



Coolbellup Community School & Coolbellup Learning Centre

Joint Schools' Council Minutes

14 September 2021

Location: School's Boardroom

Attendees: Pauline Winrow (Principal CLC)
Juliet Stratton (Staff Rep CLC)
Ray Knight (Principal CCS)
Donna Buckley (Parent Rep CCS)
Amanda Williams (Parent Rep CLC)
Liana Schulz (CCS)

Apologies: Patricia Walsh (Staff Rep CCS)
Lina Castro (Parent Rep CLC)
Claire Suter (Community Rep)

Chair: Ray Knight
Minutes: Liana Schulz

Meeting opened: 9am

1. **Welcome:**

All members were welcomed by Ray to the meeting.

Apologies noted.

2. **Minutes From Previous Meeting:**

Minutes were tabled from last meeting.

Moved by Donna Buckley Seconded by Pauline Winrow

3. **Matters Arising From Previous Minutes:**

Will be discussed in General Business.

4. **Correspondence:**

Ray tabled correspondence from DoE regarding CCS School Review and explained they will return in Term 3, 2022 to revisit three of the six domains, with the next full review due in 2024.

5. **Principal's Report: CLC – Pauline Winrow**

Pauline tabled her report. Report provided update on:

- a. Excellent start to Term 3 with SDD and working on pedagogical framework and sensory planning.
- b. Advised Mrs Kathleen Batt won the Library Officer position, one teacher and one EA on worker's comp, moving forward with RTW programs.
- c. Sporting Schools Grant and Science grants approved.
- d. Advised of Professional Learning for Term 3 with mention of several webinars, ongoing training courses and inductions.
- e. Ongoing placements with respect to Cert 4 EA prac students, predominately from South Metro TAFE and ECU teachers for next term tbc.
- f. Future Leaders Framework
- g. Third Party Licence – return of consents are an ongoing issue.
- h. Storage shed now completed.
- i. Issue regarding shortage of relief staff is ongoing with need to collapse classes. Trialling new staff.
- j. Survey by Parent/Carer – now closed, low return rate of approximately 10%, generally 40 – 50%. Staff survey still open, 88% positive.
- k. Parent morning – small turnout, successful event.

6. **Principal CCS – Ray Knight – School Review Discussion**

Ray tabled the CCS Public School Review document to members and discussed the process, preparation and what is submitted before a review takes place.

Discussion took place regarding Domain 1 – Relationships and partnerships, reading out points from the Commendations and Recommendations. Items of interest were use of everyday electronic communication with school community, circulation of school newsletter and looking towards school reports being available electronically. Survey to parents to be available Term 4. Need to promote the good things and celebrate our successes.

Discussion took place regarding Domain 2 – Learning Environment, reading out points from the Commendations and Recommendations. Items of interest were mention of improvement in Unexplained Absences from 60% down to 4%, the use of MGM Outreach (SMS), telephone calls, letters and home visits by the School Chaplain and AIEO to improve attendance rates. Behaviour Management addressed by PBS, ROAR values and matrix of expectations and use of Zones of Regulation. Introduction of Aboriginal Cultural Standards Framework, with relationships and partnerships one of CCS's strengths. The Recommendations require constant tweaking. EA's involved in Team Teach training and then an opportunity for all staff to participate. Development of RAP to better communicate with indigenous community.

Discussion took place regarding Domain 3 – Leadership, reading out points from the Commendations and Recommendations. Advised need to rewrite the School Plan, merging 3 plans into 1. Ray to attend the WA Future Leaders Framework PD in November.

Principal CLC & Principal CCS reports accepted by the Chair.

7. **General Business:**

Playground: Ray advised a tender process was involved and we have now been assigned a Project Manager.

School Signage: Ray tendered the design of the new school's signage to be installed and the proposed decals to be placed in the office to highlight the relevant reception areas of CCS and CLC.

Donna Buckley left the meeting at approximately 10am, offering her feedback on the recent Maths Talent Quest, noting CCS's participation and excellent results obtained.

Ray distributed the latest CCS Comparative Budget.

8. **Next Meeting Date:** 16 November 2021

9. **Closure:** Meeting closed at 10.26am

Minutes Endorsed: _____ (Chairperson)

Date: _____