

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	9 <sup>th</sup> August 2017		
<b>TIME:</b>	8.45am to 10.45am	<b>ATTENDEES:</b>	Frank Pansini, Justine Kueh, Nola Smith, Mesha Steel, Nina Collinson, Jason Hunt, Stacey Colyer, Susan Reid, Jason Hunt, Jaye Vaughan Davies
<b>MINUTE SECRETARY:</b>	Therese Turner	<b>APOLOGIES:</b>	Joan Weston

ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	<b>Previous Minutes</b>	<b>Justine</b>	Jaye moved that the minutes of the 17 <sup>th</sup> May 2017 be accepted. Seconded by Nina with all present in favour.
2.	<b>Review of Actions</b>	<b>Justine</b>	Reviewed by Board. See separate action list.  Fake security camera installed. Frank to call Securex to see if they have something they could install. <b>ACTION: FRANK</b>
2.	<b>Budget Update</b>	<b>Frank</b>	Mesha moved that the budget of the 9 <sup>th</sup> August be accepted. Seconded by Stacey with all present in favour.  Items/works committed for purchase/installation but not included in budget presented: <ul style="list-style-type: none"> <li>• School LED sign approximately \$60,000.</li> <li>• Naturescape Playground addition of climbing tunnel, soft-fall flooring where grass is not growing approximately \$60,000.</li> <li>• Relocate climbing structure currently located between LC1 to LC2 area and removal of limestone blocks as the school believes these pose a potential safety hazard to students. Climbing structure minus the limestone blocks will be relocated to another location.</li> <li>• <u>New climbing structure and soft-fall flooring put in above location approximately \$60,000.</u></li> </ul>
3.	<b>Student Leader Update</b>	<b>Kian B.</b>	Kian welcomed to the meeting to present student voice updates to Board members. Both the Head Boy and Girl will be invited to attend future Board meetings to give student updates.  Student voice heard at Aubin Grove PS via the purple suggestion box or directly to a student leader with any concerns/suggestions students may have. A lunch is held at the end of each term consisting of the Principal, Deputy Principal, Head Boy and Girl along with a selection of student leaders to discuss concerns/suggestions raised. A couple of examples of suggestions that have been

			<p>implemented at the school are a hand bell that is rung a couple of minutes before the siren to give students sufficient time to pack up sporting equipment to return to class. Also, a 5-minute compulsory sit down period during the recess break to enable students time to eat their food.</p> <p>A current suggestion raised and voted on by students is for beanies to be added to the school's winter uniform list. Board discussion took place with some points/advice to be taken into consideration as follows:</p> <ul style="list-style-type: none"> <li>• School coloured beanie - if not school logo'd beanie then beanie to be predominately one colour. Navy blue suggested. Colour to be agreed upon by Board.</li> <li>• To be worn during winter months only.</li> <li>• Amendment to no hat no play policy for winter months. Optional beanie or hat for three months of winter. Parent to make decision on beanie or hat for each day.</li> <li>• Maybe get advice from Cancer Council on UV rating guidelines.</li> </ul> <p>Frank will contact Nell Gray for beanie sample and cost to present at the next Board Meeting for further consideration. <b>ACTION: FRANK</b></p> <p>Frank raised the option of a Year 6 leavers jacket. It was agreed not to have a leavers jacket due to adding an additional expense to families. A buy back system for current uniform jackets for year 6 students was suggested. Students can sell jackets that are in good condition to following year 6 students at a reduced cost.</p>
4.	<b>Principal's Report</b>	<b>Frank</b>	<p><b>Enrolments: 1157</b>  <b>Kindergarten Enrolments and School Numbers 2018</b>  We have had 139 applications for enrolment to our Kindergarten program for 2018. Even without taking into account students enrolling in other year levels, as they will, this means our total student enrolment for 2018 is 1200 at this stage. This is based on 139 kindergarten students coming to school in 2018 and 96 Year 6s leaving.</p> <p>This means we would require an additional two classrooms and we don't have the space available for this to happen.</p> <p>I am meeting with the Executive Director and Director of the Department's Statewide Planning and Delivery directorate to discuss possible solutions.</p> <p><b>Staff Recruitment</b></p> <ul style="list-style-type: none"> <li>• We have completed our Deputy Principal process and the successful applicant is Jaylene Fritchley. We have ranked all applicants and are considering appointing a fourth Deputy Principal in 2018 to manage the additional load in student numbers and staff. The applicant would come from this list.</li> <li>• We have also just completed recruitment processes for Early Childhood Educational Assistants and Special Needs Education Assistants. Successful applicants will fill permanent roles in positions that have been filled by staff in acting capacities for this year.</li> <li>• We currently have teacher positions advertised. This process will close on Friday August 11 and teachers for positions in Pre-primary to Year 6 will be appointed from this process. We will probably need to appoint at least eight new staff.</li> </ul>

**School Chaplain**

Amberlie Evans has commenced in her role as full time Chaplain at Aubin Grove. This commitment to full time is for two years. Commonwealth funding for 2017 and 2018 is guaranteed.

Mesha Steel is managing her and has enabled her to transition in successfully to the school and her new role. Mesha will be able to explain in more detail the processes she has put in place for referrals etc.

*Mesha commented: Chaplain referral process is currently being established. At the moment Teachers are screening students that are wanting to see the Chaplain. Direct process for referral to be put on the website for parent's information. The school is looking into a grief loss separation program for example 'Rainbows'. ACTION: MESHA*

**Completed Building Works**

The LED sign has been installed in the designated place and is operating with messages and images on display. The anecdotal feedback from parents and students, in particular, has been overwhelmingly positive.

**More work to come:**

- A new shed to be installed in the area alongside the basketball courts and a new shelter at the drop off and pick up point for protect the kids and families from the elements will be constructed soon. Work will commence on Monday, August 14 and will take 2-3 weeks to finish both.
- FISH Philosophy and LEAF pencil sculptures have been delivered and will be installed soon.
- Welcome Wall at front of school to be completed soon. Nola to explain further later in the meeting.

**School Middle Leadership Professional Learning**

Our Curriculum Leadership Team comprising nine of our staff who lead their Year Level teams and the Specialist Teaching staff team will join me in a collaboration with Challis PS and the Institute of Professional Learning in a new course for primary school middle leaders called Leading School Improvement for Team Leaders.

The course will be run over three days, spaced over Terms 3 and 4 in 2017 and one day in Term One 2018. The cost for course fees and provision of teacher relief will be approximately \$20 000.

We plan to run the course for aspiring leaders in 2018 too to help prepare teachers to take on these roles which not only builds their capacity to lead but also provides them with skills and knowledge to help advance any career leadership aspirations they have.

Jaylene Fritchley, Mesha Steel and I completed a similar course for school Executive Staff and it will be extremely helpful as we prepare our new Business Plan and get ready to conduct our second External Review in 2018.

			<p><b>2017 ArtNet Art Exhibition</b></p> <p>The annual ArtNet exhibition, this year entitled, “A Tale To Tell” will be held at Atwell College in the Performing Arts Centre on Tuesday August 29. School Board members will be invited as VIPs and will be able to attend at the special VIP preview time commencing at 5:15pm. General admission is from 6:00-8:00pm.</p>
5.	<b>Feedback of Cockburn Arc Venue for Swimming Lessons</b>	<b>Frank</b>	<p>Issues/complaints with current swimming venue:</p> <ul style="list-style-type: none"> <li>• Area not big enough for our Pre-primary students.</li> <li>• Pool allocated for older students doing survival lessons is not sufficient (distance required to swim not possible). Diving is not permitted in certain pools.</li> <li>• Lessons are crammed into three lanes of the pool – not big enough, extremely disruptive and noisy environment due to aerobic lessons.</li> <li>• Manner of swimming instructors reported by parents. Instructors are having to yell to be heard by students due to the noisy environment.</li> <li>• The Education Department do not allow the use of the heated outdoor pool during Terms 2 and 3.</li> <li>• Students pulling out of lessons is creating extra costs being incurred by the school.</li> </ul> <p>The school will ask for Term 1 or 4 for next year which will only help with the older students being able to use the outdoor pool. Frank raised the option of beach swimming lessons as a possible alternative.</p> <p>Justine will draft a letter on behalf of the School Board to send to Steve Portilli, local councillor with a copy to the Education Department. The School to also write to the Education Department regarding issues.</p> <p><b>ACTION: JUSTINE AND NOLA</b></p>
6.	<b>2018 Contributions and Charges</b>	<b>Frank</b>	<p>Costs to be reviewed/added for 2018 Contribution and Charges:</p> <ul style="list-style-type: none"> <li>• PEAC costs - see Sheryl Mansfield.</li> <li>• Booklist costs - see Mesha.</li> <li>• Uniform costs – see Therese.</li> </ul> <p>Update charges and put item on agenda for next meeting for review and endorsement. <b>ACTION: THERESE</b></p>
7.	<b>2018 School Development Days</b>	<b>Frank</b>	<p>Board have agreed for School Development Days for 2018 to be as per 2017.</p>
8.	<b>MacBook Scholarship</b>	<b>Frank</b>	<p>Frank is awaiting a returned call from Peter Shaw from Aquinas regarding the second hand \$300 computers.</p> <p>As a Principal of a public school Frank feels very uncomfortable asking for the level of financial information requested of applicants that was discussed at the last meeting.</p> <p>It was agreed by the Board to proceed as follows:</p> <ul style="list-style-type: none"> <li>• Frank to Contact Aquinas to get an indication of numbers of computers available.</li> <li>• Applicants to write an expression of interest to state their case (leave open what needs to be supplied as supporting documentation).</li> </ul>
9.	<b>Welcome Wall Update</b>	<b>Nola</b>	<p>Artist, Paul Dieg presented the school with a couple of design options. The School have made some</p>

			suggestions that Paul will take into account and resubmit a design.
10.	<b>Students leaving AGPS going to Honeywood</b>	<b>Frank</b>	24 out of a potential 128 AGPS students have indicated and enrolled at Honeywood.

**NEXT MEETING:****20<sup>th</sup> September 2017 – 8.45am**

Minutes approved:

---

**Justine McGillivray**  
**Board Chair**

---

**Date**