

FORRESTDALE SOUTH EAST PRIMARY SCHOOL
(planning name)
PILOT GROUP

Minutes of Meeting No. 5/ 2021 – Wednesday 28th July 2021

1.0 **Welcome and apologies**

Present: Glen Seiler, Greer Parry, Aaron Chaplin, Pippa Casey, Erin Parry, Maria Kuriakose, Hannah Carson.

Guests: Sara Campbell, Stacie Skehan, Jodie Van Der Zwan, Dianne Carlshausen.

Apologies: Ancil Kappen, Ashleigh Currie, Monika Sagi, Yogesh Davali, Shweta Jain.

2.0 **Meet the flight crew**

- The Pilot group were formally introduced to our new Deputy Principals, Sara Campbell, Stacie Skehan and Jodie Van Der Zwan;
- Each staff member gave a brief introduction of their previous experience, and their broad areas of responsibility within the school.

3.0 **Faction names and colours**

- Since the last meeting, Pilot Group members had the opportunity to match suggested colours to the names determined previously by the group;
- The data from this survey was presented and discussed;
- The group resolved the name / colour matches to be as follows:
 - Argyle – Blue
 - Swan – Gold
 - Beeliar – Green
 - Nara - Purple

CARRIED UNANIMOUSLY

4.0 **Our motto and values**

- The Pilot Group were given an overview of the discussion and story around our school logo and how it represents our school, students, community and families;
- The Pilot Group agreed that the main part of the logo is all inclusive of our students, who are at the centre. This is then supported and built upon the foundation of families. The next section represents the school and staff, while finally, we value and work in partnership with our community. This will be explained in our communications developed once the school is named and our logo shared with the community;
- Following the previous meeting, the Pilot Group members had the opportunity to review and rank proposed mottos for the school. The Pilot group members considered the data, which showed that for every statement there was both strong support and opposition. Many of the proposed mottos were similar to each other, as well as not unique to our school;
- The Pilot Group next considered the data about our school values. While Respect and Inclusion have been resoundingly adopted by our school, there was consideration as to whether additional values, particularly focused on learning, were appropriate to be added;
- The Pilot Group has previously reviewed and ranked the other most prominent values suggested through the community forums and survey;
- There was discussion about adding resilience as a value – this was seen as important by the group, but did not reflect a focus on learning;
- Excellence was well-ranked, and considered strongly as a possibility. The Pilot Group suggested that engagement should be offered instead of excellence – discussion that engagement is possibly encompassed in respect and inclusion, and again, while engagement is vital for learning, it is not enough for learning;

- Finally, the Pilot Group suggested achievement. Discussion that achievement may be preferable to excellence, as achievement is more inclusive of all students being able to do their best, and make progress, being both aspirational and inclusive;
- The Pilot Group resolved that there is no need for a motto, with our value set acting as our statement – keeping the link between our logo and values clear, consistent, and reflective of our school;
- The Pilot Group resolved that the values of Riva Primary School are Respect, Inclusion and Achievement.

CARRIED UNANIMOUSLY

5.0 Endorsement of OSHC risk assessment and licence agreement

- The Pilot Group were provided with the commercial in confidence licence agreement and risk management documentation prepared to formalise the agreement between the school and YMCA for providing Out of School Hours Care on our school site;
- The Pilot Group noted the provisions and that the agreement is being executed by the Principal on behalf of the Department of Education, and is being sent to the Board of the YMCA, after which time, the agreement is in place for two years.

NOTED

6.0 Election of pilot group chair

- The Pilot Group were asked to consider nominating and electing a group chairperson to fulfil official and representative roles on behalf of the group;
- The group discussed that ideally, the representative would be a parent of a student commencing in 2022;
- It was considered that the opportunity to nominate be made available to Pilot Group members, with a selection / election process if necessary.

Action: Advice to be provided to Pilot Group on role, responsibilities and process for nomination.

7.0 Waste management plan

- One of the development approval conditions for the school was developing a Waste Management Plan;
- The Pilot Group were given the draft Waste Management Plan for consideration. It outlines the procedures for rubbish collection, reduction of waste, and compliance with local government regulations and expectations;
- The Pilot Group reviewed the plan and endorsed that this plan be submitted via the Department of Education for approval.

ENDORSED

8.0 Traffic management plan

- A further development approval condition was that of the school putting a traffic management plan in place;
- The purpose of this particular plan is to ensure limited negative impact on the surrounding road network. It is more a parking plan. Provision for student safety, and items such as crosswalks etc. is a distinct and separate process – the school and Education Department have no authority over the roads – this is Police, Local Government and Main Roads;
- The Pilot Group reviewed the draft traffic management and parking plan and endorsed that this plan be submitted via the Department of Education for approval.

ENDORSED

9.0 Proposed school hours

- The Pilot Group had been provided with the “Configuration of the School Day” Policy from the Department of Education in preparation for the meeting;

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www.forrestdaleseps.wa.edu.au

e: forrestdalese.ps@education.wa.edu.au

t: 0476 077 631

- The school is to determine it's hours of operation in consultation with surrounding schools, the council / board / and parents;
- Best educational interests of students;
- Must provide for 25 hours and 50 minutes of instruction per week Pre-primary – Year 6;
- Scan was made of all surrounding school start and finish times which the Pilot Group looked over;
- Part of the scheduling of school hours also coincides with traffic management consideration above – trying to avoid mass demand on surrounding roads, particularly Riva Entrance;
- Peak demand is in the afternoon, with less time to clear the school grounds;
- Potential operation hours of the Out of School Hours Care will work in with school start and finish times;
- Based on the considerations, the proposed school hours were:
 - Commence 8.30am
 - Learning Block 1 8.30am – 10.40am (2 hours, 10 minutes)
 - Recess 10.40am – 11.00am (20 minutes)
 - Learning Block 2 11.00am – 1.00pm (2 hours)
 - Lunch 1.00pm – 1.30pm (30 minutes)
 - Learning Block 3 1.30pm – 2.30pm (1 hour)
 - Dismissal 2.30pm
- Start and finish times are the same K-6, however, Kindergarten and Pre-primary will have extended outdoor play as part of the educational program;
- The proposed structure delivers 5 hours and 10 minutes of instructional time per day, meeting the requirement of 25 hours and 50 minutes per week. The commence and end times of the day are adjustable, which would involve extending breaks or starting later – there will be no gain in instructional time from any change to the timetable;
- The Pilot Group expressed general support for the proposed hours;
- This model will be put forward at the next community forum before the school takes the final decision.

10.0

Meeting Close

There being no further business, Aaron thanked all members of the Pilot Group for their attendance and declared the meeting closed at 6.35pm

11.0

Next Meeting

To be advised, 5pm, North Harrisdale Primary School.