SHELLEY PRIMARY SCHOOL COUNCIL

ANNUAL PERFORMANCE REPORT

2014-2015
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EXECUTIVE SUMMARY

The Shelley Primary School Council's functions are presented in the terms of reference and supported by a code of conduct and meeting guidelines. In 2014-15, two staff Council members reached the end of their terms and a new staff member joined in February 2015. Six parent Council members also either reached the end of their terms or resigned for personal reasons in the second half of 2014. Five new parent members joined the Council in early 2015. As at 30 June 2015, there were 13 members on the Council, made up of five staff and eight parents, including the P&C representative. Seven meetings were held in 2014-15.

In 2014-15, the Council:

- reviewed results from student reports and NAPLAN testing and generally found the academic achievement to be of a high standard;
- endorsed the school’s new strategic plan, following updates on its development;
- received updates on the implementation of the strategic plan;
- were kept informed of the financial status of the school;
- considered and approved voluntary contributions and charges for 2015;
- undertook a survey of the parent body to inform consideration of advice to the school on whether to continue religious education at Shelley Primary School;
- were kept informed of key school programs; and
- noted the change in delivery model for parents to purchase uniforms.
1. INTRODUCTION

The Shelley Primary School Council consists of members drawn from the staff, parent body, including the Parent’s and Citizen’s Association (P&C), and community. The Council’s fundamental purpose is to enable parents and members of the community to work with the School’s staff to develop educational objectives and priorities that are in best interests of students and will enhance the education provided by the school. The specific functions of the School Council are:

- to take part in:
  - establishing and reviewing from time to time, the School’s objectives, priorities and general policy directions;
  - the planning of financial arrangements necessary to fund those objectives, priorities and directions;
  - evaluating the School's performance in achieving them; and
  - formulating codes of conduct for students at the school;
- to determine in consultation with students, their parents and staff a dress code for students when they are attending or representing the school;
- to promote the school in the community;
- to approve:
  - charges and contributions for the provision of certain materials, services and facilities under section 99(4) of the School Education Act;
  - extra cost optional components of educational programmes, under section 100(3) of the School Education Act;
  - items to be supplied by a student for use in an educational programme, under section 108(2) of the School Education Act; and
  - any agreements or arrangements for advertising or sponsorship in relation to the school under section 216(5) of the School Education Act;
- to provide advice to the Principal of the school on:
  - a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education; and
  - the implementation of special religious education under section 69(2) of the School Education Act;
- with the approval of the Minister or the Director General, as the Minister’s delegate, to:
  - take part in the selection of, but not the appointment of, the School Principal or any other member of the teaching staff under section 129(2) of the School Education Act.

The Council must present an Annual Report on the performance of the Council’s functions at a public meeting. These terms of reference were ratified by the Council at their 12 September 2011 meeting.
This report fulfils the reporting requirement for the period July 2014 to June 2015. The report will be presented at a public meeting to be held on 2 November 2015.

2. MEMBERSHIP

The Council’s terms of reference provides for at least six but not more than 15 members, with parents and community members making up the majority. In the absence of a member to represent the community from outside the parent body, the Council considers parent members to also represent the community. At 30 June 2015, the Council was made up of eight parent members (including the P&C representative) and five staff members.

During the reporting period, Council membership was as follows:

<table>
<thead>
<tr>
<th>Parent representatives</th>
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<tbody>
<tr>
<td>Larni Bathgate</td>
<td>March 2013 – March 2016</td>
</tr>
<tr>
<td>Mark Buntine (Chair July 2011 to June 2014) *</td>
<td>March 2010 – March 2012; May 2012 – December 2014</td>
</tr>
<tr>
<td>Lindsay Garside</td>
<td>February 2015 – February 2018</td>
</tr>
<tr>
<td>Bernie Hartley</td>
<td>February 2015 – February 2018</td>
</tr>
<tr>
<td>Susan Herd-Bond *</td>
<td>March 2013 – December 2014</td>
</tr>
<tr>
<td>Susan Hughes *</td>
<td>October 2011 – October 2014</td>
</tr>
<tr>
<td>Swapna Mathews</td>
<td>February 2015 – February 2018</td>
</tr>
<tr>
<td>Travis Miller</td>
<td>February 2015 – February 2018</td>
</tr>
<tr>
<td>Jason Moynihan</td>
<td>February 2015 – February 2018</td>
</tr>
<tr>
<td>Wade Sinclair *</td>
<td>October 2011 – October 2014</td>
</tr>
<tr>
<td>Fran Stanley (Chair from June 2014)</td>
<td>March 2010 – March 2012; May 2012 – December 2015</td>
</tr>
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<table>
<thead>
<tr>
<th>P&amp;C representative</th>
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</thead>
<tbody>
<tr>
<td>Penny Williams *</td>
<td>February 2013 – December 2014</td>
</tr>
<tr>
<td>Paul Madlener</td>
<td>February 2015 –</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Staff representatives</th>
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</thead>
<tbody>
<tr>
<td>Gillian Murgia (Principal)</td>
<td>automatic member (January 2014 –)</td>
</tr>
<tr>
<td>Chris Leeuwangh (Deputy Principal)</td>
<td>November 2011 – November 2014 February 2015 – February 2018</td>
</tr>
<tr>
<td>Sally Bellis *</td>
<td>February 2012 – February 2015</td>
</tr>
<tr>
<td>Gail Bowering</td>
<td>February 2014 – February 2017</td>
</tr>
<tr>
<td>Lynn Croucamp *</td>
<td>February 2012 – February 2015</td>
</tr>
<tr>
<td>Jenny O’Connor</td>
<td>February 2015 – February 2018</td>
</tr>
<tr>
<td>Carolyn van den Herik</td>
<td>February 2013 – February 2016</td>
</tr>
</tbody>
</table>


Parent and staff representatives are appointed for three year terms but may be reappointed more than once. The P&C representative may change at shorter intervals, as this is a matter for the P&C to determine.

There was a high turnover of members towards the end of 2014, with parent representative Mark Buntine resigning in June 2014, Susan Hughes and
Wade Sinclair finishing their terms in October 2014 and Susan Herd-Bond and Sunita Syal resigning at the end of 2014 for personal reasons. Carolyn Daggers’ second term on the Council finished in May 2015. A call for new members was made in early 2015 and Lindsay Garside, Bernie Hartley, Swapna Matthews, Travis Miller and Jason Moynihan joined the Council.

Staff members Sally Bellis and Lynn Croucamp finished their three year terms in February 2015. Jenny O’Connor joined the Council in February 2015.

A member of the Shelley Primary School P&C Association sits on the council to provide a link between these two bodies. Penny Williams became the P&C representative in February 2013 and continued in this position until February 2015, when Paul Madlener took over this role.

The Shelley School Council acknowledges the valuable role played by all members who finished their terms in 2014-15.

3. ADMINISTRATION

Administration of the Council is undertaken with support from the school. Information about the Council’s functions, membership and Council minutes can be found on the Shelley Primary School website.

Under the terms of reference, the Chairperson of the Council is elected by and from the members. While the Principal is automatically a member of the Council, members decided that it would be appropriate for a parent member to chair the group. Following Mark Buntine’s resignation in June 2014, Fran Stanley was elected as Chairperson through a secret ballot.

A Council member is also nominated to take meeting minutes, coordinate correspondence, keep records and circulate documents. Fran Stanley filled this role until 23 June 2014. The role of minutes secretary rotated among members throughout 2014-15. The school remains the custodian of historical records.

In 2014-15, the Shelley Primary School Council held meetings on:

15 September 2014
27 October 2014
20 November 2014 (public meeting)
23 February 2015
16 March 2015
18 May 2015
22 June 2015.
4. REPORT AGAINST FUNCTIONS

i. Objectives and priorities

One of the key roles of the School Council is to establish and review the School’s objectives and priorities. This role is fulfilled through the review of student report results, NAPLAN results and implementation of the School’s Strategic Plan and specialist programs.

Summaries of the results from student reports from semester 2 2014 and 2014 NAPLAN results were presented and discussed at the Council meeting on 16 March and 18 May 2015, respectively. The results reflected the high standards of student achievement, with the majority of students in every year and in every subject area achieving at C level or above.

Towards the end of Term 1 2012, Shelley Primary School underwent an expert review by the Department of Education into relationships in the school. This review included interviews of staff, student councillors, parents, Council members and the P&C Executive group. A report was delivered early in Term 2 2012, with 10 recommendations. A working group developed a new vision and mission for the school, followed by a Future Directions Workshop held on Saturday, 27 July 2013, with 25 participants from across the school community. A Future Directions Plan was developed from the workshop by a working group led by Council member Larni Bathgate and including Sally Bellis from the Council, Helen Adamson and Jeff Burt from the P&C and Nicole Walsh and Gail Bowering from school staff.

The Future Directions Plan was a precursor to the development of a new Strategic Plan for the school, which was prepared in the second half of 2014. The draft Strategic Plan was discussed in detail at the Council’s 27 October 2014 and 23 February 2015 meetings and the plan was published in late February 2015. Updates on implementation of the Strategic Plan were provided at Council meetings in March, May and June 2015.

ii. Policies and directions

No specific policy documents were considered by the Council in 2014-15.

The Council was kept informed of key programs being delivered at Shelley Primary School, including through updates on implementation of the Strategic Plan. This included the development of differentiation programs for numeracy and literacy and cyber safety. Council discussed the issue of dog poo on school grounds and noted that dogs are not permitted on school grounds under the Department of Education’s policies. Council investigated whether the City of Canning could provide bags and bins; however, as the school grounds are not managed by local government this was not possible. As such, it was determined to continue to encourage people not to use the school grounds to exercise their dogs through information in newsletters.
In 2013, Council member Susan Herd-Bond initiated the Safety House program for Shelley with the full support of the Council. This program is now being delivered under the guidance of the P&C.

At the end of 2014, the School Council Chair endorsed the use of school facilities to provide an out-of-school care service, with the provider being Helping Hands. Updates on this program were provided to the Council at meetings on 23 February and 16 March 2015.

**ii. Dress code**

One of the School Council’s responsibilities is to determine a dress code for students, in consultation with students, their parents and staff. The school’s P&C runs the uniform shop using parent volunteers. In the first half of 2015, the P&C decided not to continue to provide this voluntary service and that uniforms would be sourced through a commercial provider instead. The Council was provided with an update on progress of this process at their 22 June 2015 meeting and noted that staff had discussed uniform type and the school logo. It was agreed that the logo would not be changed and that the uniform colours would remain red and blue. It was noted that the material of student polo shirts would be changed.

**iii. Promote the school in the community**

While there have been no specific programs implemented by the Council to promote Shelley Primary School in the community, each Council member canvasses the school community to seek issues that can be raised by the Council and many of these are discussed above and below.

Council members discussed using the school’s website to provide more up to date information on who the members are and what the Council’s functions are. Council members provided a short biography and photo to be placed on the School Council section of the website. However, this information was not posted as the school is considering how to improve the website more generally, including consideration of developing a totally new website. The Council will continue to engage in this process to ensure that relevant and useful information on its members and activities is provided to the school community.

At the 18 May 2015 meeting, the Council considered and endorsed the 2014 Shelley Primary School Annual Report, which is published on both the School’s and the Education Department’s websites and so available to the wider community.

**iv. Financial arrangements**

The school Principal keeps the Council informed of financial arrangements at the school.
The 2015 school budget was provided for members’ information at the 23 February 2015 meeting. The School Finance Committee endorses the budget and Council is asked to note it. The Chair acknowledged the budget on behalf of the Council.

Budget summaries and updates were provided to Council members on 16 March and 22 June 2015. Voluntary contributions and charges for 2015 were considered out of session by Council members and endorsed in November 2014. The Council was also kept up to date with actions being taken to improve security at the school following break-ins in early 2015.

v. Advice on religious education

The matter of whether to continue to deliver religious education at Shelley Primary School has been discussed by the Council over the past three years. The number of students participating in religious education has dropped over the past few years, and there is now around 50% of students participating in either Christian religious education (CRE) or Baha’i. The remainder of students participate in values-based sessions. At the 23 February 2015 meeting, members decided to survey the parent body to inform a decision on this issue. A sub-committee was formed and developed draft survey questions, which were discussed and endorsed by the Council at the 18 May 2015 meeting.

vi. Involvement in appointment of school Principal

This function was not required in 2014-15.

5. CONCLUSION

In 2014-15, the Shelley Primary School Council fulfilled its stated roles. Some functions were not required during the year.

Two staff members completed their terms and six parent members either completed their terms or resigned. One new staff member and five new parent members joined the Council in early 2015.

The Council endorsed a new Strategic Plan and received updates on its implementation in 2015. Regular updates were also provided on the budget and key school programs.

The Council surveyed the parent body on whether religious education should continue at Shelley Primary School.