

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	28 <sup>th</sup> June 2018		
<b>TIME:</b>	8.45am to 11.30am	<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>Previous Minutes</b>	<b>Justine</b>	Mike moved that the minutes of the 25 <sup>th</sup> May 2018 be accepted. Seconded by Jaye with all present in favour.
3.	<b>Review of Actions</b>	<b>Justine</b>	<p><b>Board Training</b> Frank advised that the Board Training content has changed since the last training that was attended by some members of our Board. Once the Term 3 training dates are available Frank will advise Board Members. <b>Action Frank</b></p> <p><b>Memorial for Anita</b> Mesha to attend the next meeting to give an update on the proposed memorial for Anita. <b>Action Mesha</b></p>
4.	<b>Budget Update</b>	<b>Frank</b>	<p>Stacey moved that the budget of the 28<sup>th</sup> June be accepted. Seconded by Jaye with all present in favour.</p> <p>With the recent weather highlighting drainage issues around the school it was suggested some money be budgeted towards rectifying these issues. Frank will contact the drainage contractor to investigate our options. <b>Action: Frank</b></p> <p>Another suggestion raised was to install covered walkways between our main buildings. Frank will investigate. <b>Action: Frank</b></p>
5.	<b>Student Leader Update</b>	<b>Jamie / Cadence</b>	<p>Suggestions raised by Aubin Grove PS students (via the suggestion box) were discussed at a student leadership meeting attended by a select group of year 6 students along with Mr Pansini and Mrs Steel.</p> <p>Student suggestions raised:</p> <ul style="list-style-type: none"> <li>- Purchase of a school bus for Aubin Grove PS</li> <li>- Hand cleaning solutions for the bathrooms</li> <li>- Team sports every Friday afternoon that the students umpire</li> </ul>

			<ul style="list-style-type: none"> <li>- Cleaning of drink fountains – possible a year 6 student leaders job</li> </ul> <p>It was agreed by the Board to further investigate the hand cleaning solution option. In the interim soap and water will be supplied in bathrooms.</p> <p>Items to investigate:</p> <ul style="list-style-type: none"> <li>- The Education Departments recommendations regarding hygiene. <b>Action: Frank</b></li> <li>- Foam soap and dispensers, both manual and automatic as well as hand drying options. <b>Action: Frank</b></li> <li>- Other schools practices. Therese to call Harmony Primary School to enquire what they are using in their school and who their supplier is. <b>Action: Frank/Therese</b></li> </ul>
6.	<b>Principal's Report</b>	<b>Frank</b>	<p><b>Enrolments:</b> 1084</p> <p><b>Staffing</b></p> <ol style="list-style-type: none"> <li>1. Siminette Meyer has been appointed as a Japanese teacher, working with Foulk Sensei until at least the end of the year.</li> <li>2. Kate Langoulant, Erin Boag, Ashley Axford and Amy Hall join us to replace Katie McKernan, Jo Edgar, Kaitlin Fraser and Amy Caird, all commencing parental leave.</li> <li>3. Deputy Principal, Jalylene Fritchley will also commence maternity from the beginning of next term and will be replaced by Kathryn Grzelec who returns from maternity leave.</li> </ol> <p><b>My System Role Completed</b></p> <p>My role in delivering the Independent Public Schools Development Program training to Principals and School Council Chairs of school seeking to become IPS has concluded.</p> <p>As I mentioned last time, I want 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>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>I believe that I have learnt a lot from my participation in this role and have already begun to use some of those learnings in the way I do my job here now. I believe that that will happen even more so over time.</p> <p><b>Kindergarten 2019</b></p> <p>Enrolments close July 20. Currently applications: 91</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). That job has been allocated and construction will begin soon, pending council approval.</li> <li>• Sensory break area. (\$6K)</li> <li>• Landscaping of the “little boy” courtyard. (50K). Initial consultation process has begun with landscaper and will be tabled later on in the meeting today.</li> </ul> <p><b>Slips on Transportable Buildings</b> Recently we have become aware of three incidents involving slips by staff and parents on steps and decking on transportable buildings.</p> <p>Initially, following a minor slip, no injury, we installed marine grade carpet on the “turns” on a number of the buildings. The school met the cost of this (approx. \$2 000)</p> <p>Following another two incidents involving injury to a staff member and another parent we have contacted BMW and DoE’s Facilities Program delivery, to request an investigation of the problem and suitable remedial action. As a result, BMW have approved the installation of safety strips on all steps and the application of anti-slip paint to all decks on all buildings. The cost (\$15 800) will be met by the DoE.</p> <p><b>School Board Training</b> Due to my absences, there has been no opportunity for me to book us in for training this term. I have noticed that Term Three sessions have not been posted yet. As soon as they are I will email members of the Board options that include Thursday and Friday dates. Training is likely to be at the Leadership Institute in Leederville.</p> <p><b>2018-2020 Business Plan</b> This is complete and has been published. Copies are provided for members of the Board. The Business Plan has also been posted on our website and on the Department of Education’s Schools online web page.</p>
7.	<b>Homework Policy Update</b>	<b>Roslyn</b>	Roslyn presented the proposed homework schedule to the Board for their feedback. Across all years there will be a ‘Must Do’ section of homework along with a ‘Can Do’ section that would be up to the student/family needs/desire. The wording of ‘Must Do’ and ‘Can Do’ were discussed. It was decided to leave the wording to see if any feedback is received. It was suggested for the Year 6’s that maths tasks be added as well as diary skills being taught to prepare them for high school. The proposed schedule will be taken to the CLT for their input/feedback. A homework policy will be written up once the schedule is approved. Frank will forward the policies he has received from other schools to the sub-committee. <b>Action: Frank</b>
8.	<b>2017 Auditors Report of the P&amp;C</b>	<b>Frank</b>	The P&C are audited annually. Frank presented the findings of the recent P&C audit and advised the P&C are operating extremely well and within audit requirements. Audit conducted by Ken Jeffrey.
9.	<b>Before and After School Care Contract</b>	<b>Justine</b>	The Camp Australia 2019 – 2020 contract proposal was discussed with the Board. The Board unanimously agree to proceed with the proposed contract.
			There is an annual hardship support section that has been added to the proposed contract. It was agreed that a sub-committee be formed to coordinate all donations received. For example: MacBook

			scholarship money, hardship money from Camp Australia, booklists from Ziggies. The School Chaplain, Amberlie to be part of the sub-committee. Stacey and Justine will also be members of the sub-committee. Frank to contact to Amberlie. <b>Action Frank</b>
10.	<b>Landscaping the 'Little Boy' Courtyard Update</b>	<b>Lynna</b>	Frank, Lynna and Kris (School Gardener) met with a local supplier and presented a concept board to the Board for their feedback. The current concept is Aboriginal themed. Shade and seating are to be provided. It was suggested different rock/materials from different regions could be used in sections in of the garden as this would create and educational perspective. It was also suggested that the shade could be in a more artistic design.
12.	<b>Electronic School Reports</b>	<b>Lynna</b>	The school would like to have all future School Reports available to parents electronically. The reports will be available for a 4 week period for parents to print out. This has been suggested to the Board for their approval as it will reduce printing costs and paper wastage. A reduction in administration time printing reports will also be received. The Board unanimously agree to electronic School Reports at Aubin Grove PS.
13.	<b>Printed 2018 – 2020 Business Plan</b>	<b>Frank</b>	Frank presented Board Members with a copy of the printed 2018 – 2020 Business Plan. The Improvement Targets were reviewed for the Boards information in particular for new members of the Board.
14.	<b>School Buses Feedback</b>	<b>Justine/Frank</b>	Positive feedback has been received in regards to swimming and in particular the use of the new school buses.

<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**