

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	5 <sup>th</sup> September 2018		
<b>TIME:</b>	8.45am to 10.50am	<b>ATTENDEES:</b>	Frank Pansini, Stacey Colyer, Jaye Vaughan-Davies, Simon Lalor, Roslyn Foote, Amberlie Evans (School Chaplain)
<b>MINUTE SECRETARY:</b>	Therese Turner	<b>APOLOGIES:</b>	Justine Kueh, Melanie Osborne, Lynna Matthews, Joan Weston

ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	<b>Previous Minutes</b>	<b>Justine</b>	Simon moved that the minutes of the 8 <sup>th</sup> August 2018 be accepted. Seconded by Mike with all present in favour.
2.	<b>Review of Actions</b>	<b>Justine</b>	Actions reviewed.
3.	<b>Budget Update</b>	<b>Frank</b>	Roslyn moved that the budget of the 5 <sup>th</sup> September be accepted. Seconded by Stacey with all present in favour.
4.	<b>Student Leader Update</b>	<b>Jamie / Cadence</b>	Student Leaders will attend alternate Board meetings. Leaders were not present for this meeting.
5.	<b>Principal's Report</b>	<b>Frank</b>	<p><b>Enrolments:</b> 1083</p> <p><b>Planning for 2019</b></p> <ol style="list-style-type: none"> <li>1. Anticipated enrolments for 2019 has been submitted and we are expecting 1 110 students. <ol style="list-style-type: none"> <li>a. 42 classes and 44 classrooms.</li> <li>b. I've requested an additional two classrooms to be used for Art and Music in order to ensure these classes are no longer held in wet areas.</li> <li>c. The two classrooms will be located on the Lyon Rd side of the school facing the Spiderman Playground.</li> <li>d. We will have minimal change and the smallest induction process in our eight-year history.</li> </ol> </li> </ol> <p><b>Slippage Around Transportable Buildings</b></p> <p>All work to the decking at the entry to all transportable buildings has now been completed with an excellent outcome achieved. An independent company carried out a slip resistance assessment and confirmed that all areas covered in the slip resistant paint complied with the Australian Standard of a P4 rating. This report was provided to the Dept of Education who confirmed and accepted it.</p> <p>All steps (except the step at the front of Room 29) have been treated with steps guards and slip</p>

resistant strips to make them safe. Room 29 step will be completed within the next few days.

Once done, the job will be completed and the risk averted.

#### **Handwashing**

Paper Towel dispensers have been installed in all toilets throughout the school and are working well with kids using them very responsibly. Students are instructed to wash their hands by using water, soap, water then paper towel. I have asked the School Nurse to carry out fifteen minute lessons on hand washing in all classes next term to help prevent gastro bugs with the start of that season approaching.

#### **SMS Messaging for student absences.**

Commenced in Week 6 this term. Unfortunately our introduction coincided with a system wide fault and so we were delayed a week or so. The system is now up and running effectively and we will monitor the number of responses we receive and the rate of our Unauthorized Attendances to measure the effect, as per the School improvement Target in our Business Plan

#### **Open Night**

The school will be open on Wednesday night, September 19 from 5:30-7:00 for parents to visit classrooms. Everyone will be invited to look around the school, beyond their own children's classes, and into other areas of the school to see all the great work that is done throughout the school.

#### **The NatureScape Playground**

Work on the Arc Tunnel and the colourbond roof is now complete. This work has been very well received by the kids and complements the rest of the playground well in terms of physical fit and our play philosophy of "encouraging calculated risk taking". The total costs of this was around \$65 000.

On the weekend a team of staff and parents took part in a busy bee in the NatureScape playground, painting wooden structures and features, tidying up, placing new attractions for the kids and providing general maintenance. The staff were part of our Early Childhood Committee and along with the parents, we should all be very grateful to them for giving up their Saturday morning so that all the kids who use the playground benefit

#### **NAPLAN Online**

**In 2019, we will join all schools in WA (and Australia) to conduct NAPLAN assessments online. All tests in Years 3 and 5, with the exception of Year 3 Writing, will be done on I pads (Year 3) and laptops (Year 5).**

On Thursday September 6 we will carry out the first of our tests to check the capacity of our school's Internet bandwidth and wireless connectivity to handle the load. The Department has been carrying out a pilot program with about 20% of schools in WA over the past two years to test the capacity across the system to conduct NAPLAN online successfully so we will use their experiences to help ensure we can conduct the assessment successfully in 2019.

