

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	2 <sup>nd</sup> November 2016		
<b>TIME:</b>	4.30pm to 6.00pm	<b>ATTENDEES:</b>	Frank Pansini, Justine McGillivray, Nola Smith, Mesha Steel, Nina Collinson, Joan Weston, Jason Hunt, Peter Currell, Tanya Brian, Stacey Colyer, Susan Reid, Liz Rothwell
<b>MINUTE SECRETARY:</b>	Therese Turner	<b>APOLOGIES:</b>	Peter Currell, Jason Hunt

ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	<b>Previous Minutes</b>	<b>Justine</b>	Nina moved that the minutes of the 7 <sup>th</sup> September 2016 be accepted. Seconded by Mesha with all present in favour.	
2.	<b>Budget Update</b>	<b>Frank</b>	Stacey moved that the budget of the 2 <sup>nd</sup> November be accepted. Seconded by Nola with all present in favour.  Items committed for purchase in Term 4 but not included in budget presented: \$60,000 - Library refit \$50,000 to \$60,000 - School LED signage \$100,000 - Playground	
3.	<b>Principal's Report</b>	<b>Frank</b>	Frank welcomed Emma Arnett to the Board. Emma will fill the P&C Representative position on the Board for the remainder of 2016.  <b>Enrolments:</b> 1107  <b>2016 WA Education Awards</b> The winners will be announced on November 28 at a special function at the Crown. The Education Department will be streaming the awards live on their website starting at 7:00. School of the Year will be announced at about 7:20am so tune in!  Department selection panels and media teams have made visits to the	

school which has added to the excitement surrounding our shortlisting.

The awards will be live streamed on the Department of Education website starting at 7:00am on the morning of the event.

**School Car Park Upgrade**

Observations show that the new upgrade has led to significant improvements in reducing delays and increasing traffic flow.

I've instructed teachers to fill all parking bays at the bottom of the car park to eliminate the prospect of parents stopping to fill a spot which causes delays and queues stretching into the street. This leaves more spaces for parents to park at the rear of the Pre-primary buildings where teachers used to park.

My observations of the result of this are that we have achieved an even better result. By having teachers park here, more parents are dropping students off rather than searching for a parking space, as it is now safer for them to do so.

Almost all parents are turning left at the exit and so flow is greatly improved.

**Tournament of Minds**

We were thrilled to win our first international award by winning the language literature category of the TOM Australasian Pacific Awards. Seven students from Years 4-6 accompanied Mrs Smith and me to the Gold Coast and it was a huge thrill to win such a prestigious award. We represented WA as we competed against teams from every Australian state, New Zealand and Thailand.

**Staffing 2016**

We have completed our selection process for new classroom teachers for 2017 and are very excited to be granting permanency to several of our teachers who have been on fixed term contracts. This means that we don't have to worry about losing them as our enrolments decrease when Honeywood impacts on us. We have also appointed several new staff who were outstanding applicants and will further enhance the quality of our teaching staff at Aubin Grove.

As both our Art teachers are also fixed term, we are running a selection process to choose at least one permanent position for 2017 onwards and either a fixed term one or another permanent one as well.

			<p>Interviews for these positions take place on November 8 and successful applicants will be notified soon after.</p> <p><b>Library Furniture upgrade</b> We are in the final stages of redesigning the interior of our Library including the purchase of new furniture and shelving. We are seeking a more contemporary environment that is fluid, collaborative and stimulating to students.</p> <p>We have budgeted at least \$60 000 for this so we are excited at the potential we will achieve for the kids. The library is the hub of our school and we believe that it has to be the absolute best it can be.</p> <p><b>School Signage</b> I have received one quote for the LED sign at the front of the school and will be meeting with another company to get another quote this week. I have been able to discuss designs and structures that personalise the sign that best reflects the Aubin Grove brand and which I think meets the standards we aspire to at Aubin Grove.</p> <p>We will be able to make a decision once we have seen both proposals and will expect to have the sign in place before the start of the 2017 school year.</p> <p><b>Business Plan Targets</b> In keeping with Business Plan target 10: The school receives a “Good” or “Excellent” rating in every category of our next school audit” I have requested another school audit from Auditing Branch.</p> <p>They said that while it was highly unusual to have a school request an audit, they will try to accommodate us in the 2017/18 school year. They are fully committed in 2016/17 so can't fit us in.</p> <p>This will possibly still fit within our External Review Cycle as I have been informed by the Department of Educational Services that our next review, scheduled for 2017, has been pushed out to 2018.</p>	
4.	Communication Update	Therese/Liz	<p><b>SEQTA (Learning Management System)</b> The school recently received a presentation on the SEQTA system. Following the presentation it was decided by all attendees not to pursue as it did not show any major benefits or tools that the school does not already have or use.</p>	

			<p><b>Website Upgrade</b> A website developer has been sourced who will work with Liz and Therese over the next 8 to 12 weeks to upgrade the school website.</p> <p>Previous feedback received from Board members, staff and parents as noted below will be looked at and implemented where possible in the upgrade:</p> <ul style="list-style-type: none"> <li>• Too many areas to access for information. Needs to be a 'one stop shop' for all communications ie. The LEAF blog, classroom blogs and perhaps combining the app the blogs and the website in one place.</li> <li>• Receiving notifications for relevant information for example The LEAF blog as well as individual students classroom blog (not every classroom blog notification).</li> <li>• A calendar with permission slips for events.</li> <li>• Current relevant school website content transferred over from our current website, for example standard school information such as enrolments, board information/meetings, business plan, annual reports, independent reviews, policies, uniforms, canteen, before and after school care.</li> <li>• Possible links to relevant school Facebook groups.</li> </ul>	
5.	School Board Survey Data Feedback from Board	Susan	<p>As previously discussed our induction process could be improved. Induction documents have now been placed on Dropbox for new members.</p> <p>The Board survey results should be accessible to all families and will be placed on the school website. Frank and Justine will mention this in there relevant communications to families.</p>	Therese to upload the powerpoint presentation from the 10 <sup>th</sup> August Board meeting to the website.
6.	2017 Chaplaincy Program	Frank	Funding will be available for a fulltime Chaplain at Aubin Grove PS in 2017. Our current Chaplain, Rhonda Miller, is looking to increase to fulltime next year with Mosman Park PS and therefore unavailable for a fulltime position at Aubin Grove PS. Frank has contacted Rhianna from YouthCare to discuss our options. Susan and Justine have volunteered to be a part of the recruitment process for hiring a Chaplain for 2017 along with Frank.	
7.	2017 Contributions and Charges	Frank	<p>Justine moved that the 2017 Voluntary Contributions and Charges be accepted. Seconded by Mesha with all present in favour.</p> <p>It was noted that the percentage of payments received for 2016 for voluntary contributions is lower than last year.</p>	

8.	30 <sup>th</sup> November Board Meeting Rescheduled	Frank	As Frank is not able to attend the next Board meeting the question was asked if it should be rescheduled. Therese will contact Board members for their availability on another date/time.	Therese to email Board members with an alternate date.
9.	Seatbelts on School Buses	Frank	Board to review documentation provided on Dropbox for discussion at the next meeting.  Sheryl will provide an accurate costing of swimming lessons and an excursion with seat belted buses for the Board to review at the next meeting.	Therese to add as an agenda item for the next meeting.

**NEXT MEETING:**

**23<sup>rd</sup> November 2016 – 8.45am**

Minutes approved:

\_\_\_\_\_  
**Justine McGillivray**  
**Board Chair**

\_\_\_\_\_  
**Date**