

School Board Meeting Minutes Aubin Grove Primary School

DATE:	6 November 2019	ATTENDEES:	Mesha Steel, Mike Van Dongen, Melanie Osborne, Roslyn Foote, Ash Bisdee, Lara Kirkwood, Jaye Vaughan Davies, Joan Weston
TIME:	8.45am to 10.50am	MINUTE SECRETARY:	Therese Turner

AGENDA ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	Welcome & Apologies	Mike	Apologies: Stacey Colyer, Simon Lalor
2.	Acknowledgement of Country	Mesha	We acknowledge the traditional custodians of this land on which we work, live, learn and play, the Whadjuk Noongar people. We recognise their traditional and continuous connection to the land and water and pay our respects to their elders past, present and emerging.
3.	Conflicts of Interest	Mike	None reported.
4.	Minutes of Last Meeting	Mike	The minutes of the 18 September 2019 were passed – Roslyn and Ash
5.	Review of Actions	Mike	<p>Actions reviewed</p> <p>Reminder to be sent to the community to call CoSafe to report any antisocial or suspicious behaviour. Lara to enquire on CoSafe signage. Action: Lara. CoSafe number to be advertised on the schools LED signage board. Action: Mesha</p> <p>The Board has decided to defer the Whole School Survey to a later date.</p> <p>School Vegie Garden/Little Girls Courtyard Chill Area actions to be taken to the P&C for possible funding. Not a Board action. Actions to be taken off Board Minutes.</p> <p>Culture Captains: six year 6 students will be assigned these roles and will rotate through Specialist areas each year. Official title changed to Language Arts Captains (informally titled: J.A.M. Captains).</p>
6.	Principal's Update	Mesha	<p>Please see attached Principal's update.</p> <p>IT Devices</p>

			<ul style="list-style-type: none"> Roslyn will be the Board member champion for the IT device investigations. Leased option for IT devices to be looked into. Action: Mesha/Roslyn Data collection of student usage to be collected. Suggested surveying years 4, 5 and 6 students and parents as well as Teachers. Action: Mesha/Roslyn Mesha to continue to liaise with Jo from Hammond Park College as our feeder school for their future IT device plans. Lara advised that they are currently planning on purchasing Laptops that students will be able to use but not take home.
7.	Board Governance		
7.1	Code of Conduct	Mike/Mesha	<p>To be added/included: Board members will actively engage in Board professional learning.</p> <p>Melanie to source an updated Code of Conduct template. Action: Melanie</p>
7.2	Group Norms	Mike/Mesha	<p>Group discussion and suggestions for group norms, based on the school's FISH philosophy:</p> <p>Choose Your Attitude</p> <ul style="list-style-type: none"> respecting and listening to others opinions positively represent the school and support board decisions remember that you are here for the betterment of the whole school <p>Be There</p> <ul style="list-style-type: none"> come prepared be present <p>Play</p> <ul style="list-style-type: none"> recognise and celebrate each other's contributions celebrate successes and milestones <p>Make Their Day</p> <ul style="list-style-type: none"> invite school external/community to bring opinions and decisions communicate and engage with the wider community <p>Melanie to work on above draft and present at next meeting. Action Melanie</p> <p>Group norms, once finalised to be added to minute template. Action: Therese</p>
7.3	Vacant Board Position	Mike	<p>Mr Macmath and Mr Morrison will be invited as guests for the last Board meeting of 2019. Formal nominations will be held in 2020 for the two vacant positions (Jaye and Justine's).</p> <p>Suggested staggered tenure for upcoming positions.</p>

			Parents membership once child leaves the school to be confirmed. Action: Melanie Joan's last meeting will be the 4 th December 2019 meeting. Term of Reference to be reviewed at next meeting. Therese to add to agenda. Action: Therese
8.	Board Community Engagement		
9.	Business Plan		
9.1	Feedback on BP Maths Data	Roslyn	<p>The Maths committee have been working towards a more comprehensive whole school assessment in order to track data more consistently. We have researched by attending various TDS schools and as a result have trialed and purchased PATMaths.</p> <p>NAPLAN data shows poor performance in Problem Solving across all year groups. In order to improve these results to achieve business plan targets, the Maths committee have developed a Scope and Sequence for teaching problem solving strategies and are in the process of purchasing a variety of teacher resources to aid teachers. This PL will all be presented to teachers early next year.</p> <p>Several strategies have not yet been achieved. These include increasing Maths discourse between students in maths teaching blocks and effective integration of ICT, First Steps and Kagan in Maths block. These strategies cannot be considered met until formal observations and walkthroughs of Numeracy Block are being conducted. Timely and constructive feedback will be given to teachers on their Mathematics practices and planning. Time has been built into the budget proposal for next year so this can happen.</p>
10.	Other Business		
10.1	2020 Contributions & Charges	Mesha	The 2020 Voluntary Contributions and Charges were unanimously passed - Melanie and Joan.
10.2	2020 Board Meeting Dates	Mesha	<p>Dates endorsed by Board. Suggested changing to afternoon sessions 4 to 6pm. Trial of these times for the next meeting. Therese to update calendar invite. Action: Therese</p> <p>2020 Board Dates Term 1: Wednesday, 26 February Wednesday, 25 March</p> <p>Term 2: Wednesday, 20 May Wednesday, 17 June</p> <p>Term 3: Wednesday, 12 August</p>

			Wednesday, 9 September Term 4: Wednesday, 4 November Wednesday, 2 December
10.3	2020 School Development Dates (SDD)	Mesha	2020 SDD dates passed – Lara and Joan. 2020 SDD Dates Term 1: Thursday, 30 January Friday, 31 January Term 2: Tuesday, 28 April Friday, 29 May Term 3: None Term 4: Friday, 30 October Friday, 18 December
10.4	Assembly Change of Day	Mesha	Suggestion of changing assemblies to Fridays was reported that it was not suitable to the school's requirements. Mesha to feedback to student leaders. Action Mesha
10.5	Footpath to Bus Stop – Lyon Road	Joan	Installation of footpath to bus stop out the front of Joan's block on Lyon Road. Mesha will forward email to Lara for presenting to council at the next budget meeting. Action: Mesha/Lara
10.6	Safer Communities Grant	Lara	Department of Home Affairs off a Safer Communities Grant for security. Mesh will investigate/apply. Action: Mesha

NEXT MEETING:	4 December 2019 – 8.45am
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Minutes approved:

Mike Van Dongen
Board Chair

Date: