

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	1 <sup>st</sup> November 2017		
<b>TIME:</b>	8.45am to 10.50am	<b>ATTENDEES:</b>	Frank Pansini, Justine Kueh, Nola Smith, Mesha Steel, Nina Collinson, Stacey Colyer, Jaye Vaughan-Davies
<b>MINUTE SECRETARY:</b>	Therese Turner	<b>APOLOGIES:</b>	Susan Reid, Jason Hunt, Joan Weston

ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	<b>Previous Minutes</b>	<b>Justine</b>	Stacey moved that the minutes of the 9 <sup>th</sup> August 2017 be accepted. Seconded by Jaye with all present in favour.
2.	<b>Review of Actions</b>	<b>Justine</b>	<p><b>Chaplain Referral Process</b> Chaplain referrals remain via a Teacher referral process at this point in time. A grief loss separation program is currently being looked at and will be implemented in Term 1 2018. The program being implemented will work better with larger groups of children as opposed to the Rainbows program that has been used in the past at Aubin Grove Primary School (AGPS).</p> <p><b>Swimming Venue Feedback</b> Justine wrote to the East Ward Councillor's on behalf of the Board regarding the swimming venue issues experienced in 2017. The Swimming Venue have been in contact with Frank and have advised the following changes/improvements:</p> <ul style="list-style-type: none"> <li>• A revision to the lanes to provide better spaces: <ul style="list-style-type: none"> <li>○ aerobics moved</li> <li>○ outside lanes added</li> <li>○ more space provided in the small pool</li> </ul> </li> <li>• AGPS will be given booking preference in 2019 (2018 dates had already been locked in)</li> </ul> <p><b>LED Sign Security Camera</b> A security camera has been installed above the front entrance of the school and another camera will be installed at the back of the school.</p> <p><b>Welcome Wall</b> Welcome Wall complete. Positive feedback has been received from the school community.</p>

2.	<b>Budget Update</b>	<b>Frank</b>	Nola moved that the budget of the 1 <sup>st</sup> November be accepted. Seconded by Jaye with all present in favour.
3.	<b>Student Leader Update</b>	<b>Kian B./Elissa T.</b>	<p>The Student Leaders meeting consists of three students from each Year 6 class plus the Head Boy and Girl along with Mr Pansini and Mrs Smith.</p> <p>Current student suggestions:</p> <ul style="list-style-type: none"> <li>• Extra faction boxes for junior and senior years to help with the sorting and counting of faction tokens prior to school assemblies. <b>Action: Frank/Kris</b></li> <li>• More four squares in the school. Frank has agreed to install more four squares in the school. Therese to contact the line marking company. <b>Action: Frank/Therese</b></li> <li>• Lighting around the Welcome Wall. The school agrees and will look into installing appropriate lighting. <b>Action: Frank</b></li> </ul> <p>Parents are complaining to students opening gates at the end of the day where they are late. It was suggested for signs/posters designed by students to be installed on gates advertising the message that if they are late it would be due to them completing school work/activities. Frank to write to parents reminding them to be more tolerant. <b>Action: Frank</b></p> <p>FISH cards have been placed in duty bags. These can be given out by Teachers to students for recognition of appropriate FISH philosophy behaviour. This will also help raise the profile of the FISH philosophy throughout the school.</p> <p>Table tennis competitions will be implemented and coordinated by Year 6 students. It was suggested that posters be made as a form of advertising the competitions.</p> <p>Recycling bins available at recess and lunch. The Sustainability Team have put these in place throughout the school. Education to continue as what can and can't be recycled.</p> <p>64 international flags have been purchased. Brief explanatory notes of the relevant country will be placed on the Welcome Wall and the LED sign will display which country's flags are flying for that day.</p>
4.	<b>Principal's Report</b>	<b>Frank</b>	<p><b>Recruitment</b></p> <p>Recruitment processes have been completed for the year apart from Physical Education position which will take place shortly. Frank discussed the recent changes implemented by the Education Department around recruitment and more specifically redeployment.</p> <p>With the reduction in student numbers for 2018 the school runs the risk of being overstaffed in the area of Education Assistants. If the school does find themselves in a position of being overstaffed the following processes could be put in place:</p> <ul style="list-style-type: none"> <li>• Education Assistants returned to their FTE (no extra time given)</li> <li>• Asked if anyone would like to reduce their hours</li> <li>• Asked if anyone would like to volunteer to be put on the redeployment list</li> <li>• Written applications as to why they should be kept in their position.</li> </ul>

			<p><b>Kindergarten 2018</b></p> <ul style="list-style-type: none"> <li>• Just short of 160 applications received.</li> <li>• 80 positions were accepted for 2018.</li> <li>• Several appeals received on declined positions.</li> </ul> <p>Frank explained to the Board what the 4 categories are when offering Kindergarten positions:</p> <ul style="list-style-type: none"> <li>• Category 1 - Live in area with a sibling</li> <li>• Category 2 - Live in area no sibling</li> <li>• Category 3 - Out of area with sibling</li> <li>• Category 4 - Out of area with no sibling</li> </ul> <p><b>Building works recently completed:</b></p> <ul style="list-style-type: none"> <li>• Cubby houses in Nature Playground – Tiny Town</li> </ul> <p><b>Building works committed for purchase/installation:</b></p> <ul style="list-style-type: none"> <li>• New sand pit for Year 3 students (near ramp at oval)</li> </ul>
5.	<b>School Beanie</b>	<b>Frank</b>	<p><b>School Beanies</b></p> <p>Head Boy (Kian) and Head Girl (Elissa), with Frank presented the beanie sample to the School Board. Proposed that the beanie, with the school logo on the front ad added to the school uniform range.</p> <p>The Board voted in favour of the purple logo'd school beanie being added to the school's uniform. The beanies are only to be worn in Terms 2 and 3 to and from school and under hats at recess and lunch.</p>
6.	<b>Draft 2018 Contributions and Charges</b>	<b>Frank</b>	<p>The following changes to be made to the Draft 2018 Contributions and Charges:</p> <ul style="list-style-type: none"> <li>• Athletics charges for Years Pre-primary, 1 and 2 to be taken off.</li> <li>• Add Leadership Day to the year 6 excursion line and increase that line cost to \$100</li> </ul> <p>With the above changes Stacey moved that the 2018 Contributions and Charges be accepted. Seconded by Nina with all present in favour.</p> <p>Present Board at the next meeting with the list of incursions held in 2017 that incurred a cost to parents. <b>Action: Sheryl Mansfield (Business Manager)</b></p> <p>Prior to submitting the 2019 Contribution and Charges to the Board have the Business Manager extract the 2017 data on excursions costs for each year level. <b>Action: Sheryl Mansfield</b></p>
7.	<b>MacBook Scholarship</b>	<b>Frank</b>	<p>Frank presented the Board with the letter that was sent home to Year 3 students regarding the MacBook program scholarship opportunity. Frank will be advising the whole school community in the near future.</p> <p>Scholarship applications received will be recorded on a register that will be set up in the front office. <b>Action: Therese</b></p> <p>The email that was sent to Year 3 families was missing the attachment. Larna to resend the email noting the attachment was missing. Larna to also send the same email to the parent representatives of</p>

			Year 3 classes for them to forward to their class members. <b>Action: Larna Jones (School Officer)</b>
8.	<b>Feedback on Kindy Model 2 day/3 day</b>	<b>Jaylene</b>	<p>Jaylene presented the feedback received from Teachers with regards to the current Kindy 2 day/3 day model.</p> <p>Positive:</p> <ul style="list-style-type: none"> <li>• Friendships formed quicker with stronger relationships being formed.</li> <li>• Routines were learnt faster.</li> <li>• Stability with separation anxiety with consecutive days.</li> <li>• Better transition for students going into Pre-primary with 3 consecutive days attendance.</li> <li>• Learning – consistency in program. Students carry over their learning with consecutive days.</li> </ul> <p>Negative:</p> <ul style="list-style-type: none"> <li>• Early in the Term the students were tired. This was also reported that it didn't last long into the Term.</li> </ul> <p>Mesha moved that the current Kindy model continue at Aubin Grove Primary School. Seconded by Jaye with all Board members in favour.</p>
9.	<b>Targets of Current Business Plan</b>	<b>Nola/Frank</b>	<p>Nola presented the Board with the target results from the 2015 - 2017 Business Plan. All targets are reviewed by Teaching staff and improvements implemented where necessary. Target results have been uploaded to Dropbox for the Boards information.</p> <p>The draft 2018 – 2020 Business Plan &amp; Targets are currently being established. Frank briefly discussed the draft plan and asked for the Board to review prior to the next meeting and to report back on any major areas they think should be added. Hard copies of the draft plan were handed out to Board members present and an electronic copy will be put on Dropbox for those Board members absent. <b>Action: Board Members</b></p>

**NEXT MEETING:**

**29<sup>th</sup> November 2017 – 8.45am**

Minutes approved:

**Justine McGillivray**  
Board Chair

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Date