

Yanchep Beach Primary School Board Minutes

11 May 2020



Minutes of Meeting 11 May 2020

LOCATION: Teleconference, 4:00pm, (details attached)

ATTENDEES:

- Victoria Dall, (Parent)
- Pennie Ginn, (Parent)
- Darren Meakins, (Parent)
- Lisa Naudin, (Parent)
- Matt Jarman, (Principal)
- Cathy Ricciardone, (Staff)
- Sharnii Dodd, (Staff)
- Samantha Clark, (Staff)
- Gosia Watson, (Staff)
- Tracey Roberts, (Community Representatives, non-voting positions)

1.0 Welcome and Apologies

- 1.1 Opening and Welcome 4.00pm
- 1.2 Apologies: nil
- 1.3 Confirmation of agenda: agreed
- 1.4 Past minutes: agreed
- 1.5 Opening Address: Chairperson D. Meakins

2.0 Disclosure of Interest

- 2.1 Conflict of Interest: nil

3.0 Financial Statement – presented by Cathy Ricciardone.

- 3.1 Voluntary contribution update
 - o All financial obligations and optional charges are currently suspended to provide support to families who may have economic impact due to COVID-19.
 - o The knock-on impacts of missing optional charges, which have been delegated are eased by moving incomes around. The school has a suspended relationship with the church so is currently not receiving church funds but is saving in other areas such as cancelled excursions, particularly the Year Six excursion to War Horse.
- 3.2 One Line Budget statement, (uploaded to DropBox and attached)
 - o The budget has a cash and salaries combined variance of \$507 803. This number is high due to the COVID-19 impact on what would normally be happening at school. Due to the virus, professional learning has been suspended and the school is therefore saving on teacher relief costs, (\$565 per day in 2020). Many teachers have taken leave credits during this time. Lower student numbers and combined classes means that these teachers were not replaced, further saving on relief.
 - o Funds will be moved to the Forecast Cash Variance account to spend on altered student needs in 2020.
 - o Plans include furniture replacement in staff room and classrooms, day time cleaning staff, topping up reserves, signage improvements, 2021 YBPS logo exercise books, new and replaced equipment for sport, music, art, T4W travel planning 2021, ICT sets, replenishing library stock, and nature play upgrades, which should total around \$340 000.
 - o Further impacts either positively or negatively on the budget include: We currently have no excursions, literacy intervention is suspended until Week 3-5, we will recommence planned programs in approximately Week Four. We will prioritise funds to maintain a healthy budget.

Moved by: Gosia Watson

Seconded by: Sam Clark

4.0 Principal's Report – presented by Matt Jarman

- 4.1
- COVID-19 Update:
 - Online Teaching Team and work packages: The school has experienced a staggered return over the term. 85% of K-6 students returned today, with 5% of students working online. Coincidentally, the school's attendance appears in line with the state every day.
 - At the end of Week Three, online learning will be closed and students will be directed to department provided resources.
 - No teachers are to be doing more than one mode of learning at any time.
 - Teachers must know what they are planning for the following week as early as possible.
 - At this stage we are effectively running regular programs within the school with 85% of students as we usually run with 92% attendance.
 - Outside of clubs, everything is back to running as normal.
 - Cleaning Standards
 - Two FTE cleaners each day plus \$400000 for cleaning products on top of what we need.
 - Would like to keep full time day time cleaner here as long as possible
 - Attendance
 - Some students not seen anywhere which is concerning.
 - Some students opting in and out of online learning possibly due to parents who are on leave due to COVID-19.
 - Workforce management
 - No staff currently on working at home agreements, all are working at school.
 - Practices emerging from COVID-19 to consider for the longer term:
 - Drop off and collection arrangements: The new drop off system is to stay in place for this term. The oval gate and Treeside Place gate will open for students to leave to ease congestion as the attendance rate grows. Parents can arrange a meeting with teachers via appointment. Families to arrange collection point with K-2 students continuing to be brought outside by their teacher. With parents staying outside of the school, teachers and parents are anecdotally reporting a saving of up to 45 minutes before and after school. Many parents are very happy with the new drop off. Students are independently making their way to class has been beneficial for building productivity skills, settling in in the morning, building resilience and teachers can focus on their students and not their parents. Students were not benefiting from parents entering the school with them. There are discussions around rostered 'community connection' where parents are invited into the classroom. The school is looking to replicate the link for K-2 students to allow parents to know what is happening in class and how they can help. These new arrangements have potential for leadership development with older children. Student reps can act as a go to person for younger students in the morning at the gates. This will be brought up at the SLT meeting on Tuesday, and can commence on Wednesday. The SLT are looking for things to do due to how much has been impacted by COVID-19.
- 4.2
- Student personal hygiene practices: New hygiene standards are to be maintained and we are looking into permanent marks for distancing for toilets. Students have taken on the changes well and do not need reminding outside of sanitizing when entering and exiting specialist classes.
- 4.3
- Staggered play times: This will be continuing with Years 1-3 taking breaks at different times to 4-6. This has provided much calmer, more organised breaks and is working well. This will be firmly in place Week 4.
- 4.4
- The school was going to have a SDD on 29th May but has been scratched due to COVID-19 and the importance of attendance at the moment.
- 4.5
- The school is considering a virtual assembly to be delivered soon
- 4.6
- K-2 children in 2020 will not be hitting phonological awareness points in June, possibly as late as November for some students. This could result in a whole generation of students who are behind by six months requiring remediation initiatives to be considered. There will be clear data to show difference COVID-19 has made on the learning journey as it is collected in 2020.

- 4.7 Many teachers are retraining students as though it is the start of school all over again. The beginning of year processes are important to revisit as students have missed so much time.
- 4.8 Kindergarten enrolment information for 2021:
 - The new enrolment package has gone home. Kindergarten enrolments open next week with a June 15th enrolment due date incentive to allow parents to choose days of the week.
- 4.9 Staffing
 - Atlantis Baptist has taken a small number of students but not to affect YBPS. Any significant change in numbers may affect staff employment in 2021. The school is in 'competition' with non-government schools not government schools, YBPS will seek to develop partnerships with the new primary school and as the Yanchep education precinct grows. P-6 currently in area the area can stay at YBPS. There is land in the Capricorn estate left for development and other small releases which are planned to occur in the immediate future and so our intake area is still a growing area.
- 4.10 Induction information for school board members and training. POSTPONED
- 4.11 Parent Liaison Network, non-essential meetings - POSTPONED
- 4.12 Talk for Literacy
- 4.13
 - March annual assessment – After Dean Thompson's visit from the UK, his recommendations are being implemented. There have been changes to the website in regard to the Talk for Literacy changes.

Moved by: Cathy Ricciardione

Seconded by: Sharnii Dodd

5.0 General Business

- 5.1 Sunningdale School, (project name only):
 - YBPS has begun contacting 2021 students who will be out of area. K students in the Sunningdale School intake area have been sent a letter.
 - The Sunningdale principal has been appointed, but is unable to work until Term Three.
- 5.2 3-Way Conferences (June 29th)
 - The conferences are highly important at this time as it is the best opportunity for parents to hear from teachers about the semester. The school is considering closing for a day in Term 4 for a second 3-Way conference. This could possibly be Monday Week 10 of Term 4. This will equate to two face-to-face conferences with parents, which could prove to be important given the expected differences in student progress and achievement in 2020. Parents do not have to come but the offer is important given the unusual year, normally we achieve approximately 85% of parents attending across the school.
 - Leave is likely to affect parent availability. The school will extend the day to allow for working hours, or parents can meet with teachers on another day, in extenuating circumstances.
- 5.3 Reporting
 - The Director General will be releasing a reporting statement to the effect of no A-E grades, reports looking the same, grade boxes missing, as well as written comments in Literacy, Numeracy, General and others that they feel necessary. Attitude, Behaviour, Effort will still be included.
 - How much evidence can we gather right now and the report form is to be discussed in phase meetings tomorrow. The current reporting guidelines otherwise are to stay. Specialist areas may comment, with some students unable to assess with a comment. If a teacher does not have three pieces of evidence, they may not be able to report on a given learning area.
- 5.4 Kiss and Ride
 - Congestion at pick up lasts roughly seven minutes. The staff car park has been cordoned off to stop walking through. The school is hoping that as we move on, the departure from school will be in more of a dispersed fashion. The staff car park at the front of the school has been measured, but is too small to facilitate a Kiss and Ride.

Moved by: Victoria Dall
Seconded by: Lisa Naudin

- 6.0 Next Meeting
- 6.1 DATE: 15th June 2020 4pm (face-to-face)
- 7.0 Meeting Close: 4:58pm (58 minutes)
- 7.1 Meeting minutes endorsed by: Darren Meakins, (Chair)

Signed and endorsed:



Darren Meakins, (Chairperson)



Matt Jarman, (Principal)