#### **Three-Way Interviews Survey Feedback**

This has been carried out and the results indicate a generally positive response to the notion of having

			<p>the interviews carried out with the student present for all, or part of, the time.</p> <p>Feedback from the Board and from staff will help to shape the nature of these interviews next year and the key messages I will communicate to the community following the proper analysis of the survey results.</p> <p><b>98.5 Sonshine FM Live Radio Broadcast</b> Sonshine FM will broadcast their Breakfast Show live from our school this Friday morning, September 7. Staff, parents and students will get to see how a live radio show operates and be able to participate in some small ways. Some staff and students will be invited to take part on air. Free coffee will be available for the adults who come along.</p> <p><b>Electronic Student Reports</b> This December, students' reports will be emailed in electronic format to parents rather than sending them home in the traditional hard copy format. This has become a more common way for schools to issue reports and following consultation with our School Board, we will commence this system at our school this year.</p> <p>Advantages include a permanent copy of the report can be kept by families with less risk of losing them, sending to family members overseas, reprinting if a copy is damaged and cost savings to the school and the environment.</p> <p><b>Covered Walkways Between Buildings</b> I requested the Department consider erecting covered walkways between the four learning community buildings and the Library/Staff Room to enable everyone to get around the school without getting wet on rainy days. I was told that there was no budget for this.</p> <p>I will try again closer to the end of the 2018-19 Financial Year!</p> <p><b>Long Service Leave (LSL)</b> I will be on LSL for week 10 of Term 3 and week 1 of Term 4. Mesha Steel will be acting Principal during this time.</p>
6.	<b>Delivery and Performance Agreement (DPA) Progress Report</b>	<b>Frank</b>	<p>Frank briefly outlined the DPA Report to the Board and asked for Board members to review for further discussion at the next meeting. Board members are to review and update the School Board performance section of the DPA. <b>Action: Board Members</b></p> <ul style="list-style-type: none"> <li>• Send IPS Board fact sheet to Board members. <b>Action: Therese</b></li> <li>• Send security/criminal screening link to Board members. <b>Action: Therese</b></li> <li>• The first Board meeting of the year is to be clearly marked on the calendar as a 'Public Meeting'. <b>Action: Therese</b></li> <li>• Board member information including tenure, screening check to be added to the website. <b>Action: Therese</b></li> </ul>
7.	<b>2019 Requirement Lists (Booklists)</b>	<b>Frank</b>	<p>Requirement Lists were discussed and compared to two local schools.</p> <p>AGPS Process: each year group meet to discuss and decide what items will be required. This is done annually to reflect the previous year's learnings. The lists are then reviewed by the Administration</p>

			<p>team. The Board was made aware of this process and is happy to continue with it. Board members will feedback any issues they hear/receive from the school community.</p> <p>Roslyn moved that the 2019 Requirement Lists be endorsed. Seconded by Mike with all present in favour.</p>
8.	<b>Chaplain Update/Report</b>	<b>Amberlie</b>	<p><b>Classes/Camps/Programs/Pastoral Contact</b></p> <ul style="list-style-type: none"> <li>• Ongoing support for staff, families and community.</li> <li>• Ongoing 1 on 1 support for students, with consistent referral from teachers and families. Averaging 15 sessions per week.</li> <li>• Running 2 groups of the Seasons for Growth program (year 3-6) in term 3. Year 1-2 program ran in term 2.</li> <li>• Running 1 group of the In Real Life program after an increase of conflict was identified in the year 5 girls.</li> <li>• Running a group of students in pre-primary once a week to help assist with identifying emotions, resilience and coping strategies etc.</li> <li>• After positive feedback from parents in term 2 the Funky Junk percussion band has continued on this term. The program is focused toward students that need a confidence boost, have low self-esteem, challenging home backgrounds or who find social interaction difficult. The students will perform their piece at the lunchtime concert on Friday week 8.</li> <li>• Member of the Kids Matter Committee. R U OK DAY planning has begun for term 4.</li> <li>• Continuing mindfulness activities in the library on Monday lunchtimes.</li> <li>• Attended and supported interschool cross country carnival at Harmony PS on 13<sup>th</sup> June.</li> <li>• Supported junior choir and year 6 instrumental students at both performances at Regents Gardens nursing home.</li> <li>• Changing staff wellness wall monthly. The wellness wall has topics on it such as healthy recipes, podcasts to listen to, books to read, apps to use, movies to watch and some upcoming community events. Etc.</li> <li>• Assisted with Athletics and jumps and throws carnival in week 5.</li> <li>• Attended Kids Matter Network Meeting in week 7</li> <li>• Planning In Real Life program groups for term 4.</li> <li>• Attending Year 2 excursion in week 9</li> <li>• Attending Year 5 excursion in week 10</li> </ul> <p><b>Professional Development / Contact with Community Groups</b></p> <ul style="list-style-type: none"> <li>• South Metro combined cluster meeting with YouthCARE.</li> <li>• Attended the YouthCARE Cockburn Council Meeting in week 4.</li> <li>• School nurse and school psychologist ran Positive Parenting Program seminar for school community, which was great to attend and support.</li> <li>• Donations for Aussie Farmers Foundation for NSW drought. We raised \$236.45 through voluntary donations, but have some of the year 5's running a paper plane competition in week</li> </ul>

			<p>9 where the gold coin donation will also go toward the fundraising.</p> <ul style="list-style-type: none"> <li>• Attended the AYLA Inc. Site tour and Lottery west bus launch event on Friday 31<sup>st</sup> August.</li> <li>• Attending professional supervision once a term.</li> </ul> <p><b>Stories of Interest</b></p> <p>At the end of term 2 the year 6 leaders helped to pack 458 senior packs and 148 homeless packs. This was all due to the fundraising of \$3,500 for AYLA Inc. These packs will go to the senior citizens in the community nursing homes, and the homeless of Perth. It was so great to see the year six students enjoy the experience so much and to know that they are doing something for someone else. They were able to see the difference their fundraising had made and some of the feedback from the students was so great to hear. Some of the students said that they had always wanted to help out the community but didn't know how and this was a great way for them to do it.</p> <p>On Friday, September 7<sup>th</sup>, Aubin Grove Primary School will be hosting 98.5 Sonshine FM's Free Coffee Friday. Sonshine FM broadcast live from schools around Perth and next week their breakfast radio show, with Kirstie and Morro will be heading to Aubin Grove. We will be hearing from our principal, school chaplain and some of our very own Aubin Grove students. We will get a visit from the RugbyRoo's, The Entertainment Bank and of course, we have free coffee for all of our adults! It is going to be a fantastic morning being able to showcase our amazing school and to start our day with a great atmosphere.</p> <p>We have begun the process around sandwiches and fruit for students who come to school without food. All teachers and EA's are aware of the process and know where to go for students to be able to have recess and lunch. Documentation is being taken so we are aware of students who are coming regularly so we can better assist the family and child if need be.</p>
9.	<b>School Development Days 2019</b>	<b>Frank</b>	<p>There is a total of 6 School Development Days proposed for 2019.</p> <p>Stacey moved that the 2019 School Development days be endorsed. Seconded by Jaye with all present in favour.</p> <p><b>2019 School Development Days:</b>  Thursday, 31<sup>st</sup> January  Friday, 1<sup>st</sup> February  Monday 29<sup>th</sup> April  Friday, 31<sup>st</sup> May  Friday, 1<sup>st</sup> November  Friday, 20<sup>th</sup> December</p>
10.	<b>Year 6 Graduation Ceremony New Venue &amp; Entry Fee</b>	<b>Frank</b>	<p>The school has outgrown its current venue and has had to look into alternate venues for the Graduation ceremony. Mount Pleasant College is the proposed venue for this year at a hire cost of \$3755. The event will be a ticketed event. It was suggested that families will initially be offered the option to purchase up to four tickets per student. If vacancies are still available a second round of tickets will be offered to families. The ceremony will be held in the evening which will allow working families to attend. It was proposed an entry fee of \$5.00 per seat be charged to recoup part of the hire costs.</p>

			<p>The Board agree with the venue and to an entry fee being charged to families. Jaye moved the motions and Stacey seconded with all present in favour.</p> <p>Frank will look into alternate venues for future years as it was noted that Mount Pleasant may be seen to be located too far from Aubin Grove PS. The Arc was suggested as a possible location. The venue must be able to accommodate at least 650 attendees. <b>Action: Frank</b></p>
11.	<b>Homework Policy</b>	<b>Roslyn</b>	<p>Roslyn presented the updated policy to the Board.</p> <p>It was recommended that the Year 5 and 6 show a more prescribed English task for Terms 3 and 4. Roslyn to follow up with the year 5/6 teachers and update the policy accordingly.</p> <p>The amended policy to be reviewed at the next meeting for possible endorsement.</p>
12.	<b>Three Way Interview Survey Data</b>	<b>Frank</b>	<p>The Board to review the survey data for discussion and possible endorsement at the next meeting. (The survey data is available on Dropbox).</p>
13.	<b>Little Boy Courtyard Update</b>	<b>Lynna</b>	<p>Agenda item postponed to the next meeting.</p>

**NEXT MEETING:**

**31 October 2018 – 8.45am**

Minutes approved:

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**Frank Pansini**  
**Acting Board Chair**

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**Date**