

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	1 <sup>st</sup> November 2023	<b>ATTENDEES:</b>	Board Members: Mesha Steel, Antoine MacMath, Ash Bisdee, Lynna Matthews, Vanessa Johnstone, Simon Lalor, Renee Carr, Nihar Rai  Non-Board Members/Presenters: Guest - Dianne Podmore
<b>TIME:</b>	8.50am to 10.45am	<b>MINUTE SECRETARY:</b>	Therese Turner

AGENDA ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	<b>Welcome &amp; Apologies</b>	Antoine	Apologies: Welcome:
2.	<b>Acknowledgement of Country</b>	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.	<b>Conflicts of Interest</b>	Antoine	None reported.
4.	<b>Student Voice</b>	Tiffany/Vincent	To be rescheduled to next meeting.
5.	<b>Minutes of Last Meeting</b>	Antoine	The minutes of the 16 <sup>th</sup> August were passed - Simon and Renee.
6.	<b>Review of Actions</b>	Antoine	Board member biography's to be submitted by the 22 <sup>nd</sup> November meeting.
7.	<b>Principal's Update</b>	Mesha	See attached Principal's report.
8.	<b>Finance</b>		
8.1	<b>2024 Contribution and Charges</b>	Dianne Podmore	Dianne presented the 2024 Contributions and Charges. Booklist pricing previously emailed to Board members for approval with approval given. Voluntary contributions amount remains the same. 64% of voluntary contributions have been received so far this year. The Board approve of the 2024 Contribution and Charges with the following amendments: <ul style="list-style-type: none"> <li>- Year 2 Choir costs to be removed.</li> <li>- Year 3 choir cost to be increased cost to \$30 from \$20.</li> </ul>
9.	<b>Board Governance</b>		

9.1	<b>Board Member Tenure</b>	Mesha	Antoine, Chad and Ash's tenure is completed. Parent nomination communication to be sent out via Connect. <b>Action: Mesha/Therese.</b>  Mesha thanked Ash for her time and contributions on the school board.  All Board tenures going forward will be for a 3-year term.												
9.2	<b>School Board Terms of Reference (TOR)</b>	Mesha	AGPS Board Terms of Reference were reviewed by Fiona McBeath, Principal Advisor – Leadership Institute. Updates have been made as follows: <ul style="list-style-type: none"> <li>- Total number of Board members changed to 10 (must be exact number).</li> <li>- Composition of the Board will be 1 x community member, 3 x staff members in addition to the principal and 5 x parent members.</li> <li>- Board meeting frequency, no less than 4 meetings per year with 6 meetings proposed with 2 x meetings each in Terms 1 and 4 and 1 x meetings each in Terms 2 and 3.</li> </ul> Clarification to be sought if a co-opted member can be a parent and not just a community member. <b>Action Therese</b>												
10	<b>Business Plan</b>														
11.	<b>Other Business</b>														
11.1	Bushfire Plan	Mesha	2023/24 bushfire plan has been completed and uploaded to the Education Department site as well as the school website.												
11.2	End Of Year (EOY) Concert	Mesha	Following an extensive risk management review, it has been decided to hold the EOY concert during school hours as opposed to late afternoon/evening. The concert has been scheduled for Monday, 11th December from 8.45am to 10.45am. Mesha to communicate to parents that they are welcome and encouraged to attend. Communication to outline the changes to the risk management procedures set by City of Cockburn to be shared.												
11.3	School Reporting	Mesha	Covered in Principal update.												
11.4	Configuration of School Day	Mesha	The following school day configuration was proposed after consultation with School Planning. <table border="1" data-bbox="990 1129 2065 1417"> <thead> <tr> <th colspan="2">School day</th> <th>Time calculation</th> </tr> </thead> <tbody> <tr> <td>8.30 am to 9.30 am</td> <td>Door opens and straight into Session 1</td> <td>1 hour</td> </tr> <tr> <td>9.30 am to 10.30 am</td> <td>Session 2</td> <td>1 hour</td> </tr> <tr> <td>10.30 am to 11.00 am</td> <td>Recess</td> <td></td> </tr> </tbody> </table>	School day		Time calculation	8.30 am to 9.30 am	Door opens and straight into Session 1	1 hour	9.30 am to 10.30 am	Session 2	1 hour	10.30 am to 11.00 am	Recess	
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			11.00 am to 12.00 pm	Session 3	1 hour	
			12.00 pm to 1.00 pm	Session 4	1 hour	
			1.00 pm to 1.30 pm	Lunch		
			1.30 pm to 2.30 pm	Session 5	1 hour	
			2.30 pm to 2.40 pm	Pack and stack, goodbyes	10 mins	
			<b>Total instruction time per day</b>			<b>5 hours 10 mins</b>
			<ul style="list-style-type: none"> <li>- Early close Tuesdays no longer part of school week.</li> <li>- Hammond Park SHS timing 9am to 2.50/3pm so this will not clash with AGPS times.</li> <li>- The school is looking to have students play first then eat for last 10 minutes of both recess and lunch breaks.</li> </ul>			
			Approved by the Board – Antoine and Simon, with all present in favour.			
11.5	Emergency Management	Mesha	Emergency management plan currently being updated and will be shared with the Board once complete. <b>Action: Mesha</b>			
11.6	OSHClub Report	Mesha	OSHClub are experiencing staffing shortages. AGPS OSHClub does not currently have a permanent coordinator based at AGPS. The coordinator employed is working across 2 to 3 school sites. AGPS have 14 permanent OSHClub staff. New pricing structure has been implemented encouraging planned care bookings as opposed to last minute as this causes issues with staff to student ratios. Parents to obtain CRN information via MyGov. Suggested this message needs to be made clearer/marked to the attention of AGPS users.			
11.7	Department of Education Focus 2024	Mesha	Focus 2024 tabled for the Boards information. This issue focuses on improving processes, executive teams working alongside MCS's to align school priorities as well as cultural awareness.			

<b>NEXT MEETING:</b>	<b>22<sup>nd</sup> November 2023 – 8.45am</b>
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Minutes approved:

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**Antoine MacMath**  
**Board Chair**

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**Date:**