

School Board Meeting Minutes Aubin Grove Primary School

DATE:	27 March 2019		
TIME:	8.45am to 11am	ATTENDEES:	Mesha Steel, Stacey Colyer, Simon Lalor, Roslyn Foote, Melanie Osborne, Lynna Matthews, Jaye Vaughan-Davies, Mike Van Dongen, Joan Weston
MINUTE SECRETARY:	Therese Turner	APOLOGIES:	

AGENDA ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	Welcome	Mesha	Mike welcomed as the new Board Chair. Thank you to Simon also for nominating. Justine email/letter to resign officially from the School Board. Action: Therese
2.	Acknowledgement of Country	Mesha	We will conduct an Acknowledgement of Country prior to each Board meeting as of Term 2.
3.	Conflicts of Interest	Mike	None noted. If there are any in the future Board Members to let Therese know prior. Any agenda items that have a conflict of interest can be put at the end of the meeting and the relevant Board Member conflicted can leave prior to discussion.
4.	Guest – Joanne Willesee, Principal of Hammond Park Primary School		<p>Mesh welcomed Joanne. Joanne spoke about the new secondary school and her role moving forward.</p> <ul style="list-style-type: none"> • Local intake area clarification will be announced in June this year. • School build planned for 1500 students. Staged build which will open with classrooms as well as the entire specialty facilities ie. drama, media, home economics and science to accommodate year 7 students. • The school is a Triple P school which means it is privately owned facility that the Education Department leases over a period of time. The maintenance of the school is contracted to Spotless. • The school will take ownership of the buildings mid December. • Transition for year 6 students in 2019 may be held at an offsite venue. There will be school tours before the end of school year for students and families. <p>Mike asked if the school had a facility large enough to accommodate our Year 6 Graduation Ceremony. Joanne confirmed that the school gym would be suitable.</p> <p>Joanne will be invited back to future Board meetings once the local intake areas has been announced</p>

			to discuss enrolment processes and transition if Aubin Grove PS falls into the intake area.
5.	Minutes of Last Meeting	Mike	The minutes of the 27 th February 2019 were passed.
6.	Review of Actions	Mike	<p>Actions reviewed.</p> <p>Reduce actions to recent items and look at putting some of the reminder/noted items on a calendar/planner. Action: Therese</p> <p>The Little Boy Courtyard update will be deferred to a future meeting.</p>
7.	Student Voice	Lalkrishna/Charlotte (Head Boy and Girl)	<p>Year 6 students recently attended the National Leaders Day which presented them with opportunities to improve their leadership skills.</p> <p>Student voice ideas have been promoted at assemblies. Reasonable ideas will be looked into. A group of 12 students, two from each class including Lalkrishna and Charlotte meet to discuss and sort ideas. Ideas will be put forward at Student Leaders meeting attended by student group, Principal and Deputy Principal.</p> <p>Student Voice Suggestions:</p> <ul style="list-style-type: none"> - Bench at both kiss and drops. (Planned for a second kiss and drop installed on Lyon Rd). - Therapy dog. Story time therapy dog in Library. - Cover for scooter racks. - Fixing water fountain on basketball courts. Water pressure down and water very hot. The Year 6's have agreed to clean the fountain and alcove are of the basketball courts and they will also log a job as a fault via the front office for the repair work.
8.	Chaplain Update	Amberlie	Amberlie updated the Board on her Chaplaincy activities for Term 1 (see attached report). Mesha thanked Amberlie for her commitment to the students, families and the school.
9.	School Review Audit	Mesha	<p>Leadership Team (CLT and Admin) have put together documentation for the School Review. Key documentation that reflects our current school context in the areas of Leadership, Relationships, Teaching Student Progress and Achievement, Resourcing and Learning Environment has been uploaded into the online review tool. Reviewers have a week to review documents prior to coming to the review date.</p> <p>Board Members, Justine (co-opted) as well as Mike and one other Board member to meet with the reviewers. Board to email Mesh if they would like to be the third Board member. Wednesday, 10th April is the scheduled review date, (approx. 9.30am for the Board section).</p>
10.	Board Governance		
10.1	Board Survey		<p>Training attended by Mesha, Mike and Therese.</p> <p>TT to collate survey findings for review at the next meeting. Action: Therese</p>
10.2	Board Composition – Terms of Reference		To be continually reviewed by the Board.
10.3	Board Membership/Skills Matrix		We currently have a Parent member and possible Community member vacancy. The Board can appoint the Community Members. Parent members have to be voted by the parent community.

			<p>Casual appointment to fill Justine's remaining time on the Board (end of 2019). To be advertised in the Community but the Board is able to appoint. Casual appointment does not require a parent community vote.</p> <p>Board Chair to be assessed each year.</p> <p>Staff can only vote on staff members joining the Board.</p> <p>The Board to review the Code of Conduct and add in norms. Action: Board</p> <p>Skills matrix to be completed to help identify any gaps. Mesh and Mike to put together skills matrix and send to Board members for return and collation prior to the next meeting. Action: Mesha/Mike</p> <p>Community Member, Joan Weston tenure/start dates on the Board to be clarified. Action: Therese</p>
10.4	Board Training		Board training to be conducted in Term 2. The survey will help define which two of the 5 modules they would like at the training. Board Training will cover two modules in the two hour training.
10.5	Board Meeting Times		Timing of Board meetings was tabled. The Board agree to remain as is for now.
11.	Budget Update	Mesha	<p>Voluntary Contributions received: 43% received to date. 62% received last year. Mesha will clarify the percentage received via Ziggies. Action: Mesha</p> <p>509 orders via Ziggies this year. Heavier in the early learning years.</p> <p>Budget reviewed by Board.</p>
12.	Business Plan Summary		Agenda should have been Annual Report. Report will need to be and signed off by Mesha and Mike once it is complete. Action: Mesha/Mike
13.	Principal's Update	Mesha	<p>See attached Principal's report.</p> <ul style="list-style-type: none"> • Connect up and running. Official school and classroom communications. • Facebook page – instant public promotions. • Canteen posts via Facebook.
14.	Other Business:		
14.1	Violence in Schools	Mesha	Covered in Principal's report.
14.2	School Review	Mesha	As above item 9.2 and in Principal's report.
14.3	Guest Attendees – Boards Engagement with Community – Potential	Mesha/Mike	Board to think who they might want to engage with. Cockburn City, The Arc, Murdoch University, Curtin University, Boards from other schools, Principals from other schools – ie. Peter from Atwell College. Apple Education (Business Plan targets) – technology capabilities.

NEXT MEETING:	29 May 2019 – 8.45am
----------------------	-----------------------------

Minutes approved:

Mike Van Dongen
Board Chair

Date: