

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	29 <sup>th</sup> November 2017		
<b>TIME:</b>	8.45am to 10.47am	<b>ATTENDEES:</b>	Frank Pansini, Justine Kueh, Nola Smith, Mesha Steel, Nina Collinson, Joan Weston, Susan Reid, Jaye Vaughan-Davies. (Guest – Katherine Dehl.)
<b>MINUTE SECRETARY:</b>	Nina Collinson	<b>APOLOGIES:</b>	Stacey Colyer, Jason Hunt, Student Leaders

ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	<b>Previous Minutes</b>	<b>Justine</b>	Jaye moved that the minutes of the 1 <sup>st</sup> November 2017 be accepted. Seconded by Mesha with all present in favour.
2.	<b>Review of Actions</b>	<b>Justine</b>	<p>Extra faction boxes and more four-square courts will be installed over the holidays.</p> <p>Frank to write to parents reminding them to be tolerant of students opening gates.</p> <p>Sheryl checked all incursion/excursion expenses. No year levels have gone over their budget.</p> <p>MacBook process. Panel to meet at 9am, Friday 1<sup>st</sup> December to make the final decision on scholarship recipient. Panel to consist of: Frank, Joan, Mel S (P&amp;C), Susan and Jaye. <b>Action: Frank</b></p>
2.	<b>Budget Update</b>	<b>Frank</b>	<p>We have spent the required 97% of budget in the 2017 year. Predicted carry over of approximately \$139,000 to 2018.</p> <p>Joan moved that the budget of the 29<sup>th</sup> November be accepted. Seconded by Nola with all present in favour.</p> <p>2018 Budget. Based on current student enrolments for 2017 (approximately 1088 students). Currently allocated money and forecast cash and expenses is described in proposed budget document.</p> <p>Joan moved that the proposed 2018 budget of the 29<sup>th</sup> November be accepted. Seconded by Mesha with all present in favour.</p>
3.	<b>Student Leader Update</b>	<b>Kian B./Elissa T.</b>	Leaders are preparing for graduation and cannot attend.

4.	<b>Principal's Report</b>	<b>Frank</b>	<p>Enrolments: 1167</p> <p><b>Recruitment</b> We have completed our staff recruitment processes for 2018. We will be welcoming six new teachers to our school, saying goodbye to some and welcoming back some who have been on maternity leave.</p> <p>We are delighted with the quality of the staff we have attracted and will commence their induction to Aubin Grove when they come to our transition day on December 11.</p> <p><b>Enrolments</b> Since our last meeting we have experienced a decline in the number of students who will be enrolled next year. Whilst we were expecting approximately 1140, which would have given us 42 classrooms again we now know that a number closer to 1090 will be attending.</p> <p>This is due to a large number of late decisions by families to enrol at Honeywood. Whilst this is what we want, it comes with its challenges.</p> <p>We now only need 41 classrooms. This means we could have run another class of Kindergarten students if we'd known. We will now use this room for Music with Japanese moving into the early childhood wet area.</p> <p>We are unable to offer places to these families of Kindy students as they are enrolled elsewhere and their new schools have appointed staff to teach them.</p> <p><b>Transition Day</b> This will take place on the last Monday of the year (December 11). Teachers and students will go to their new rooms in the afternoon and meet where they will be take part in a "getting to know you" activity.</p> <p>New staff to the school will take part in induction in the morning and be welcomed to their new staff mates in the afternoon, after school.</p> <p><b>Mrs Smith's Retirement</b> An assembly is planned for the afternoon of December 8 to honour Mrs Smith and celebrate her career and especially the enormous contribution she has made to Aubin Grove PS.</p> <p><b>Building Works</b></p> <ul style="list-style-type: none"> <li>• New sandpit for middle primary kids has been completed and is being used. The P&amp;C have kindly offered to pay for this.</li> <li>• Tiny Town cubbies also being paid for by the P&amp;C.</li> <li>• Arc tunnel will go in over the holidays.</li> <li>• The P&amp;C have also offered to purchase \$8,000 worth of iPads for the Art department.</li> <li>• \$8,000 worth of second hand computers will also be purchased by the P&amp;C that they may choose to on-sell to families.</li> </ul> <p><b>End of Year Concert</b></p>
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5.	<b>Draft 2018 – 2020 Business Plan</b>	<b>Frank</b>	<p>Frank made changes on his copy during discussions – to be passed in the first meeting in Term 1 2018. <b>Action: Frank</b></p> <p>Discussion around the mental health of staff and how the school supports them as highlighted in the business plan. There will be PD provided for staff in Term 1 PD days.</p> <p>Frank and Mesha to organise a conversation with Justine and Susan in regards to providing for staff mental health and wellbeing. <b>Action: Frank/Mesha</b></p>
6.	<b>Partnership with Murdoch University</b>	<b>Frank</b>	<p>Guest – Katherine Dehl. Associate lecturer Professional Experience Director from Murdoch University (M.U.).</p> <p>Lecturers and Associate Dean visited with Katherine to discuss with Frank about possible partnership.</p> <p>At this stage we are meeting with at least two universities for possible future partnerships.</p> <p>Murdoch is happy to support our staff with Teacher PD (in school or on M.U. campus). Students can also attend M.U. for excursion opportunities.</p> <p>Murdoch also does research papers and is happy to support the school in research questions regarding the effect of our teaching programs, student learning etc. Project support is also offered on school or university site (eg. Environmental learning).</p> <p>Internships partnership schools for a final year Education student. Pre-service teachers (Intern) visit at</p>

			<p>the end of a year of meeting their Mentor and learning their school. The following year they arrive for a two week block first up in Term 1. They then continue to do two days a week for Term 1 and 2 (whilst completing studies at university). They then spend all of Term 3 full time in school and back go to 2 days a week Term 4 and are also available for relief and contracts. Pre-service teachers are watched by university moderators who also check in with Mentor Teachers as well.</p> <p>Interns are selected through criteria/application; they must have academics of distinction or higher averages, written application process and interview process (group and individual). Focus is teacher quality, professionalism, collaboration and academics of the intern.</p> <p>M.U. also run mentoring programs for Mentor Teachers.</p> <p>Aubin Grove PS will be taking one intern to start in 2017/18 as a trial.</p>
7.	<b>Board Representative for Graduation Ceremony</b>	<b>Nola</b>	Friday 8 <sup>th</sup> - Susan to present the 'Runner Up for Academic Excellence' award. <b>Action: Susan</b>
8.	<b>Parent Community Feedback</b>	<b>All</b>	Parent feedback on new sandpit/spare parts area for Year 3 very positive.

**NEXT MEETING:**

**8<sup>th</sup> March 2018 – 8.45am**

Minutes approved:

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

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**Date**