

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	8 <sup>th</sup> August 2018		
<b>TIME:</b>	8.55am to 11.05	<b>ATTENDEES:</b>	Frank Pansini, Justine Kueh, Melanie Osborne, Lynna Matthews, Roslyn Foote, Stacey Colyer, Jaye Vaughan-Davies, Simon Lalor, Mike Van Dongen, Joan Weston
<b>MINUTE SECRETARY:</b>	Lynna Matthews	<b>APOLOGIES:</b>	

ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	<b>Previous Minutes</b>	<b>Justine</b>	Stacey moved that the minutes of the 28 <sup>th</sup> June 2018 be accepted. Seconded by Melanie with all present in favour.
3.	<b>Review of Actions</b>	<b>Justine</b>	<p><b>Drainage issues</b> – our drainage issues have been recorded as a fault and will be fixed by Building Maintenance Works (BMW).</p> <p>The <b>covered walkways</b> issues will be followed up once Steve Bellussi from BMW returns to work from leave. A slippage issue has taken priority and is currently being dealt with. See Principal's update for further information.</p> <p>Trial of <b>change to daily timetable</b>, has been taken to CLT and issues are being discussed. We may reduce lunch to 30 minutes. Looking at time and length of breaks for eating and play. Nothing will change before 2019.</p> <p>Mike suggested educating parents around nutritional food for breaks. Implement discussions on both <b>Hygiene &amp; Nutrition</b> to reduce significant absences due to illness. Promote the school canteen that has very strict nutritional guidelines. Frank to liaise with Karen Penny (School Nurse) for resources she would be able to supply. Crunch–n–sip policy has been endorsed and is followed by teachers. <b>Action: Frank</b></p>
4.	<b>Budget Update</b>	<b>Frank</b>	<p>Jaye moved that the budget of the 8<sup>th</sup> August be accepted. Seconded by Stacey with all present in favour.</p> <p>Salaries component are looking good. We are spending what we have been allocated. Carry forward is decreasing slightly each year and is within responsible limits.</p>

			Forward budgeting – previously growth has been consistent. Honeywood Primary has made little or no impact.
5.	<b>Student Leader Update</b>	<b>Jamie / Cadence</b>	<p>Frank advised that a decision has been made to use disposable paper towels. This decision has been based on thorough research made in conjunction with the School Nurse. Dispensers have been purchased with paper towels.</p> <p>The School Nurse will provide class lessons/training on correct hand washing to Student Leaders who can demonstrate to other students. She will also supply posters to help promote the correct handwashing techniques. <b>Action: School Nurse</b></p> <p>Student Leaders to create a script letting students know about new dispensers and the correct handwashing technique. <b>Action: Student Leaders</b></p> <p>Current soap method to stay in bathrooms as with hand sanitisers in classrooms.</p>
6.	<b>Principal's Report</b>	<b>Frank</b>	<p><b>Enrolments:</b> 1084</p> <p><b>Planning for 2019</b></p> <ol style="list-style-type: none"> <li>1. Kindergarten enrolments: 141 received by the July 20 deadline. All Category 1 and 2 applications (ie Cat 1: In area with sibling/s, Cat 2: In area without sibling/s) <ol style="list-style-type: none"> <li>a. This is 7 groups or 3.5 classes. Requires 4 classrooms.</li> </ol> </li> <li>2. Anticipated enrolments for 2019 if all Kindergarten applications approved is 1110. <ol style="list-style-type: none"> <li>a. 42 classrooms.</li> <li>b. Recruitment is well underway and almost every position filled already with existing staff. Possibly one vacancy at this stage meaning we may not require a full recruitment process for the first time in our history.</li> </ol> </li> </ol> <p><b>Update Slips on Transportable Buildings</b></p> <p>Initial work has been commenced but not to my satisfaction. Non-slip paint applied to Kindergarten area was not good enough to prevent slipping. DoE has approved additional expense to increase the product. This will be applied to all decking in the school.</p> <p>Steps on every transportable will have tactiles/non-slip strips applied. I have asked for a decision on whether the width of our steps is compliant with safety standards. Awaiting an answer.</p> <p>Another staff member slipped on the steps outside Room 38 last Friday. Although not seriously injured I have been applying strong pressure to the Dept and BMW to get the steps fixed asap.</p> <p><i>The Department will be conducting slip resistance testing. The deck surfaces will be painted but there is a problem with the timing of the painting as the paint requires time to dry. Most likely will need to be completed in the upcoming school holidays. Safety signage/warnings have been put in place. Simon suggested a short term fix of applying adhesive strips. Frank to investigate. <b>Action: Frank</b></i></p> <p><b>School Board Training</b></p> <p>We will need to liaise with other schools in the area to arrange this as whole Board training is only done at school sites with more than one school involved. Only done at single schools when there is a pressing need such as supporting the Board and Principal to function more effectively usually when</p>

			<p>there has been a breakdown in effectiveness or relationships.</p> <p><i>Matt Osborne to deliver Board Training. Looking at holding it at AGPS, invite other schools (with school boards) to attend. Frank will raise at his next Principal's cell meeting asking for any interest. <b>Action: Frank</b></i></p> <p><b>SMS Messaging for student absences</b> This will commence in Week 6 of Term 3. Parents will receive an automated message at 9:00 on the day their child has been recorded as absent. Informs them that we know the child is absent and asks the parent to reply with an explanation for the absence. If they don't reply, another message will automatically be sent eight days later requesting an explanation again.</p> <p>This will provide assurance and information for parents. It will also enable us to improve our rate of authorized attendances as per the target in our Business Plan. It will also increase the level of accountability on teachers to record attendance promptly every day.</p> <p><b>Voluntary Contributions</b> So far this year, 60% of families have paid Voluntary Contributions. This has slipped from a high of 92% circa 2013 but has been around this figure for the past 2-3 years. Is very comparable to nearby schools.</p> <p>Letters will be sent to families reminding them in the next couple of days, as per DoE requirements.</p> <p><i>Frank to look into B-pay or B-point as per the Government contract options. This option may become part of the Consent To Go application. Joan advised that in her role they received approximately \$8000 per month for a cost of \$150 in fees for B-point. <b>Action: Frank</b></i></p>
7.	<b>Homework Policy Update</b>	<b>Roslyn</b>	<p>Discussion with CLT. Minor changes: Yr 6 the only change to grow in increments. Timing of reading with early years should not be limited to time. Suggested that teachers ensure tasks will take no longer than 30 minutes. Parent survey around timing was suggested. Communication between parent &amp; teacher if homework is not completed (students are not punished). Parent discretion as to time spent on homework at home. Roslyn will modify policy as discussed. <b>Action: Roslyn</b></p>
8.	<b>Endorsement of Board Terms of Reference</b>	<b>Frank</b>	<ul style="list-style-type: none"> <li>• Change of term from 'Council' to 'Board'.</li> <li>• It was agreed to have two meetings per term.</li> <li>• Agreed to have number of member's on the board = 11 Total.</li> </ul> <p>Board Members to read and notify of any further amendments. Therese to notify Joan of login details for Drop-box. Roslyn made changes to AGPS Terms of Reference as discussed.</p>
9.	<b>Memorial for Anita</b>	<b>Mesha/Frank</b>	<p>Mesha will report on at the next meeting as she had to leave early. It was suggested a plaque with a photo of Anita in school uniform complete with an appropriate message be incorporated in a bench in the new garden area. <b>Action: Mesha</b></p>
10.	<b>'Little Boy' Courtyard Update</b>	<b>Lynna</b>	<p>Discussion held with the whole staff on the purpose of the garden. The brief includes what we want out of it, when, hand over. Staff to have input, assembling a working committee, Mike to assist with brief and contacting landscapers.</p>

<b>NEXT MEETING:</b>	<b>5 September 2018 – 8.45am</b>
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Minutes approved:

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

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**Date**