

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	25 <sup>th</sup> May 2018		
<b>TIME:</b>	8.45am to 10.55am	<b>ATTENDEES:</b>	Frank Pansini, Justine Kueh, Melanie Osborne, Lynna Matthews, Roslyn Foote, Stacey Colyer, Jaye Vaughan-Davies, Simon Lalor, Mike Van Dongen
<b>MINUTE SECRETARY:</b>	Therese Turner	<b>APOLOGIES:</b>	Joan Weston

ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	<b>Welcome New Board Members</b>	<b>Justine/Frank</b>	The following new and returning Board Members were welcomed and introduced: <ul style="list-style-type: none"> <li>• Mike Van Dongen and Simon Lalor (new parent representatives)</li> <li>• Stacey Colyer (returning parent representative)</li> <li>• Melanie Osborne, Lynna Matthews and Roslyn Foote (new staff member representatives)</li> </ul>
2.	<b>Previous Minutes</b>	<b>Justine</b>	Jaye moved that the minutes of the 5 <sup>th</sup> April 2018 be accepted. Seconded by Stacey with all present in favour.
3.	<b>Review of Actions</b>	<b>Justine</b>	The Home Work Policy subcommittee has been formed and will consist of the following Board and Staff Members: Jaylene Fritchley – Deputy Principal Roslyn Foote – Classroom Teacher and Board Member Melanie Cross – Classroom Teacher Jaye Vaughan Davies – Board Member Stacey Colyer – Board Member  It was decided that buses with seatbelts will be used wherever possible/available. It was also decided to wait for feedback before sending out any future surveys to parents regarding seatbelt buses.  Frank/Justine will complete the School Board Terms of Reference after the Board Member training. <b>Action: Frank/Justine</b>
4.	<b>Budget Update</b>	<b>Frank</b>	Stacey moved that the budget of the 25 <sup>th</sup> May be accepted. Seconded by Melanie with all present in favour. Frank gave a brief explanation of how schools are funded for the new Board members information.
5.	<b>Student Leader Update</b>	<b>Jamie / Cadence</b>	The Student Leaders were not available for today's meeting. The topic for the next meeting will be 'Hygiene'.

6.	<b>Principal's Report</b>	<b>Frank</b>	<p><b>Enrolments:</b> 1081</p> <p><b>Staffing</b></p> <ol style="list-style-type: none"> <li>1. Melony Jane (Japanese Teacher) has resigned effective June 15. We are currently exploring all options to find a suitable replacement.</li> <li>2. Three teachers about to commence maternity leave. Excellent replacements have been found for all of them.</li> <li>3. Deputy Principal, Jalylene Fritchley will also commence maternity leave early next term and will be replaced by Kathryn Grzelec who returns from maternity leave.</li> <li>4. Miss Sophie Yeomans was recently awarded the awards for Best Practicum Student and Literacy at the University of WA graduation this year. She was also asked to give the speech to all graduating students. A huge honour and indicative of her high achievement. She has made an outstanding start to her career this year.</li> </ol> <p><b>Appreciation</b></p> <p>My role in delivering the Independent Public Schools Development Program training to Principals and School Council Chairs of schools seeking to become IPS has commenced this term.</p> <p>I would like to acknowledge the outstanding work of our Deputy Principals for picking up the additional responsibility and workload during my frequent absence that has enabled the school to continue to function as effectively as always.</p> <p>I'd also like to thank them for accepting this without hesitation. Without their support and expertise, I couldn't have done this work that the system required.</p> <p>My thanks and appreciation also goes to all staff who have accepted the situation and adjusted to my limited presence at school. They have continued to work at the high standard they have set for themselves in aspects of their job.</p> <p><b>Kindergarten 2019</b></p> <p>Enrolments close July 20. Currently applications: 65</p> <p>A decision on our capacity to offer a Kindergarten placement to all applicants will be made later in the year, probably early Term 3.</p> <p><b>Planned activity and construction in the School:</b></p> <ul style="list-style-type: none"> <li>• Landscaping and a fixed roof to the recently constructed arc tunnel in the early childhood area has been approved (\$32K)</li> <li>• Sensory break area (\$6K)</li> <li>• Landscaping of the "little boy" courtyard (\$50K)</li> </ul> <p><b><i>Simon, Mike and Lynna have expressed an interest in being a part of the 'little boy' landscaping project.</i></b></p>
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7.	<b>2018 – 2020 Delivery and Performance Agreement</b>	<b>Frank</b>	Presented to the Board. The Principal and Board Chair to sign off on the agreement.
8.	<b>Configuration of the Daily Timetable</b>	<b>Melanie</b>	<p>Currently our daily timetable consists of one session broken down with 30 minutes before lunch and 30 minutes after lunch (12.05pm to 12.35pm then 1.15pm to 1.45pm). This is not ideal especially in the junior years. The school would like to run a two hour/two hour block trial as follows:</p> <p>8.45am to 10.45am – Session 1 10.45am to 11.05am – Recess break 11.05am to 1.05pm – Session 2 1.05pm to 1.45pm – Lunch break 1.45pm to 2.50/3pm – Session 3</p> <p>Input and feedback from the CLT and staff will be taken into account prior to the trial being held.</p> <p>Feedback from the Board noted: Communication to parents explaining/outlining the trial prior to implementation. Part of this communication is to refer parents to crunch and sip and other healthy resources. Have the School Nurse provide nutritional information for parents. <b>Action: Melanie/School Nurse</b></p>
9.	<b>2017 Auditors Report of the P&amp;C</b>	<b>Frank</b>	Frank noted that the P&C are operating effectively and as per audit requirements. Frank will bring the report to the next meeting. <b>Action: Frank</b>
10.	<b>Parent / Teacher / Student Interview Feedback</b>	<b>Tara Lalor/Roslyn</b>	<p>Tara presented student feedback she had collated from the recent parent/teacher/student interviews. See attached 'School Board Three Way Interview Collaborative Student Voice Data'.</p> <p>Key Findings: Overall, students felt the interviews would assist their learning and appreciated the involvement. A small percentage of Year 6 students felt the interviews were not helpful due to the process being too scripted or it being a repetitive conversation they had already had with their teachers.</p> <p>Improvements to the communication to parents in particular the purpose of the meetings were discussed and will be taken into account for next year's interviews. A Survey Monkey will be sent to parents asking for their feedback. <b>Action: Frank/Tara/Deputies</b></p>
12.	<b>Letters Received from Sharyn O'Neill, Director General</b>	<b>Justine</b>	<p>The following letters received from Sharyn O'Neill, Director General have been placed on Dropbox for Board Members review and information:</p> <ul style="list-style-type: none"> <li>On Board for Education training and information of online resources available to Board</li> </ul>

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|  |  |  | Members. <ul style="list-style-type: none"><li>• WA Education Awards 2018</li></ul> |
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<b>NEXT MEETING:</b>	<b>20 June 2018 – 8.45am</b>
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Minutes approved:

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**Justine Kueh**  
**Board Chair**

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**Date**