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**School Board Meeting Minutes  
Thursday 12th August 2021  
3.15pm Conference Room**

<b>Board Membership</b>	
<b>Board Chair:</b> Alex Dunster	<b>Parent Representatives:</b> Simone West
<b>Principal:</b> Maree James	Christina Byrne
<b>Manager Corporate Services:</b> Kathy Bullock	Amanda Joseph
<b>Executive Officer:</b> Mishelle DelCaro	Andrea Cassar
<b>Teacher Representatives:</b> Deborah Parker, Sue Block	
<b>Apologies:</b> Amanda Joseph, Christina Byrne	

<b>Item</b>	<b>Notes</b>
<b>1</b>	Welcome: Alex D Alex welcomed the Board to the meeting.
<b>2</b>	Previous Minutes: Alex D Previous Minutes were accepted unanimously.
<b>3</b>	<p>Financial Report: Kathy B</p> <p>July data has been verified and the reports tabled. The Cash Report and One Line Budget for August is being processed now for Finance.</p> <p>Incoming revenue for Term 3 to date is \$90K - Election Minor Works Funding. Recent P &amp; C Grounds Committee meeting decided that the Year 2-6 playground replacement would be aligned to this. A Work Order to Programmed has been sent: \$98 000. There was discussion on the extension of this area in moving the fenceline to the school's perimeter to encompass the playground next to the basketball courts.</p> <p>OSH Club</p> <ul style="list-style-type: none"> <li>➤ OSH have been billed for the \$10K signing bonus for our commitment to signing the contract prior to 30<sup>th</sup> June. This will assist with the balance for the playground of \$8K.</li> <li>➤ \$5K from P &amp; C funds will be due on January 22 when the new contract commences.</li> <li>➤ \$10K playground plan commitment will be due on January 22 when the new contract commences.</li> <li>➤ Then \$5K P &amp; C funds the will be due on Jan 23 as the final payment.</li> <li>➤ The \$1K community care fund per year is not payable directly to the school. It is handled as a draw down fund and used as required in consultation with Principal. This fund assists children in our OSHClub with any financial difficulties.</li> </ul> <p>The work order for the extension of the UCA verandah to accommodate parent numbers at whole school events will be funded by the school. The verandah will be extended to the edge of the paving. Outdoor World will be doing the work via Programmed: \$19 820.</p> <p>The seating for the CoWSL Project (meeting circle) is yet to be decided.</p> <p>Seating near the new paved area at the entrance off Houghton Drive is being sourced with a selection of plants to provide a screen/wind break along the fenceline of Houghton Drive.</p> <p>Staffing for 2022 is in progress with proposed student numbers submitted to DET on 13 Aug 2021. Further details arte provided in the Principals Report.</p> <p>The Census for 2021 was completed on 6 Aug. With enrolments currently at: <b>683</b>, this impacts on our funding for the remainder of 2021.</p> <p>New iPads have arrived and been distributed. EAs will receive an iPad to assist with</p>

