

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	7 <sup>th</sup> November 2018		
<b>TIME:</b>	1pm to 3pm	<b>ATTENDEES:</b>	Mesha Steel, Stacey Colyer, Jaye Vaughan-Davies, Simon Lalor, Roslyn Foote, Justine Kueh, Melanie Osborne, Mike Van Dongen
<b>MINUTE SECRETARY:</b>	Melanie Osborne	<b>APOLOGIES:</b>	Lynna Matthews, Joan Weston

AGENDA ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
2.	<b>Previous Minutes</b>	<b>Justine</b>	Mike moved that the minutes of the 5 <sup>th</sup> September 2018 be accepted. Seconded by Simon with all present in favour.
3.	<b>Review of Actions</b>	<b>Justine</b>	Actions reviewed. Year 6 Graduation – Mesha discussed why we chose Mt Pleasant Baptist church as a venue (size, cost, equipment) - deemed complete.
4.	<b>Budget Update</b>	<b>Mesha</b>	Mike moved that the budget of the 31 <sup>st</sup> October be accepted. Seconded by Simon with all present in favour. Sheryl to come to the next meeting to explain the budget in particular as follows: <ul style="list-style-type: none"> <li>• Board would like to see more detail of where we are spending the money. Break down of C, D and N accounts.</li> <li>• What amount can the school carry over?</li> <li>• When is the date that we don't lose money that we have left in our budget?</li> <li>• Board requested to view the budget quarterly.</li> </ul> <b>Action: Mesha</b>
5.	<b>Student Leader Update</b>	<b>Jamie / Cadence</b>	No student updates.
6.	<b>Principal's Report</b>	<b>Mesha</b>	<b>Administration and Staff Changes for Term 4</b> As outlined in Frank's email dated Tuesday 9th October 2018, there have been some significant changes to staffing, due to Frank accepting a position as Principal Advisor; Leadership Innovation and Strategy for the recently announced Leadership Strategy. Mesha Steel, Deputy for Years 5 and 6 has stepped into Frank's role for Term 4 and Term 1 in 2019, which has then created a vacancy with the Deputy position. Craig Fritchley will take on this role for Term 4, with this position being advertised for Term 1 in 2019. Miss Liz McKenzie, who has been a regular relief teacher in the school this year, has accepted the fixed term position in Phys-ed for the remainder of the year.  Mrs Tarah Souter, Music Specialist commenced her maternity leave in Week 2, and Mr George

Cope will be acting in her position, for the remainder of the year.

Staffing for 2019 is currently underway and being finalised over the next two weeks, with the Administration requesting the renewal of the fixed term staff contracts for 2019. Due to our staffing being established now in our 8th year, we did not need to run a process to recruit further staff for 2019.

***Buildings and Infrastructure***

We are welcoming 140 kindergarten students into the Aubin Grove community in 2019, with an additional 30 children commencing as in-area, pre-primary students, after our reduced kindy intake this year. As a result, we have secured two new temporary classrooms to accommodate our needs. These will be situated along the western boundary line in the junior primary area. This has allowed us to convert another temporary classroom into the second Art classroom, which will alleviate space concerns in the Learning Community Area 4. We are expecting works to commence before the conclusion of Term 4.

Due to our ever growing technology needs, we would like to commence the development of the traditional wet area in LC4 into a Information Technology space, to store, maintain and accession out our IT devices, in addition to making this area a collaborative IT hub for staff and students to work, seek IT support and enjoy.

***Reporting to Parents and NAPLAN Assessments***

In accordance with the direction of the department, we will be moving to communicate the formal Semester 2 report electronically in Week 10 this term. These reports will be emailed home to parents and will include information about the time period in which a parent can access and download/ print off their child's report. Administration staff attended professional learning in Term 3 to gain knowledge of this process and will be available to support any families that may have issues with accessing this report. The school community will be notified shortly of this change and the process required to access the report.

NAPLAN will also be moving to an electronic format for 2019, with exception of the Year 3 Writing assessment, which will remain as a hard copy assessment. Year 3 students access the testing on iPads and Year 5 students will use their own Air devices. All current Year 3 and 5 students have recently been involved in readiness assessments, to only assess the capabilities of our network and to troubleshoot any potential problems that could arise from this move. The testing so far has been successful, with minimal to no interruptions to Internet access for other students and teachers in the community. The readiness testing will continue in 2019, however this testing will move to the students who will be sitting the assessments so they can be familiar with the change in process.

***IT Network***

The department has given schools permission to source their own additional Internet to support what the school has already been permitted from the department. This is a significant and very welcomed initiative from the department, as we have struggled to maintain good access to the wi-

			fi for all students with our rapid growth over the past two years. Craig Fritchley, Michelle Martin and our Winthrop IT integrator, Marvin Budiarto are networking with our other local schools to discuss what are the best options in regards to local internet providers. Michelle has also done some significant work in this area, through adding Zuludesk managed software to the iPads in the school, for management of updates, in addition to providing professional learning to staff and students in the effective management of using technology across the school site.
7.0	<b>Other Business:</b>		
7.1	<b>Delivery and Performance Agreement (DPA) Progress Report</b>	<b>Mesha</b>	Letter received from Jen McGrath to say she has accepted our latest DPA and thanks the board for their time and effort. Reviewed the DPA 2018-2020. Reviewed School Board section. <ul style="list-style-type: none"> <li>a. Green (implemented)</li> <li>b. Orange (commenced implementation)</li> <li>c. Green (implemented)</li> <li>d. Green (implemented)</li> <li>e. Orange (commenced implementation)</li> <li>f. Green (implemented)</li> <li>g. Orange (commenced implementation)</li> </ul>
7.2	<b>Homework Policy</b>	<b>Roslyn</b>	Ros handed out a hard copy of the policy. Not much had changed from the last time the Board met. All teachers should have continued with homework as per old policy. Motion to endorse the current homed work policy. Endorsed by Stacey. Seconded by Mike with all present in favour.
7.3	<b>Three Way Interview Survey Data</b>	<b>Mesha</b>	Board were given time to read the comments. Extra comments indicated that the feedback was generally positive. Education to parents is imperative for this to be more successful. Parents may need more education regarding visible learning. Possibly changing the name to reflect the process a little better. <b>Action: Mesha</b>
7.4	<b>Little Boy Courtyard Update</b>	<b>Melanie</b>	Melanie presented feedback received from all year levels. Questions raised: <ul style="list-style-type: none"> <li>• Is there a minimum procurement amount that you need before you get people to do this?</li> <li>• Is there money in reserves for this project?</li> <li>• Who do we notify to tell about building changes to the school?</li> </ul> <b>Action: Mesha</b>
7.5	<b>Public School Review</b>	<b>Mesha/Justine</b>	School review is Term 1 2019. Mesha to keep the Board informed of the timing in Term 1and the process at the next board meeting. <b>Action: Mesha</b>
7.6	<b>2019 Contributions and Charges</b>	<b>Mesha</b>	Changes made: <ul style="list-style-type: none"> <li>• Year 6 annual event increased by \$50. Replacing big week out with a camp in Term 2 due to the size of the cohort.</li> <li>• Leavers shirt gone up by \$5 to \$40.</li> <li>• Booklists have all come down.</li> <li>• Online program for Mathletics has been deleted.</li> </ul> Endorsed by Stacey. Seconded by Justine with all present in favour.

7.7	<b>Bushfire Plan</b>	<b>Mesha</b>	Change Principal name to Mesha Steel in the plan. <b>Action: Therese</b> Aubin Grove PS has a category 2 rating due to the proximity to bushland and local parklands. Training of school staff has been conducted by Dynamiq (external company).
7.8	<b>Board Survey</b>	<b>Mesha</b>	The Board Survey will be handed out at the next meeting.
7.9	<b>School Board Terms of Reference</b>	<b>Mesha</b>	Any changes can be seen in red. Any changes or questions? Happy with changes that have been made. Endorsed by Mike. Seconded by Simon with all present in favour.
7.10	<b>MacBook Scholarship</b>	<b>Mesha</b>	Grandparent donates Macbook for fellowship students. Selection process. Stacey was on selection panel and the decision was made not to use second hand books from Aquinas and to give the person who needed it most the whole lot. Macbook, harddrive and cover. Process to start again. Mesha to initiate process to find letter from last year. Justine, Stacey and Mike happy to be on the panel. Mesha to de-identify submissions. <b>Action: Mesha</b>

<b>NEXT MEETING:</b>	<b>28 November 2018 – 8.45am</b>
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Minutes approved:

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Justine Kueh  
Board Chair

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Date