



EAST VICTORIA PARK PRIMARY SCHOOL

A Leading Independent Public School

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Meeting No.: 5 for school year 2024
Meeting Location: iCentre/ Library
Meeting time and date: Monday 14 October 2024 – 5:30pm to 7:00pm

Time	Item	Description	Presenter
5:36pm	1	Welcome and Apologies	
	1.1	Opening and welcome (incl. Acknowledgement of Country)	Chair
	1.2	Attendance	Chair
		Attendees:	
		Shannon Laya, Shabnam Nasheri, Katie Keady, Hannah Cox, Janette Tuttle, Louise Gray, Andrew Wilkinson, Kim Knowles, Kyle Hammond, Ally Perry	
		Absentees:	
		Tim Keely and Tess Dickson	
	1.3	Confirmation of Agenda	Chair
	2	Disclosure of Interests	
	3	Minutes of Previous Meeting	
	3.1	Review of Previous Meeting Minutes	Chair
		Everyone has viewed previous meetings	
	3.2	Actions Arising	
		Asked if Tess Dickson wants to join the Board Shannon has her contact details	
	3.21	Community Board Member Profile	Chair
	3.22	Board Member Profiles	Chair
		Shannon has received some from members. A polite request for others to forward through	
	4	Priority Items	

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	4.1	School and P&C update	
	4.11	Quality Teaching Strategy	Kim
		<p>Kim shared the QTS (Quality Teaching Strategy) with the board, identifying three key supports for its implementation. We have accessed all three supports:</p> <ol style="list-style-type: none"> 1. Teaching for Impact 2. Leading Cultures of Teaching Excellence 3. School Culture Survey <p>Evidence-Based Instructional Model – Instructional coaches Hannah and Martha are leading this initiative, focusing on what makes an effective lesson. Insights are being adapted into the EVP context.</p> <p>Collaboration with Ranford PS – Working closely with Ranford’s PP teachers, we are focusing on writing, learning intentions, and success criteria.</p> <p>Learning Intentions and Success Criteria Efforts are centred on helping students understand:</p> <ul style="list-style-type: none"> • What they are learning (Learning Intentions). • How they can measure their success (Success Criteria). <p>An SDD is scheduled for 08/11, featuring a team from Ranford PS, who will guide staff on writing effective learning intentions and success criteria. This initiative aligns with the DOE’s Quality Teaching Partnership Program.</p> <p>DOE Partnership and Focus Areas Kim and Louise successfully submitted applications to join the DOE’s Quality Teaching Partnership Initiative. As a result, our school has partnered with Ranford PS, focusing on numeracy improvement, a critical need identified through assessments that showed our performance below like schools.</p>	
	4.12	Changes to Reporting	Kim
		<p>Focus Document for 2024 The DOE has released its strategic plan for 2024, emphasizing reducing administrative burden, or "red tape."</p> <p>Reporting Adjustments Traditionally, teachers have provided overall grades for English, along with literacy and numeracy comments. However, Kim raised the issue of the significant time required to write these comments. After discussions with staff, the following adjustments have been proposed:</p> <p>Term 4 Learning Plan: Sent out today, this plan informs parents about what students have done or will do during this term. Teachers will provide a general comment instead of specific literacy and numeracy comments.</p> <p>Parent Communication: Parents will have the option to request detailed reports showing their child’s comparisons with peers.</p> <p>Concerns Raised</p>	

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		<p>Comments vs. Grades: Members expressed concerns about grades being provided without comments explaining the reasons behind them. Hannah noted that parents could access more detailed information through <i>Elastik</i> reporting. Shabnam questioned whether all comments are generic, which Hannah clarified is not the case.</p> <p>Parent Communication: Andrew emphasised the need for clear communication to parents, including the rationale discussed in today's meeting. Shannon highlighted the importance of encouraging parents to meet with teachers to discuss areas where their child may need support.</p> <p>Elastik Reporting Andrew asked for clarification on <i>Elastik</i>. Kim requested Hannah to present an overview at the next meeting. Key points discussed: All assessments are recorded within the school's educational systems, although parents currently do not have direct access. Teachers can generate detailed reports from these systems to share and discuss with parents. JT noted the inefficiency of teachers having to rewrite assessment information from these systems into school reports.</p>	
	4.13	Your Move Update	Kim
		<p>Last Thursday was <i>Ride to School Day</i>, which received great feedback from the school community. Hamish C won a bike, and Erin Stinton, our <i>Your Move</i> representative, liaised with our P&C who did an outstanding job of organising the morning. It's worth noting that many students at our school have never ridden a bike or travelled on a bus. Tristan Jones has stepped up as our new <i>Your Move</i> champion and will work to encourage more students to ride to school regularly.</p>	
	4.14	Updating the CAB with Dept of Ed	Kim/Shannon
		Portal being updated by Kim/Shannon	
	4.15	OSH Club Tender Process Update	Kim
		Finished on Friday 12/10. Kim hasn't announced the provider but will be do so this week. Eleasha Shadbolt, the representative from P&C, Ally Perry and Kim Knowles along with a Department content expert, were the panel.	
	4.16	P & C	Kyle
		<p>The recent <i>Colour Run</i> was a fantastic afternoon, raising over \$7,000!. Your Move Update A traffic and travel survey was conducted by the P&C, and the results will be shared at the next P&C meeting. The P&C will focus on addressing travel congestion and exploring how families get to school</p>	