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		<p>online teaching plans as per the CPS Covid Response Plan.</p> <p>The transportable area refurbishment, as provided by the Dept, is now complete with lawn and paving. Additional vegetation in the garden bed area will be completed soon and students will have access to the lawn, within about 2 weeks, once it warms up and the area has a chance to dry out.</p> <p>A quote is being sourced for a metre-high enclosed structure with blinds on the Kindy verandah, to assist in providing greater weather protection and extend the learning space for the children. Blinds will be installed to assist with protection from the weather in winter and provide ventilation in summer. An entrance will be made in front of T1 and T2 and possibly T3.</p>
<p><b>4</b></p>	<p>Principal's Report: Maree J</p> <ul style="list-style-type: none"> <li>i. Proposed school structure 2022</li> <li>ii. Update on dogs on the oval</li> <li>iii. Parking and admin carpark gate</li> <li>iv. Cyber expression of interest</li> <li>v. COVID Response Plan</li> <li>vi. Faction sports update</li> </ul>	<p><b>PROPOSED SCHOOL STRUCTURE 2022</b> -see attached</p> <p>Kindy - 72 Pre-primary - 62 Year 1 - 90 Year 2 - 78 Year 3 - 78 Year 4 - 95 Year 5 - 104 Year 6 - 90 <b>Proposed TOTAL – 671</b> <b>Current Total - 669</b></p> <p>We hope to have staffing arrangements finalised by the end of the Term 3.</p> <p><b>DOGS on OVAL &amp; PARKING ISSUES</b></p> <p>Maree and Alex prepared a submission to council at the end of last term and Alex attended the council meeting in July. Alex spoke with C.O.W and a recording of the meeting was provided. The focus was on dogs on leads rather than the problem of faeces. Further incidents have occurred involving students clothing being soiled. Waste services advised Kathy (23/7/21) of 2 existing bag dispensers for Houghton Park with no further plans to install extras.</p> <p><b>PARKING</b></p> <p>The safety of our students and families are at the forefront of our concerns. Issues regarding ongoing parking problems and unsafe driving practises have been reported to the Rangers, who have attended at peak times. This may be necessary on sports carnival day.</p> <p>Maree has requested through CoW, that the Kiss &amp; Drive lines in the short bay are painted over to avoid confusion, as this area is not a designated Kiss &amp; Drive zone. Maree has also requested that the existing bollards on the fence line are removed and placed along the roadside edge, to reduce opportunity for illegal verge parking. Simone (P&amp;C President) has also reported concerns regarding driver and parking behaviour in the shopping centre and has been advised that yellow hatching lines will be painted in the area.</p> <p>Please see email response from Tony McTaggart requesting clarification on these matters – as attached.</p> <p><b>CYBER MEETINGS</b></p> <p>Tuesday 7<sup>th</sup> September: 9.00am and 6.00pm Deb Parker has sent a survey to parents to ascertain numbers for each event timeslot to be held in Undercover Area.</p> <p><b>COVID RESPONSE PLAN</b></p> <p>The CRP has been developed to ensure we are well-prepared should we be required to go into a lockdown. It is important the plan is clear, understood by all and ready to be enacted at short notice. Connect will be employed, and PL will be provided for staff on Office 365.</p>

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		<p>We need to be prepared for two scenarios:</p> <ol style="list-style-type: none"> <li>1. short-term</li> <li>2. long-term</li> </ol> <p>Maree led feedback discussion from the Board.</p> <p><b>FACTION SPORTS</b></p> <p>Planning is well in hand with the whole school involved. Weather has impacted on some preparations.</p> <p>Year 1-6 children will be informed of which events they are in on Friday 20th.</p> <p>K &amp; PP are working together, before returning to class at approx. 10.30am.</p> <p>Yr 1-3 will hold track events whilst Yr 4-6 run tabloids, then alternate.</p> <p>P &amp; C are supporting lunch arrangements; families will have picnic lunch together.</p> <p>Relays are after lunch and presentations are at the conclusion of the carnival.</p>
5	NSOS: National Schools Opinion Survey discussion Maree J	<p>Maree tabled the results of the 2020 NSOS Parent, Staff and Students Surveys noting the responses related to Feedback; Behaviour, Opinions and Feeling Safe-see attached. In 2018, the Parent Survey questions were reviewed. We invite the Board's views on the current questions and welcome discussion on revising/amending any. Please email feedback to Mishelle by the end of Week 6, 27<sup>th</sup> August.</p> <p>It was agreed that increased advertising to the families regarding completing the survey is necessary; including, placing it in the newsletter and on the Term Parent Calendar, prompts by students and Connect notices from Admin with an explanation of why it is needed.</p>
6	NAPLAN Mishelle D i. Student Assessment Survey summary ii. NAPLAN Update	<p>Mishelle presented a summary of the results to the Board for discussion with 2019 survey results included on the attached document. Approaching wellbeing and test literacy in a balanced way, as well as providing Year 3 students more opportunities to write independently was raised.</p> <p>Parent NAPLAN reports have been made available to the school and will soon be sent to schools to be provided to parents.</p>
7	Graduation: Mishelle D Exploring change in the school community	<p>The Year 6 students were provided with a survey to gauge their feelings surrounding their graduation this year. Sue provided a summary of the students' responses. Almost all students were looking forward celebrating their graduation with their parents, dressing up and having a school outing with friends. Most preferred the night time and food was not a focus.</p> <p>Some changes may include; bringing the time forward and using the UCA, having photos off stage and not having food at the event, and renaming the Big Day Out excursion to "The Graduation Celebration".</p>
8	Module 2 Discussions: Maree J	There were no questions relating to Module 2, therefore no discussion was had.
5	Next Meeting	Monday 13 <sup>th</sup> September 3.15pm

