (video)	Michelle Outram (MO)	

Apologies:

Mel Mundy (MM)

Item	Business	Vote	Action
	WELCOME AND ACKNOWLEDGEMENT TO COUNTRY – Melinda Williams		
1	Principals Update – Karen presented the Principal's update – refer attached.		
2	<p>Treasurers Update – Cecilia presented the Treasurer's update.</p> <p>2.1 Banking Update</p> <ul style="list-style-type: none"> - Signatures – nearly complete CB to go to branch to finalise. - Exec meeting held on 02/09/21 to approve \$31.95 of P&C funds for domain renewal – refer attached minutes. <p>2.2 Book Health Check</p> <ul style="list-style-type: none"> - Targeting end of year – also include this year 2019/20 and 20/21. - TA to provide CB with access to Uniform Shop folder on G-Drive. 		TA
3	<p>Uniform Shop</p> <p>3.1 Spartan Order Renewal</p> <ul style="list-style-type: none"> - Spartan Purchase Order is due to expire. Generally happy with service provided by Spartan. They are currently holding their costs which is good. - GC to meet with KO to discuss. - Motion will be required for new GM. <p>3.2 Insurance</p> <ul style="list-style-type: none"> - GC flagged potential issue with under-insurance of stock. Quick stock take required to verify. 		GC / KO GC

<p>3.3</p>	<p>Laptop and Accounts</p> <ul style="list-style-type: none"> - Uniform shop accounts have been backed up onto the Google Drive. - MW to issue Connect notice to request IT assistance for uniform shop laptop. 		<p>MW</p>
<p>4</p>	<p>OTHER BUSINESS</p>		
<p>4.1</p>	<p>School Review</p> <ul style="list-style-type: none"> - Schedule for 13/10/21 – TA, MO and AL will attend session. - KO explained how review will run and sought input from P&C for the self-assessment document relating to relationships and partnerships. - The P&C Executive Committee provided feedback in the meeting which KO will incorporate into the submission. 		
<p>4.2</p>	<p>Interschool Sports Shirts</p> <p>Discussed P&C purchasing interschool sports shirts. SPPS is the only school in our local sports association area which doesn't have interschool shirts. It would be great to provide the students with the opportunity to wear these specific sports shirts to ensure they feel part of the team and to promote the school.</p> <p><i>Motion: approve up to \$700 of P&C funds for the purchase of interschool sports shirts</i></p>	<p>Raised AL; Seconded MO; Passed unanimously</p>	
<p>4.3</p>	<p>National teacher day – Morning Tea</p> <p><i>Motion: approve up to \$100 of P&C funds for purchase of morning tea for 2021 works teacher's day.</i></p>	<p>Raised MW; Seconded LF; Passed unanimously</p>	
<p>4.4</p>	<p>WACSSO Conference</p> <ul style="list-style-type: none"> - Attended by YD (2 days) and MW and MO (1 day each). - Feedback was it was a very useful conference with lots of good information provided. 		

South Perth Primary School Parents and Citizens' Association Incorporated

4.5	<p>Fundraising Committee</p> <ul style="list-style-type: none"> - School Disco – date confirmed 17/09/21. Planning underway. - Dads and kids campout – posters going up now. Invoice received for toilets. - Christmas Markets – planning to commence soon. Motion required in next GM to approve funds. 		MO / MW
4.6	<p>Communications</p> <ul style="list-style-type: none"> - Facebook page – TA working on code of conduct and proposal. 		TA
5.	<p>CORRESPONDANCE – Nil to report</p>		
6.	<p>OTHER BUSINESS – Items held over to next GM</p> <ul style="list-style-type: none"> - Reconciliation (note: subcommittee meeting to be held 21 June 2021) - Traffic management update - School lunch update - School board update - Parent rep update 		
	<p>Next meeting: General Meeting 5 – Wednesday 03 November 2021 at 7.00pm. WEEK 4 – moved due to school performance. TA to email Julie to change school calendar and newsletter.</p> <p>Meeting closed at 8.43pm</p>		

Reports Tabled and Noted

- Principal's Report
- School review - Self Assessment Report
- Minutes from Exec Meeting 02/09/21



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**P&C Executive Committee Meeting
Principal's Report
Wednesday 8 September 2021**

School Review – Wednesday 13 October 2021

- All teachers participated in the self-assessment of the Quality Teaching domain.
- Teachers self-nominated to participate in self-assessment sessions on all six domains in preparation for the School Review.
- Teachers provided with time to complete self-assessment in groups.
- Principal required to make a judgement in each element of each domain – at expected, above or below.
- P&C invited to nominate 2 members to be involved in a 30-minute session on Relationships and partnerships with reviewers at approx. 9:00 – 9:30am.

Reporting to Parents

- 181 Responded
- 46% paper; 30% electronic, 23% either
- Board decision to continue distributing paper reports

Staff Leave

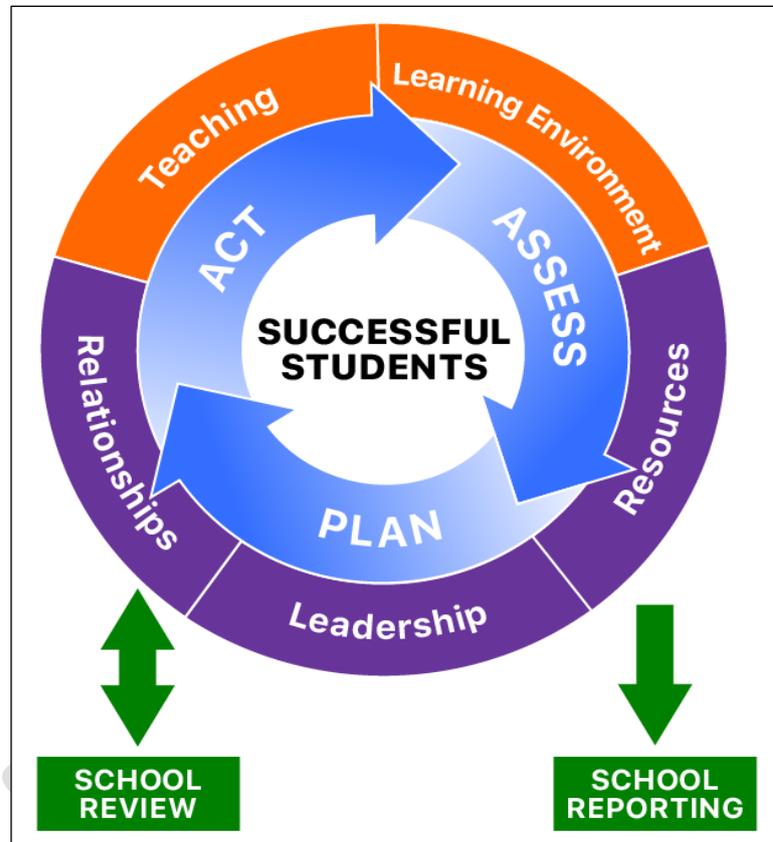
- High number of staff members on leave due to illness.
- Maintaining continuity of teachers/education assistants a priority however sourcing of relief difficult.

Traffic Management

- Concerns about traffic management were raised at the School Board meeting by Board member, Jade Gould.
- Recommended that Jade attend the next P&C Meeting to discuss a possible solution to reduce some congestion.
- Request that traffic management be placed on the agenda for the next general meeting.

Karen Owens
Principal

SCHOOL SELF-ASSESSMENT 2021



RELATIONSHIPS & PARTNERSHIPS

Positive school climates, good relationships with communities and strong parent support are powerful influences in school success. Schools mobilise parents and communities to attain goals for improved student performance. Positive relationships fostered by leadership teams contribute to high staff morale and job satisfaction.