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		<p>(e.g., bus, bike, walk, or car).</p> <p>Upcoming Events</p> <ul style="list-style-type: none"> • Halloween Disco: Scheduled for 30/10. • Bush Dance: Happening on 19/11. <p>Financial Update The P&C currently has a cash balance of \$44,000. A special mention goes to Sarah Malacari for her outstanding efforts—hopefully, she will continue her great work next year.</p>	
	4.2	Metronet	Andrew
		<p>Mint and Beatty Intersection Upgrade The Mint and Beatty intersection is being upgraded using Black Spot funding, with the proposed solution being a raised intersection. While helpful, this is not a complete solution to the traffic issues. Andrew remains uncertain about the next steps. The project is obligated to restore John Bissett Reserve, currently used as a depot. This could be made into a carpark and encourage parents to park there.</p> <p>Traffic Survey Chris Swiderski from FLYTE, engaged by the Department of Finance, conducted a traffic survey on the chaotic interschool carnival day.</p> <p>Next Steps Andrew and Kyle discussed writing a letter to Hannah Beazley. Although Andrew previously drafted letters, they were never sent. There was debate about whether to first contact the Town of Victoria Park to confirm if the letter should be sent.</p> <p>Parking and Transportable Issues Another transportable building is being installed at the school, along with one for the ESC. Concerns were raised about whether the DOE has assessed the adequacy of parking at the school. The ESC transportable is planned to go near the side access road, though the old netball courts would be a better location. However, DOE is unable to fund upgrades to the area. Andrew will continue pressing authorities with ongoing communication efforts.</p> <p>Safety Concerns Julie Sprigg is actively addressing safety issues and regularly liaising with Metronet.</p> <p>Holes in the Fence: The responsibility for who monitors and fixes the school boundary fence line, alongside the new rail line remains unclear.</p> <p>Past Incidents: A bushfire near the school. An excavator shaking a tree on school grounds while children were present.</p> <p>Actions and Advocacy Andrew's Tasks: Draft and send a letter to Hannah Beazley, the council, and the CEO regarding unresolved safety and traffic concerns.</p>	

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		Highlight specific incidents (e.g., fence holes, bushfire, and excavator issue) to strengthen the case. WACSSO Conference: A survey has been completed regarding these issues. If no action has been taken by Hannah Beazley so far, it is unlikely she will act unless prompted. Awareness Campaign Andrew suggested a symbolic protest where parents tie socks to the fence to draw attention. This could generate public and media interest, sparking action from the relevant authorities.	
	4.3	School Board	
		Tess Dickson works for the Town of Victoria Park Family and Children's network. Tess has a teaching background.	
	4.31	School Board Membership – Janette Tuttle	Shannon
		JT is stepping Julie Brewer on the school board.	
	4.32	Proposed Meeting Dates	Shannon
		Organizing the first school board meeting for the year in Week 2 of Term 1 proved challenging. As a solution, Kim and Shannon proposed shifting the first meeting to Week 4 of Term 1 in 2025. Proposed Meeting Schedule for 2025: <ul style="list-style-type: none"> • Term 1: Week 4 • Term 2: Weeks 4 and 9 • Term 3: Week [TBD] • Term 4: Week [TBD] Kim will review the 2025 school calendar to finalise dates that align with other events and commitments.	
	4.33	Open School Board Meeting	Shannon
		We didn't have 14 days to put out notice to the community to attend an open meeting. Kim/Shannon will put out notice for the next meeting.	
		Shabnam is leaving next year in July so her position will be vacant. This will be discussed at the next meeting and put out for nomination next year.	
	5	Reports and Operational Matters	
	5.1	Finance Report / School Budget update	Kim / Ally
		There is nothing significant to report. Spending is on track. The main challenge is the need for a new teacher (1.2 FTE) for the additional classroom in 2025, which will be a considerable expense. Currently, we cannot organise next year's classes based on our 2025 predicted enrolment, as some classes will exceed capacity.	
	6	Other Business	Chair
		Rochelle Krieg emailed Shannon - EALD morning tea on Tuesday 8.45 – 9.15am. She asked Shannon to	

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		come and talk to the parents at the morning tea, but she is unable to attend. She asked other members if they would like to do it. Andrew and Katie volunteered if Shannon provides the content.	
		Shabnam mentioned a house know as a drug house near the school and brought to our attention the incidents of needles being left on the road. Just be aware and vigilant. Kim to explore how this might be communicated to parents.	
	7	Next Meeting	Chair
		Week 7 – Monday 18/11/24.	
7:00pm	8	Meeting Close	Chair