Thank you

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**From:** McTaggart, Tony <Tony.McTaggart@wanneroo.wa.gov.au>  
**Sent:** Tuesday, 10 August 2021 10:21 AM  
**To:** JAMES Maree [Carramar Primary School] <Maree.James@education.wa.edu.au>  
**Subject:** RE: RE WASTE SERVICES on HOUGHTON PARK

Hi Maree,

Apologies for delay in advising you in regard to the proposed dog exercise restrictions. There was a degree of negative activity as a result of the Council meeting decision around the Quinns Primary School that we have been dealing with.

At the Council meeting the consultation conducted for the Quinns Primary School was put forward as being indicative of the general community view for the 15 other schools, inclusive of Carramar Primary, that have shared use ovals with the City. Council did not consider the consultation as an accurate reflection of current community view and as such requires the City to conduct a community consultation in the locality of the other 15 schools. As you may appreciate this will be a considerable consultation and take quite some time to conduct. Happy to have Rangers attend the school for any incident as needed and attend on scheduled sports days or other events to monitor any dog owners regarding effective control of their dogs. Rangers are generally able to attend within a short time and can address dog behaviour.

On the positive side Council did approve advertising of an 8.00am to 4.00pm school day restriction to require dogs to be on lead at Gumblossoms Western Oval. This will be advertised for 28 day to seek comment and should provide some indication of current community view. A subsequent report will then be made to Council to put the restrictions in place later in the year.

In regard to the dog bag dispensers, the green rectangles are the dispensers and the yellow stars are the bins

The parking as you've indicated, is being planned via our Traffic Services and I will try and get a timeframe for you as I have been involved in the discussion and the developing the treatment. The bollards can't be moved out but I will get our parking officers to target that areas as drivers are committing offences by parking there at all.

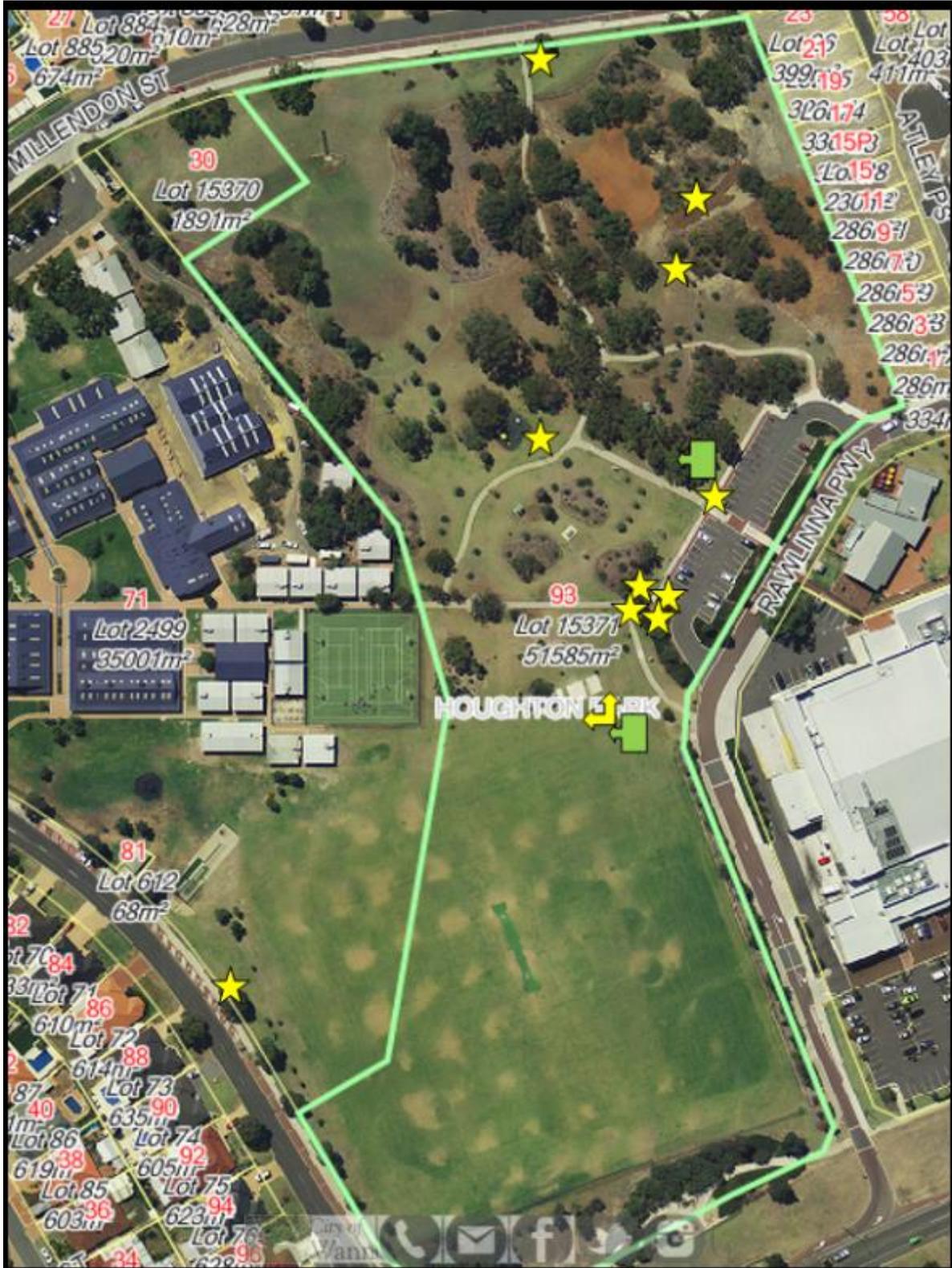
Should you have any further questions or queries please contact me.