RELATIONSHIPS & PARTNERSHIPS - Professional and Respectful Relationships

- Professional relationships between staff are enabled through collaboration.
- Staff, student and parent relationships are respectful.

Potential lines of inquiry for school self-assessment

1. How would you describe the effectiveness of relationships between students, families, carers, the community and the school?
2. What evidence does the school have to support its partnership self-assessment ratings, using the Domain Reflection Matrix and Rating Scale from the Engaging and Working with your Community Toolkit?
3. What strategies does the school employ to foster and monitor these relationships?
4. What approaches enhance participation and engagement with families from diverse backgrounds?
5. What opportunities are facilitated to promote positive staff relationships and collaboration?
6. What actions are required based on the self-assessment ratings, and are they reflected in school planning?

How are we going? (judgement)

- more than expected as expected below expectation

The parents and carers of students at South Perth Primary are supportive of the school staff and have high academic and behavioural expectations of students. Students are well supported at home and parents readily engage in the education of their children and expect them to achieve their very best.

Staff members behave in a manner that is respectful of one another and present themselves professionally both in appearance and spoken word. Teacher trust of each other's professional judgements and careful management of school resources as well as valuing differences in pedagogical practice and learning from each other have been identified as areas of focus in our 2021 Operational Plan.

How do we know? (evidence)

- Class Parent Rep a formal process in all classes and link to P&C with a P&C Class Parent Rep Coordinator and meeting at beginning of year with principal, P&C coordinator and parents.
- Joint school and P&C events i.e. Artist in Residence and Art Auction
- EALD Welcome Group for parents
- Book Week Bilingual Storytelling
- EALD representation on P&C Committee
- Parent support during sport events and carnivals including transport of equipment, setting up and assisting throughout
- Parent assistance during productions - costumes, ticketing, running the intermission refreshments
- Day to day classroom assistance e.g. reading groups
- Seedling planting

How are we going to improve? (planning)

- Continue to build trust between colleagues that includes trust of judgements and trust of actions through an ongoing focus.
- Encourage parents to accept formal/regular volunteer roles within the school.
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Documentation

- Trust Poster developed by staff
- Curriculum, Assessment and Reporting Policy – Appendix 1 Teacher Collaboration
- Class Parent Representatives – Roles and Responsibilities Booklet
- Artist in Residence and Art Auction 2020 photos
- Welcome Group invitation to parents
- Photos?
- Timetables
- Survey

RELATIONSHIPS & PARTNERSHIPS - Communication

- Clear communications are evident, both within the school and with key stakeholders.

Potential lines of inquiry for school self-assessment

1. How can the overall quality of communication be described?
2. What key avenues of communication are used by the school?
3. How do you measure and evidence the impact of communication processes?
4. Do you have plans to modify current communication with stakeholders based on evidence of effectiveness?

How are we going? (judgement)

- more than expected as expected below expectation

Different methods of communication are used depending on need/situation. The main mode of communication for general information sharing between the school and parents is Connect Notices however paper notes are also used to communicate information that has a direct impact on students such as school events. Paper notes are also saved in the Connect Library for easy parent access. Teachers post notices and photos in Connect to inform parents about the learning program in the classroom.

Email and phone calls provide effective and timely communication from the office, leadership team teachers and P&C to individual parents. A joint communication strategy between the P&C and school is the Class Parent Representatives. The class parent reps provide face-to-face communication and maintain a parent contact list. The school also regularly posts messages from the P&C through Connect.

Communication methods to staff include a mixture of oral and written, individual, group and whole staff. These including daily white board notices, Communication Meeting on Wednesdays and the Spiel, a weekly communication notice, on Friday, Minutes of meetings, Connect notices, emails, individual catch-ups etc.

How do we know? (evidence)

- Connect used by leadership team and teachers as the main form of communication with parents and community.
- Formalisation of class parent rep role, parent permission for inclusion on contact lists and class parent reps use contact lists for class and year level communication via email to promote social, P&C and classroom events and activities.
- Digital display used to reinforce key messages.
- Staff communication - weekly information 'Spiel', meeting minutes and updates sent through Connect.
- Emails used to small groups, individuals
- Key points on whiteboard in staffroom daily
- Communication Meeting each Wednesday recess for communication items from all staff.
- Staff meetings, Workload advisory, other committees
- Individual conversations with staff members on sensitive issues, to follow up and to support.
- Email to follow up, seek clarification, pass on information to specific individuals, groups.
- School Officers communicate with new parents and potential parents from interstate and overseas, providing clear information and taking time to explain enrolment processes and school organisation and procedures.
- Leadership team in school grounds before and after school engaged in informal communication.
- Ex-staff member and EALD specialist volunteering her time to conduct English lessons for EALD parents

How are we going to improve? (planning)

- P&C Facebook page to be trialled

Documentation

- Examples of Connect notifications – P&C, School and Staff
- Connect - Class teacher examples
- Communication Meeting Minutes
- Spiel
- Parent Survey – Reporting to Parents
- Minutes –from committees
- Thank you emails from new parents
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RELATIONSHIPS & PARTNERSHIPS - Community/Parent/Carer Satisfaction

- The local community values the school.
- Parent and carer satisfaction feedback is sought and acted upon.

Potential lines of inquiry for school self-assessment

1. What does the feedback i.e. survey data reveal and does it align with expectations?
2. Which areas of school operations are viewed favourably by various stakeholders?
3. What mechanisms (tools) are used to validate current practices and inform school improvement?
4. How does the school engage parents and its community in culturally responsive and accessible feedback opportunities?
5. How does the school respond to and provide feedback on areas identified as requiring attention?
6. How is data and feedback used to inform responsive planning?
7. What developments have been identified to strengthen community relationships and confidence?

How are we going? (judgement)

more than expected as expected below expectation

South Perth Primary School has a positive reputation in the community. Feedback from outside providers is regularly received about the exemplary behaviour of students while on excursions, camp or from visitors to the school.

The National School Opinion Survey has been used to monitor the achievement of Targets in our 2018 – 2020 Business Plan. Links to translations of the survey were provided for EALD parents. Parent surveys are used to guide decision making on issues that affect all parents e.g. Reporting to Parents mode of delivery.

When concerns are raised, whether formal or informal, investigations are conducted and follow-up calls are made to parents/carers to ensure issues have been addressed and satisfactory resolutions reached.

How do we know? (evidence)

- Parent opinion survey results used to develop and monitor 2018-2020 Business Plan. Targets in Business Plan met.
- Enquiries from parents seeking confirmation that a prospective address is in the school catchment area.
- Prospective parents receive recommendations from others in the school community.
- Community views school culture as welcoming, friendly and positive.
- EALD meeting with parents

How are we going to improve? (planning)

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Documentation

- School Opinion Survey – Parents
- Target results for Early Learning K-2 priority

DRAFT

RELATIONSHIPS & PARTNERSHIPS - School Board/P&C

- The Board fulfils its role in supporting school governance.

Potential lines of inquiry for school self-assessment

1. How would you describe, measure and evidence the engagement and impact of the council/board?
2. What are the specific functions of the school council/board in your context?
3. How do school council/board members participate in school decision making?
4. Are the key roles and responsibilities of the council/board understood and are they aligned with the school's strategic intent within the school/business plan?
5. What strategies are currently used to build and sustain effective governance capabilities of council/board members?
6. How would you describe, measure and evidence the impact of P&C initiatives on student outcomes and the school/learning environment?
7. How does the school support the P&C to understand their role and key functions, and to operate effectively?
8. How has the school built the membership of the school council/board to be reflective of the school community?
9. What has been the impact?

How are we going? (judgement)

more than expected

as expected

below expectation

How do we know? (evidence)

- *How are we going to improve? (planning)*

Documentation

- Agenda/Minutes of Board Meeting
- Board 2021 Work Plan
- Principal's Report for Board
- Workshop – Publisher document
- Principal's Report for P&C

RELATIONSHIPS & PARTNERSHIPS - Community Partnerships

- Community partnerships are sustainable.

Potential lines of inquiry for school self-assessment

1. How would you describe, measure and evidence the impact of community partnerships on student outcomes?
2. How would you describe the quality of relationships between the school and the local Aboriginal community?
3. How does the school foster mutually respectful relationships and positive participation with local Aboriginal leaders and the community?
4. How does the school create and nurture partnership opportunities with other schools, volunteers, service providers, networks, local business and/or industry?
5. To what extent is there diversity in community representation on school decision making groups?
6. What strategies does the school have in place to monitor the ongoing effectiveness and applicability of community partnerships?

How are we going? (judgement)

- more than expected as expected below expectation

The South Perth Primary School P&C is a very effective committee consisting of a small number of highly able and committed parents. While it has become more and more difficult to attract volunteers to assist with P&C events, the school community always rallies in the end and supports both fundraising and social events.

Events such as the faction swimming, cross country and athletics carnivals would not be possible without the many volunteers from the school community. Parent participation as spectators is always strong. Fortnightly assemblies are also well attended by parents, grandparents and family members.

The school facilities are used for extra curricula activities such as martial arts clubs, dance and a chess. Some of these groups have been hiring the school facilities for over 15 years. The school has an out of school provider OSHClub who work with the school and endeavour to provide a quality service for working parents. The Soroptimist group use our facilities to hold an annual Spring Fair.

Local businesses such as Coles, the Angelo Street Nursery and the local bakery make donations to school events such as the Seedling Planting and the Walk to School Breakfasts.

How do we know? (evidence)

- P&C First Australian Engagement and Cultural Awareness Sub-committee are developing a plan that includes community events and installation of a second flag pole for the Aboriginal flag.
- Community groups utilise the school facilities e.g. Soroptimist Spring Fair, chess club, martial arts groups, Scottish dancing.
- School participates in City of South Perth events e.g. Young Writers, Speak with Confidence, Book Week Library visits. Success in City of South Perth competitions provides positive feedback to community.
- Donations for school events such as walk to school breakfast and seedling planting from local businesses.
- P&C Committee has cultural diversity – Vice President, Treasurer, Uniform Shop
- P&C hold a Christmas Markets which is attended by the wider community and includes Christmas Carols led by the school choirs.
- Partnership with parents on days such as Walk to School Breakfast, Seedling Planting
- Eight school volunteers through EdConnect. Students with EdConnect mentors are monitored pre and post intervention.
- Volunteers support Chaplain activities at lunchtime.
- Books for Babies – annual celebration on International Literacy Day

How are we going to improve? (planning)

- Implement strategies in 2021 -2023 Business Plan and Operational Plan.
- Support the P&C First Australian Engagement and Cultural Awareness Sub-committee to install a second flag pole, acquire an Aboriginal flag and hold a community event during Reconciliation Week.

Documentation

- EdConnect – list of volunteers
- City of South Perth Writer’s Competition/Speak with Confidence results
- Networking in Curtin Education Community – ECE Network notification
- P&C and Board membership register
- Support of Chaplain program - local church volunteers
- Soroptimist Spring Fair
- Christmas Markets

Minutes of Executive Meeting – Thursday 02/09/21

Exec Meeting held specifically to vote on motion for renewal of the domain address for the Google Workspace account. Payment is due on 08/09/21.

A 10 minute Google Meet was held at 8pm on Thursday 02/09/21.

Attendees: Tamsin Ainscow, Angela Lowden, Melinda Williams, Cecilia Benitez, Mel Mundy

Motion: to approve P&C funds up to \$31.95 for the renewal of the SPPS P&C domain for the google workspace for 2 years.

Passed unanimously (5 votes).

Snapshots:

