

School Board Meeting Minutes Aubin Grove Primary School

DATE:	27 February 2019		
TIME:	8.45am to 10.50am	ATTENDEES:	Mesha Steel, Stacey Colyer, Simon Lalor, Roslyn Foote, Melanie Osborne, Lynna Matthews, Jaye Vaughan-Davies, Mike Van Dongen, Justine Kueh
MINUTE SECRETARY:	Therese Turner	APOLOGIES:	Joan Weston

AGENDA ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
2.	Previous Minutes	Justine	Simon moved that the minutes of the 28 th November 2018 be accepted. Seconded by Melanie with all present in favour.
3.	Review of Actions	Justine	<p>Actions reviewed.</p> <p>Little Boy Courtyard – a revised concept plan will be presented at the next Board meeting. Action: Lynna</p>
4.	Budget Update	Mesha	<p>Mesha presented the 2019 cash budget to the Board. The 2019 Budget was approved with the provision that clarification be given on the difference between revenue and expenditure. Action: Mesha</p> <p>Mike moved that the 2019 Budget be accepted. Seconded by Simon with all present in favour.</p> <p>Identified proposed works and purchases:</p> <ul style="list-style-type: none"> - Little Boy Courtyard - Building/classroom upgrades – carpet, blinds - Class sets of iPads for NAPLAN online testing - LC4 wet area to be converted to an IT hub <p>A discussion took place regarding the lower than expected percentage of voluntary contributions received. Possible issues raised were with the timing of the payment being very close to Christmas where families may be experiencing high expenses. As well as improvements to the school's communication in regards to what the voluntary contributions are used for, how these can be paid. Mesha will speak with other Principals to see what their school's are doing in regards to communication and payment options. A breakdown of what year levels are paying to be reviewed along with a list from Ziggies Office Supplies of what year levels are purchasing and paying the contributions through them. Action: Mesha</p>

			Does the school have a capex list? Suggested this may be something the finance committee could produce. Mesha will investigate and report back to the Board. Action: Mesha
5.	Principal's Report	Mesha	<p>Enrolment Numbers This year on day one, we opened with 1115 students, which is our second largest intake in the school's history (excluding 2017 with 1165) and possibly we have now reached our capacity. Over the past weeks, into our census day on Friday 15th, our final student numbers for funding is 1109.</p> <p>New Teaching Staff This year, we did not feel the need to run a teacher recruitment process, as many of our fixed term teachers, acting in positions for permanent staff on leave, we able to access the second year of a fixed term contract. Late into Term 4, 2018, we did have a two teachers pick up permanent positions at newly established schools, which then did allow for us to recruit new fixed term staff. We have welcomed to Aubin Grove for 2019:</p> <ul style="list-style-type: none"> • Nina Vukovac, Year 1 • Aspen Muizarajas, Year 2 • Grace Miller, Year 3 • Sanya Simonji, Year 5 • Liz McKenzie, Year 5 • Katie Lean, Special Needs EA <p>Partnership With Murdoch University- Intern Students This is our second year of partnership with Murdoch University, where after an extensive panel process, final year teaching students are selected and invited to attend a year long internship at a school. This is to be completed alongside their final year of study. This year, we congratulate and welcome Chloe Wilkinson, who will be working alongside Dave Allesandrini in Year 1 and Shannon McCarrell, who will be in Mel Herd's Pre Primary classroom. Our partnership with Murdoch University is a valuable one, as the university provides the school with venues and facilities if we require them, in addition to the latest academic and research support. We wish both Chloe and Shannon a most successful and rewarding year here with us at Aubin Grove.</p> <p>Buildings and Infrastructure We now have an additional two transportable buildings to cater for two, year one classrooms. These new buildings run parallel to Lyon Road and are now nearing final completion. We are still waiting for the networking to be completed and some pool fencing to be installed at the rear of the buildings to restrict the area. After speaking to other Principal's in the local CCEN area recently, we understand how lucky we are that these buildings are installed and functional, as many schools still do not have buildings for classrooms on site yet.</p> <p>We have installed ten new Prowise Presenter interactive boards in the two new rooms, plus some of the purpose built rooms, to replace our aging Smartboards, which are losing their effectiveness after nine years of operation. There is planning in place to continue this replacement of the purpose built classroom boards throughout 2019, where feasible.</p> <p>All of the IT equipment has been moved into the Learning Block Four. In addition to our IT officer, Michelle Martin imaging all of the new Year 4, 1:1 MacBooks, she is stocktaking and accessioning all of</p>

our IT devices, so a highly functional library system can track the movement of devices. Our next steps are to explore the interior of the space and to look at other school IT collaborative spaces to support the design of our own.

School Culture and School Development Day

At the commencement of 2019, we have paid particular focus to reviewing our school cultural elements and how our understandings translate into classroom practice for our students. The FISH Philosophy and LEAF Principles are elements that we hold in the highest regard at Aubin Grove in our way of “being” towards each other create a positive and supportive environment for all. The teaching staff has explicitly taught the FISH Philosophy and LEAF principles as part of their transition program, in addition to our visible learning, Learner Qualities. The outcomes of this focus are visible to all in our classrooms an across the school on notice boards and in the library. It is used in the language when speaking to each other and also in the comments in the assembly merit awards. It is especially important that with a change in the administration team, in addition to the commencement of new staff that these important elements of our school do not become lost, or of less focus.

Our School Development Day at the commencement of the term also had a focus on the Aboriginal Cultural Standards Framework, which is a system wide priority for all schools. We wanted to develop our own understandings of Aboriginal culture, their experiences, languages and history to be actively responsive in how we educate our students. We engaged the services of local company, Urban Aboriginal and through presenters Dale Tillbrook and Shelia Humphries; we experienced a raw and very emotional presentation about the local history for Aboriginal people and the impact of white settlement. Shelia’s personal recount of her experiences as a stolen generation child was extremely confronting and a highly emotional experience for our entire staff. Without any doubt, these ladies presentation changed our lives. We have actively been planning since this day, using the framework as to how we as a school can become more responsive into our everyday work. I look forward to keeping you updated in our progress throughout 2019 and beyond.

Changes for 2019:

School Camp for Year 6 Students

The Year 6 group will be travelling in Week One, Term Two to Rottnest Island for Aubin Grove’s inaugural school camp. The camp, to be held over three days, will have a particular focus on further developing the Year 6 students’ leadership skills, in addition to providing opportunities to have hands-on experiences that connect to the Year 6 curriculum. We are also looking forward to having this bonding opportunity with our Year 6 students earlier than the Big Week Out, as it will certainly put us in good stead for developing relationships with the students for the remainder of the school year.

Communication

We have begun to engage the services of Katarina Bensa from the Education Department’s IT Customer Support Team, in response to our parent survey feedback in regards to the forms of communication between home and school. We have commenced our implementation of Connect, the department’s endorsed form of communication, which is used in many public primary and high schools across WA with great success. The platform was upgraded in December last year and is also now available as an app for phones and iPads. This implementation process should be completed by the end of Term 1, 2019, after providing training for all staff and providing parents with the processes for

			<p>accessing this new platform. For the next few weeks, communication will still be provided to parents in the form of emails until our implementation is complete.</p> <p>Timetable Our new timetable has been up and running now for the last 4 weeks with great success. I only received one parent complaint about children becoming too hungry due to the later lunch, however after responding to that parent, the concern was not further escalated. This timetable lines us up with our other local school timetables and removes the split session over lunch. It also provides a longer session in the middle of the day, which then provides equal time for both of our maths and English blocks. Teachers are finding that the “Crunch and Sip” snack boxes are very beneficial throughout the day, with parents being more conscientious in providing these to our students</p> <p>Hammond Park Secondary School- Planning Name Newly appointed Principal, Jo Willesee to Hammond Park Secondary School has spent some time in our school recently meeting our administration team, Year Six teaching staff and students. Aubin Grove has been listed as included in the local intake area; however, as the school will not be gazetted until June, we cannot yet confirm that AG is included as an intake school. The school will open as a Year 7 school only and will grow each year beyond the first opening year. Jo has presented to the Year 6 parents at their recent information evening and answered any initial questions that parents have about the school. She will be working with the community as the year progresses to ensure that the school has input from prospective students and community members.</p>
6.0	Other Business:		
6.1	Board Positions 2019	Mesha/Justine	<p>Justine announced she is resigning from the School Board due to her increased work commitments. Justine will transition from the Board and will be used in a co-opt capacity for the upcoming School Review and possible Principal recruitment process.</p> <p>Mesha thanked Justine for her time on the Board.</p> <p>Mesha asked the Board if anyone would want to take on the Board Chair position. Board members to email Mesha by COB, Friday, 1st March of their interest.</p> <p>Initial Board training for the Principal, Board Chair and Executive Officer has been scheduled for the 20th March at the Leadership Institute with whole Board training for all members to be held in Term 2, date to be advised.</p> <p>Mesha asked Board Members to think about potential Community Members to join the Board. Mike suggested maybe scheduling community members i.e. representative from Cockburn Council to attend in a visitor’s capacity not as a Board member. Therese to add to the next meeting agenda for further discussion. Action: Therese</p> <p>It was decided that a matrix of board members individuals strengths be collated which could help identify any gaps that the Board could look for in potential future candidates joining the Board. Mike will send through a skills template. Action: Mike</p>

6.2	School Review	Mesha	<p>The School Review is scheduled for Week 10 of Term 1, exact dates to be confirmed. There is a new process conducted for reviews. The school uploads the required documentation. There are 6 domains and the school gets to pick what documentation they want to show reviewers.</p> <p>Data Collection and Analysis Cycle to be uploaded to Dropbox for the Board to review. Justine in her co-opting capacity as well as the new Board Chair will be given time to speak with the reviewers. Action: Mesha</p>
6.3	Year 6 Graduation Venue	Mesha	<p>Mesha asked the Board for their endorsement for the Year 6 graduation ceremony to be held at the Mount Pleasant Baptist Church venue as per last year. This year the graduation is scheduled for Week 9, Thursday, 12 December from 1 to 3pm followed by a light afternoon tea. Jaye moved that the motion be accepted. Seconded by Stacey with all present in favour.</p> <p>Mesha will speak with Joanne Willesee, Principal of Hammond Park Secondary College to see if they will have a facility to accommodate our future graduation ceremony needs. Action: Mesh</p> <p>Cost of graduation ceremony tickets are to be added to future Contributions and Charges documentation. Action: Therese</p>
6.4	School Board Survey	Mesha	<p>Mesha advised that the school is not allowed to use Survey Monkey for any public surveys. Mesha will look into an alternate platform/process to run the School Board survey. Simon has volunteered to collate the data once the survey is completed. Action: Mesha</p>
6.5	Parent, Staff & Community Survey Results	Mesha	<p>Mesha presented the survey results to the Board. The survey is to be run on an annual basis via the departments approved tool. Year 5 and 6 students complete the survey along with staff and community members (parents).</p> <p>It was proposed to move the survey to weeks 9 and 10 of Term 3 as well as over the holiday period. Also mentioned the possibility of having parents at open nights or at assemblies complete it.</p> <p>The CLT to further analyse survey data prior to any recommendations being made. The Board to review once completed.</p>
6.6	Mail Received	Justine	<p>Justine advised that Board members are invited to the 'Back to School Morning Tea' with Roger Cook MLA which is being held on the 15th March – 9.30am to 11.30am.</p>

NEXT MEETING:

27 March 2019 – 8.45am

Minutes approved:

Justine Kueh
Board Chair

Date: