

School Board Meeting Minutes Aubin Grove Primary School

DATE:	14 th February 2024	ATTENDEES:	Board Members: Mesha Steel, Lynna Matthews, Vanessa Johnstone, Simon Lalor, Renee Carr, Nihar Rai, Dianne Podmore Non Board Member – Loren Falconer
TIME:	8.50am to 10.15am	MINUTE SECRETARY:	Therese Turner

AGENDA ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	Welcome & Apologies	Mesha	Apologies: Ben Shuttleworth Welcome: Dianne Podmore and Loren Falconer
2.	Acknowledgement of Country	Mesha	Hello, I'm happy to see you at Aubin Grove Community School. We come together on Wadjak Noongar country. We acknowledge Noongar families long ago, now and in the future. Aubin Grove is always moving forward learning and sharing Noongar knowledge and culture.
3.	Board Governance	Mesha	
3.1	Board Member Tenure and Election of Board Chair	Mesha	Welcome to two of our three new Board members: Dianne Podmore, Aubin Grove PS staff member and Loren Falconer, parent member (Loren's membership remains subject to national criminal history screening clearance). Third member Ben Shuttleworth was not available for today's meeting. (Ben's membership also remains subject to national criminal history screening clearance). Board Chair responsibilities were advised, including School Review and potential Principal recruitment. Simon nominated himself for the Board Chair position. Board members voted, with all present in favour.
3.2	Review Terms of Reference (TOR)	Mesha/Simon	Recent changes to TOR discussed. Board members encouraged to familiarise themselves with the whole document.
3.3	Code of Conduct	Simon	Reviewed by Board. Simon clarified the 'conflict of interest' section.

3.4	Review Group Norms	Simon/Mesha	Initially created based on the school's FISH philosophy and in line with the Code of Conduct. The Board were asked if they thought anything could be added/changed. All present in favour of keeping the group norms as is.
4.	Minutes	Simon	Renee and Nihar passed.
5.	Review of Actions	Simon	Parent as a community member on the Board clarification sought and advice received that it is preferred that the community member not be a parent of the school and that they are external to the school.
6.	Principal Update – School Review	Mesha	<p>School Review The AGPS Administration executive team met with Kylie McLerie from collective Consultancy in 2023 for advice and to build a timeline for the school review process and data collection.</p> <p>School Review by Natalie Tarr from the Department of Education, School Performance, Kristie Miller Noranda PS. Review validation visit scheduled for 20th February 2024.</p> <p>Mesha outlined the process for a school review and walked the Board through an overview of the submission.</p> <p>The six domains that the school is reviewed on are: Relationships and Partnerships Learning Environment Leadership Use of Resources Teaching Quality Student Achievement and Progress</p> <p>The school has indicated all of our domains/narratives as being 'as expected' or 'above expected'.</p>
7.	Finance – 2024 Proposed Budget	Dianne	<p>Dianne presented the 2024 Proposed Budget. The 2024 Proposed Budget was noted by the Board.</p> <p>First draft was approved by the Finance Committee in November 2023.</p>
10.	Other Business		
10.1	Half Day Closure – Parent Interviews – Aubin Grove Primary School (AGPS)		<p>Approved by Department of Education and noted by the Board. Schools are allowed two half days per year. AGPS only require one half day.</p> <p>Parent interviews rescheduled to the end of Term 1, Wednesday 27th March 2024 to allow more time for teachers to assess and get to know their students.</p>
10.2	Board Meeting Dates for 2024	Mesha	<p>Proposed Board meeting dates approved by the Board as follows: Wednesday, 14th February (Week 3, Term 1) Wednesday, 20th March (Week 8, Term 1)</p>

			<p>Wednesday, 5th June (Week 8, Term 2) Wednesday, 4th September (Week 8, Term 3) Wednesday, 30th October (Week 4, Term 4) Wednesday, 20th November (Week 7, Term 4) Timing – 8.45am to 10.45am – AGPS Conference Room</p> <p>Note the 20th March meeting will be advertised as a public meeting.</p>
10.3	School Board Training	Mesha	<p>Mesha advised that Hammond Park SC will be hosting School Board training in 2024 and will invite local school board members. The training is generally around 1.5 to 2 hours and is very beneficial to all Board members. Action: Mesha to advise dates once confirmed.</p>
10.4	Chaplain Report	Mesha	<p>Tabled for the Board's information. Amberlie held the School Chaplain position in previous years at Aubin Grove PS contracted via an external company, Youth Care. She has recently been employed by the Department of Education at Aubin Grove PS as the Youth and Engagement Officer joining Lynna's student services team.</p> <p>Amberlie will continue pastoral care with small groups of students in grief and counselling where needed.</p> <p>She is now a tertiary qualified counsellor which enables her to work one on one with students.</p> <p>The school receives Chaplaincy funding for two days per week.</p>
10.5	Business – Feedback	Loren	<p>Feedback received regarding Lyon Road cross walk timing due to change in school times. Crossing Attendant believes he is to stay later. This is not the case and Mesha will clarify with the Crossing Attendant concerned. Action: Mesha</p>

NEXT MEETING:

20th March 2023 – 8.45am

Minutes approved:

Simon Lalor
Board Chair

Date: