



WEST LEEMING PRIMARY SCHOOL, SCHOOL BOARD ANNUAL REPORT 2022

Helen Kendrick
West Leeming Primary School Board Chairperson
20 November 2022

2022 - A time for reflection

It has been two years since West Leeming Primary School gained its status as an Independent Public School with the then School Council becoming the present School Board. The role of the Board, as defined by the Department of Education, is to “contribute to good school governance.” This includes having strategic oversight of the School’s achievement targets, developing and reviewing the school Business Plan, reviewing and approving school budgets and charges plus supporting the establishment and ongoing review of the school’s objectives, priorities and policies.

2022 Board Members:

Ben Ash – *Chairperson until March 2022 and Parent Representative until May 2022*
Liezl Ferreira – *Co-opted member, WLPS Manager Corporate Services, Board Secretary*
Ingrid Jansen-Neeling – *Staff Representative and WLPS Deputy Principal*
Helen Kendrick – *Board Chair from March 2022 and Parent Representative*
Jodie McArthur – *Staff Representative until February 2022*
Jan Miles – *Community Representative*
Mark Molloy – *Parent Representative and from September 2022 P&C Representative*
Gavin Pereira – *Parent representative from June 2022*
Kate Reid – *Parent Representative from June 2022*
Sharona Rodgers – *Staff Representative*
Kim Saw – *Staff Representative and WLPS Deputy Principal from February 2022*
Natalie Smallman – *Staff representative from September 2022*
Meggan Talbot – *Parent Representative*
Lisa Tucker – *WLPS Principal*
Sarah Twomey – *Parent Representative and P&C Representative until May 2022*
Sara Willis – *WLPS Manager Corporate Services, Board Secretary until August 2022*

Membership Changes

The Board saw a number of changes in 2022, with two parent and two staff representatives leaving throughout the year. I would like to acknowledge the contributions of all the departing Board Members for their commitment and respectful, yet robust, discussions. We would particularly like to acknowledge and thank Ben Ash, who has been a member of the School Council/Board for five years and took on the role of Chairperson four years ago. He led the Board through a significant and challenging time, working in partnership with three principals, and ultimately sitting on the selection panel, supporting the appointment of Lisa Tucker in 2019. Ben also actively participated in the application process for West Leeming Primary School to successfully become an Independent Public School, whilst also navigating us through the Covid-19 Pandemic. His commitment to the School Council/Board has been invaluable and he has shown resilience and strong leadership throughout.

The second parent representative to depart, was Sarah Twomey in May, who had also served as the P&C Representative since 2020 and we welcomed Kate Reid and Gavin Pereira into the parent representative positions in June. Jodie McArthur left the Board in February and Sara Willis, who had been the Board Secretary since 2021, left to take up a new opportunity at another school, with Kim Saw and Natalie Smallman taking up the staff representative positions. We also welcomed Liezl Ferreira as a co-opted member to assist as Board Secretary.

Board Activity

The School Board held regular formal meetings during 2022, as well as additional meetings in support of specific needs. During these meetings, and the intervening weeks, Board members have been active in pursuing the functions identified as Board business.

Meetings

The Board has held the following meetings during 2022:

- Seven regular scheduled meetings
- One public meeting
- Regular meetings of the Principal, Chair and Secretary to plan Board activities

- Meetings to support the branding and marketing of the school; policy review and development; and Business Plan review and development

During the year, the Board undertook the following:

Engage

- Board members actively engaged with the school community to better understand parents' attitudes to schooling and their priorities.
- Review reports via the P&C representative

Review

- Review school policies
- Review progress against the School Business Plan 2020-2022
- NAPLAN Results
- On-Entry Results
- Australian Early Development Census (AEDC) 2021
- WLPS Annual School Report

Note

- WLPS Annual Budget
- Class structures and student numbers

Approve

- 2023 School Charges and Contributions
- 2023 Booklists
- 2023 Staff Development Days
- WLPS Annual School Report

Advise

- Assist with drafting policies
- Provided informal advice to school leadership in a range of areas to do with governance and achievement of school strategic objectives

Specific Focus Areas

Board Development

With the change of membership to the School Board, we reflected on the self-assessments of the functioning of the Board, completed throughout 2021 and identified an opportunity to provide governance training to support the new members, members taking on new positions and provide a refresher to others. Barry France, Department of Education Collegiate Principal, kindly facilitated a Department of Education Public School Board training module, covering roles, responsibilities and decision making in August 2022. All members of the Board found it informative and beneficial to their role.

Policy Consolidation and Reviews

As part of planning for Board activities in 2022, the school provided a list of policies which were due for review. Subsequently, the working group consisting of parent and staff representatives reviewed a range of policies.

Policies and procedures reviewed and updated included 1:1 Device Policy, Care Strategy and Behaviour Management Procedures, Extreme Weather Policy, Mobile Phone and Device Policy as well as the Formation of Classes and Class Placement Procedures. I would like to thank Meggan Talbot and Kim Saw for leading the review of the policies.

Academic Performance

The Board has been kept up to date on the latest student academic performance results including the annual NAPLAN assessments, with the school recognising areas of strength and identifying areas where improvement is needed.

Branding and Marketing

At the beginning of 2022, the Branding and Marketing sub-committee continued working on the implementation of their new strategy, in consultation with the school Leadership team and the P&C. The new style and rebranded uniforms will be implemented over the next three years, with the new styles being made available as stock depletes. The West Leeming Primary School Facebook Page was launched and has proven to be a great way to communicate out to the community. With the majority of the work now completed, the sub-committee has ceased meeting.

2023-2025 Business Plan

The School's 2020-2022 Business Plan is nearing completion. With the continued challenges and uncertainty of Covid-19 throughout 2022, we have not progressed the development of the 2023-2025 Business Plan as hoped, however this will commence in early 2023. A plan for a variety of community engagement session has been identified and options for feedback to be provided through surveys and a feedback box to ensure we can capture the community's voice, ready for looking at the strategic objectives for the next two years.



2022 and Beyond

With the current Business Plan due for renewal, the first term of 2023 will be focused on capturing information and feedback from the various areas of our school community, including, parents, staff, students and the wider community. This is essential to ensure we outline the key direction we want the school to take and the focus areas that are important to our community. We will continue to work with the school leadership to engage with parents, seeking input on specific subjects that help guide our planning and decisions. We will also continue to put in place sub-committees or working groups, outside of the main Board meetings, for specific areas that require more time for discussion or dedicated work.

It is a privileged opportunity to serve on a School Board, with our main aim to contribute to, and create better outcomes for our school, students, staff, parents and community. Members of the Board very generously give their time to do this and I thank them for their continuing efforts and dedication.