

School Board Meeting Minutes Aubin Grove Primary School

DATE:	26 June 2019	ATTENDEES:	Mesha Steel, Simon Lalor, Melanie Osborne, Jaye Vaughan-Davies, Mike Van Dongen, Lynna Matthews, Roslyn Foote, Joan Weston
TIME:	8.45am to 11am	MINUTE SECRETARY:	Therese Turner

AGENDA ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	Welcome & Apologies	Mesha	Apologies: Stacey Colyer
2.	Acknowledgement of Country	Mesha	Conducted by Mesha.
3.	Conflicts of Interest	Mike	None reported
4.	Minutes of Last Meeting	Mike	The minutes of the 27 th May 2019 were passed – Lynna and Melanie.
5.	Review of Actions	Mike	<p>Actions reviewed.</p> <ul style="list-style-type: none"> • Resignation letter received from Justine Kueh. • 202 voluntary contributions were paid via the Ziggies booklist. • 53.3% paid voluntary contributions received to date. <ul style="list-style-type: none"> ○ A reminder will be sent out in the next newsletter. Action: Mesha ○ Statements resent in Term 3 for outstanding payments. Action: Mesha • Code of Conduct – revisit after Board training. • Board Photo – group photo to be taken at the next meeting. Individual photos for Board Members to be included in annual school photo schedule as of 2020.
6.	Student Voice	Lalkrishna/Charlotte	<p>Student Voice Feedback:</p> <ul style="list-style-type: none"> • Request for more bins as they are currently overflowing. The students would like more recycling bins. Student leaders to speak with Mrs Barford, Sustainability Committee. • More sports equipment. Students to speak to Mr Hilson, Physical Education. Student Leaders to educate fellow students on caring for our sports equipment. • Lego Club has been approved and the Finance Committee has approved \$2000 towards this project. • Request for more bike racks. Still in the thinking stage. • Music played during recess and lunch breaks on Thursdays and Fridays. The P&C have

			<p>offered \$6000 towards this project. Mesha to follow up with suppliers. Action: Mesha</p> <ul style="list-style-type: none"> • Aubin Grove PS exchange students – Year 6 students to visit surrounding schools in our network for the purpose of sharing ideas. Mesha to raise at the next Principal’s meeting. Action: Mesha <p>Student Voice outcomes reported to students at assemblies.</p>
7.	Chaplain Update	Amberlie	<p>Classes/Camps/Programs/Pastoral Contact</p> <ul style="list-style-type: none"> • Consistent 1-1 appointments with students and families. • I am spending time at lunch in the library a couple of times a week, creating a relaxing and mindful space for the students, when they don’t want to play outside. • Working along side school deputy to run ‘Story time’ for children aged 0-4 on Friday mornings in the library. • Working with the music teachers to deliver Drumbeat program. • Becoming more involved with year 6 leadership and development of student voice around the school. Termly meetings with a group of year 6 students discussing the school and their ideas. • Apart of the schools Health and Wellbeing committee. <p>Term 1</p> <ul style="list-style-type: none"> • Organised for a group of year 3 students to attend the City of Cockburn Harmony Fair. • Another successful Harmony Day. School family picnic and cultural performers. • Young Leaders Day with Head boy and girl at the Perth Convention Centre. • Interschool Summer Carnival – Coached T-ball team • External school review day – Met with both reviewers to discuss the school and Chaplaincy program. <p>Term 2</p> <ul style="list-style-type: none"> • Educational Café w/ school Impact coach and class teacher. Opportunity for parents to learn about how they can help their children become successful learners using the schools learner qualities. • Coaching group of year 6’s for Interschool Winter Carnival. • Attended the Year 6 camp at Rottneest Term 2 Week 1. • Starting Seasons for Growth and In Real Life programs for students in year 1-6 this term. 3 groups of Seasons for Growth and 3 groups of In Real Life. This means I will be able to have contact with more students throughout the week. <p>Professional Development / Contact with Local Community Groups</p> <ul style="list-style-type: none"> • Aussie Optimism Training – Year 5-6 Social Life Skills • Aboriginal Cultural Appreciation DOE Online PL • School Accountability and Ethical Decision Making PL • CCEN Aboriginal Cultural Standards Framework PL • Woolworths Harvest Lakes donating fruit to the school for students.

			<ul style="list-style-type: none"> • Attended the schools P+C and Board meetings. • Meeting with Joan De Castro – City of Cockburn Children’s Development Officer to discuss support for school and families. • Meeting with Lara Kirkwood (City of Cockburn East ward councillor) and Cooby Cares to discuss school supporting local families in need.
8.	Budget Update	Mesha	Mesha discussed the current one line budget and cash report. Staffing forecasting tool/report clarification requested. Action: Mesha
9.	Principal’s Update	Mesha	Please see attached Principal’s update. Concerns discussed regarding the recent break in. Suggested contacting the City of Cockburn to increase their security patrols. Action: Mesha
10.	Board Governance		
10.1	Skills Matrix Results	Mike	Discussed matrix results focussing on the Board’s strengths and weaknesses. <ul style="list-style-type: none"> • Governance experience and training identified as a weakness. Upcoming Board training will cover this. • Suggested a financial session with the Board from a Education Department employee to be looked at in the future. Sample budget put sheets from the Board training manual to be uploaded to Dropbox. Action: Therese • Communication and Promoting School in the Community identified as not being a strength of the current Board. Suggested to fill with new members where possible.
10.2	Board Training	Mesha	‘Roles of a School Board’ and ‘Risk Management’ are the two modules requested for training. Matt Osborne from the Education Department will advise available dates and Mesha will advise the Board. Action: Mesha
10.3	Board Tenure Register	Therese	Board tenure register has been updated. Joan’s tenure till end of 2019. Staff tenure period currently 1 year appointments. Three staff positions to be appointed, staff to nominate and staff election process if needed. Suggested advertising positions as follows: 1 for one year, 1 for two years and 1 for three years. Action Mesha/Therese
10.4	Casual Vacancy – Parent Member		A casual parent vacancy to fill Justine’s remaining tenure. Mesha to approach candidate discussed. Action: Mesha
10.5	Community Member Update	Mike	Community member vacancy (elected by Board) to be advertised. Mesha to approach candidate discussed. Action: Mesha
11.	Business Plan		
11.1	Board Key Performance Indicators	Mike/Mesha	Put to next meeting. Mike has put together an example KPI tracking document on Dropbox. Simon will put the Board’s KPI’s into this document. Action: Simon
12.	Other Business		
12.1	Final Annual Report Presented	Melanie	Final report presented and discussed with the Board. The report will be uploaded to the Education Departments ‘Schools on Line’ website as well as the Aubin Grove PS website.

			Action: Mesha/Therese
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NEXT MEETING:	14 August 2019 – 8.45am
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Minutes approved:

Mike Van Dongen
Board Chair

Date: