

## School Board Meeting Minutes Aubin Grove Primary School

*(Meeting held as an on-line Google Meets meeting)*

<b>DATE:</b>	20 May 2020	<b>ATTENDEES:</b>	Mesha Steel, Mike Van Dongen, Roslyn Foote, Ash Bisdee, Lara Kirkwood, Simon Lalor
<b>TIME:</b>	9.15am to 11.30am	<b>MINUTE SECRETARY:</b>	Therese Turner

AGENDA ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	<b>Welcome &amp; Apologies</b>	<b>Mike</b>	Apologies: Stacey Colyer, Melanie Osborne
2.	<b>Acknowledgement of Country</b>	<b>Mesha</b>	<p>I respectfully acknowledge the past and present traditional custodians of this land on which we are meeting today, the Whadjuk Noongar people.</p> <p>It is a privilege to be standing on Whadjuk Noongar country.</p> <p>I also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together – Australia.</p>
3.	<b>Conflicts of Interest</b>	<b>Mike</b>	None reported.
4.	<b>Review Group Norms</b>	<b>Mesha</b>	Reviewed.
5.	<b>Minutes of Last Meeting</b>	<b>Mike</b>	<p>The minutes of the 26 February 2020 were passed (Simon and Ash) with the following amendment:</p> <p>'Lara Kirkwood officially welcomed as a Community Member of the Board as of the 26<sup>th</sup> February 2020 meeting'.</p>
6.	<b>Review of Actions</b>	<b>Mesha</b>	Lara advised that the footpath project has been included in the Council's budget and that they are supportive of it at this stage but are awaiting budget approvals.

			Mesh to send Jaye a formal letter of thank you as opposed to inviting her to a future meeting due to the current Covid-19 environment for face to face meetings. <b>Action: Mesh</b>
<b>7.</b>	<b>Budget Update</b>		
7.1	Cash & One-Line Budget	<b>Mesha</b>	<p>Mesha presented the One-Line and Cash Budget reports. Discussion around voluntary contributions and percentage received to date. Mesha will discuss comparative percentages of other schools with CCEN Principals. Board to review again mid Term 3. <b>Action: Mesha</b></p> <p>Mesha to circulate a list of capital works to Board Members for their information and future planning discussions following the next Finance meeting scheduled for Week 8. <b>Action: Mesha</b></p>
7.2	2020 Funding Agreement	<b>Mesha</b>	The 2020 Funding Agreement which is an attachment to the Delivery and Performance Agreement was discussed and noted by Mesha and Mike. Mesha and Mike to sign off on agreement. <b>Action: Mesha/Mike</b>
<b>8</b>	<b>Principal's Update</b>	<b>Mesha</b>	Please see attached Principal's update.
<b>9.</b>	<b>Board Governance</b>		
9.1	Board Survey Results	Mesha/Mike	<p>Mike noted the gaps are around the boards role in strategy and team bonding. Future strategies to be put in place for Board members to feel comfortable enough to voice their concerns so as to make improvements wherever possible.</p> <p>Middle leadership team to meet to brainstorm ideas and review current targets for the upcoming Business Plan (BP) by end of Term 2.</p> <p>Future strategic planning workshops with Board members to enable brainstorming ideas for the upcoming BP. A virtual on-line board was also suggested. Workshops as of Term 3. Board members to review the 'National School Improvement Tool' and 'The School Improvement and Accountability Framework' prior to BP strategic planning. Therese to forward copies of these documents via email to Board members.</p> <p>Mesha suggested Kylie McCleary and or Danuta Doherty could help facilitate planning workshops. Lara suggested Helen Hardcastle or Catalyse Pty Ltd as potential external facilitators.</p> <p>Board to review traffic light report of the current BP targets BP at the next Board meeting. <b>Action: Mesha/Melanie</b></p>
9.2	Skills Matrix Results	Mesha/Mike	
9.3	Prospective Board Member Candidates	Mesha/Mike	Risk management, financial and marketing background skills to be noted when communicating call for candidates. Process to be completed by Week 8, Term 2. <b>Action: Mesha</b>

			Board currently has two parent member vacancies.
<b>10.</b>	<b>Business Plan</b>		
10.1	Whole School Event Contingency Plan	<b>Mesha</b>	<p><b>Open night</b> – cancelled for 2020. A virtual learning journey for students and parents was suggested in place of Open Night. Will be discussed with the middle leadership team prior to any communications.</p> <p><b>Swimming lessons</b> – out of school's control. Decision will be advised by Education Department.</p> <p><b>Year 6 Camp</b> – decision to be made at the end of Term 2. Decision also influenced by Education Department directives.</p> <p><b>Year 6 Graduation</b> – decision to be made as late as possible.</p> <p><b>End of Year Concert</b> – final decision to be made at Week 4, Term 3 Board meeting.</p> <p><b>AGPS 10 Year Anniversary</b> – was scheduled for Week 2, Term 4 (food trucks, live music) - event extremely unlikely at this stage. Commemorative items in place of event. Some suggestions discussed: P&amp;C tree/leaf project, leaf badge for every student, recipe book. Mesh to share the Board's views at the next P&amp;C meeting.</p>
<b>11.</b>	<b>Other Business</b>		
11.1	IT Device Discussion	<b>Mesha/Ros</b>	<p>Possibility of iPads rather than MacBooks for our year 4 students in 2021. Current year 3 families to be communicated with and shown what devices will be implemented at AGPS. Pros and cons from both a cost perspective as well as a teaching perspective to be communicated. <b>Action: Mesha/Emily Arrowsmith</b></p> <p>No longer going to survey former year 6 families.</p> <p>Survey to be conducted of 2020 year 3 parents. <b>Action: Mesha/Ros/Emily Arrowsmith</b></p> <p>Mesha to arrange either a visit to Corpus Christy College (CCC) or for a representative from CCC to visit AGPS or for a virtual teaching show piece demonstrating an example of an iPad lesson i.e. literacy block. <b>Action: Mesha</b></p> <p>Ash reported feedback received from a parent and a teacher of Harmony PS of their one to one iPad program:</p> <ul style="list-style-type: none"> <li>• Parent perspective – initial concerns over reduced hand writing lessons, no concerns of cost, all items available through Winthrop or cheaper keyboard accessory items can be purchased separately. Overall positive experience.</li> </ul>

			<ul style="list-style-type: none"> <li>Teacher perspective – very user friendly, updates available via Zulu desk. Each class has an apple TV which creates easy accessibility for students to connect to show work. Lower risk of device damage.</li> </ul> <p>IT Device updates as standing agenda item. <b>Action: Therese</b></p>
	Skate Park in AGPS	<b>Lara</b>	<p>Mesha has been contacted by phone by the Cockburn City Council in regards to a potential skate park located in Aubin Grove. Lara commented that community concerns mostly raised were in regards to the location of the park. Lara also noted the school has a right to have their say if they so wish and that the school would be formally contacted (in writing) by the Cockburn City Council.</p> <p>The Board supports the active play and would like to see a well-designed park that is well managed.</p>

<b>NEXT MEETING:</b>	<b>17<sup>th</sup> June 2020 – 9.15am – On-line Google Meets</b>
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Minutes approved:

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**Mike Van Dongen**  
**Board Chair**

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**Date:**