Again apologies for the tardy response re the dog report to Council.

Regards

Tony

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**NATION SCHOOL OPINION SURVEY 2020**

\*PLEASE NOTE:

Schools were advised at the end of Term 3 that NSOS Surveys were not required in 2020 due to COVID

The NSOS Survey had been sent to parents in Week 7 of Term 3, prior to this information.

**SURVEY RESULTS**

**RESPONSES:** PARENTS: 121 from a possible 489 families  
STUDENTS: 74 from a possible 113 Year 6s  
STAFF: 39 from a possible 13 EAs; 46 teachers/admin and 4 clerical staff

CATEGORY	STATEMENT	TOTAL: AGREE & STRONGLY
<b>FEEDBACK</b>	<b>STAFF:</b> Teachers at this school provide students with use feedback about their school work	89%
	<b>STUDENTS:</b> My teachers provide me with useful feedback about my schoolwork	79%
	<b>PARENTS:</b> Teachers at this school provide students with use feedback about their school work	79%
<b>BEHAVIOUR</b>	<b>STAFF:</b> Student behaviour is well managed at this school.	97%
	<b>STUDENTS:</b> Student behaviour is well managed at my school.	64%
	<b>PARENTS:</b> Student behaviour is well managed at this school.	79%
<b>OPINIONS</b>	<b>STAFF:</b> This school takes staff opinions seriously	72%
	<b>STUDENTS:</b> My school takes student opinions seriously	49%
	<b>PARENTS:</b> This school takes parent opinions seriously	63%
<b>FEELING SAFE</b>	<b>STAFF:</b> Students feel safe at this school	98%
	<b>STUDENTS:</b> I feel safe at my school	79%
	<b>PARENTS:</b> My child feels safe at this school	92%

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	N/A		Strongly disagree		Disagree		Neither agree nor disagree		Agree		Strongly agree	
	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%
Teachers at this school expect my child to do their best.	1	1%	1	1%	2	2%	2	2%	64	53%	51	42%
Teachers at this school provide my child with useful feedback about their school work.	-	-	3	2%	8	7%	14	12%	61	50%	35	29%
Teachers at this school treat students fairly.	1	1%	4	3%	6	5%	14	12%	62	51%	34	28%
This school is well maintained.	-	-	1	1%	1	1%	1	1%	68	56%	50	41%
My child feels safe at this school.	-	-	2	2%	2	2%	6	5%	52	43%	59	49%
I can talk to my child's teachers about my concerns.	-	-	3	2%	4	3%	7	6%	47	39%	60	50%
Student behaviour is well managed at this school.	1	1%	4	3%	6	5%	14	12%	67	55%	29	24%
My child likes being at this school.	-	-	2	2%	3	2%	10	8%	47	39%	59	49%
This school looks for ways to improve.	1	1%	3	2%	5	4%	19	16%	64	53%	29	24%
This school takes parents' opinions seriously.	-	-	8	7%	9	7%	24	20%	59	49%	21	17%
Teachers at this school motivate my child to learn.	-	-	3	2%	3	2%	13	11%	61	50%	41	34%
My child is making good progress at this school.	-	-	3	2%	5	4%	9	7%	64	53%	40	33%
My child's learning needs are being met at this school.	-	-	5	4%	2	2%	15	12%	61	50%	38	31%
This school works with me to support my child's learning.	3	2%	6	5%	6	5%	10	8%	64	53%	32	26%
This school has a strong relationship with the local community.	-	-	4	3%	8	7%	31	26%	54	45%	24	20%
This school is well led.	1	1%	2	2%	7	6%	28	23%	51	42%	32	26%
I am satisfied with the overall standard of education achieved at this school.	-	-	2	2%	4	3%	13	11%	66	55%	36	30%
I would recommend this school to others.	1	1%	3	2%	2	2%	12	10%	59	49%	44	36%
My child's teachers are good teachers.	-	-	4	3%	2	2%	9	7%	41	34%	65	54%
Teachers at this school care about my child.	-	-	3	2%	1	1%	7	6%	51	42%	59	49%

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	N/A		Strongly disagree		Disagree		Neither agree nor disagree		Agree		Strongly agree	
	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%
Teachers at this school expect students to do their best.	-	-	-	-	-	-	-	-	11	28%	28	72%
Teachers at this school provide students with useful feedback about their school work.	3	8%	-	-	-	-	1	3%	13	33%	22	56%
Teachers at this school treat students fairly.	-	-	-	-	-	-	1	3%	18	46%	20	51%
This school is well maintained.	-	-	-	-	1	3%	-	-	14	36%	24	62%
Students feel safe at this school.	-	-	-	-	-	-	1	3%	17	44%	21	54%
Students at this school can talk to their teachers about their concerns.	-	-	-	-	-	-	1	3%	19	49%	19	49%
Parents at this school can talk to teachers about their concerns.	-	-	-	-	-	-	1	3%	21	54%	17	44%
Student behaviour is well managed at this school.	-	-	-	-	-	-	1	3%	27	69%	11	28%
Students like being at this school.	-	-	-	-	-	-	1	3%	21	54%	17	44%
This school looks for ways to improve.	-	-	-	-	-	-	1	3%	17	44%	21	54%
This school takes staff opinions seriously.	-	-	-	-	6	15%	5	13%	19	49%	9	23%
Teachers at this school motivate students to learn.	1	3%	-	-	-	-	-	-	20	51%	18	46%
Students' learning needs are being met at this school.	2	5%	-	-	-	-	1	3%	22	56%	14	36%
This school works with parents to support students' learning.	1	3%	-	-	-	-	1	3%	22	56%	15	38%
I receive useful feedback about my work at this school.	-	-	2	5%	2	5%	5	13%	22	56%	8	21%
Staff are well supported at this school.	-	-	-	-	4	10%	3	8%	25	64%	7	18%
This school has a strong relationship with the local community.	-	-	-	-	2	5%	7	18%	23	59%	7	18%
This school is well led.	-	-	1	3%	1	3%	2	5%	20	51%	15	38%
I am satisfied with the overall standard of education achieved at this school.	2	5%	-	-	-	-	-	-	19	49%	18	46%
I would recommend this school to others.	-	-	-	-	-	-	3	8%	19	49%	17	44%
Teachers at this school are good teachers.	-	-	-	-	-	-	-	-	12	31%	27	69%
Teachers at this school care about their students.	-	-	-	-	-	-	-	-	11	28%	28	72%

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	N/A		Strongly disagree		Disagree		Neither agree nor disagree		Agree		Strongly agree	
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My school looks for ways to improve.	1	1%	2	3%	4	5%	6	8%	38	51%	23	31%
My school takes students' opinions seriously.	1	1%	3	4%	8	11%	26	35%	28	38%	8	11%
My teachers motivate me to learn.	-	-	1	1%	1	1%	15	20%	27	36%	30	41%