

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	18 September 2019	<b>ATTENDEES:</b>	Mesha Steel, Simon Lalor, Mike Van Dongen, Lynna Matthews, Stacey Colyer, Roslyn Foote, Ash Bisdee, Lara Kirkwood
<b>TIME:</b>	8.45am to 10.35	<b>MINUTE SECRETARY:</b>	Therese Turner

AGENDA ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	<b>Welcome &amp; Apologies</b>	<b>Mike</b>	<p>Apologies: Jaye, Melanie, Joan</p> <p>Welcome: Lara Kirkwood to the Board as a Community Member.</p> <p>Congratulations to Mesh on her successful appointment of Principal at AGPS. Very well earned.</p> <p>Congratulations to Ash on the recent One Big Voice event. Job well done.</p>
2.	<b>Acknowledgement of Country</b>	<b>Mesha</b>	Conducted by Mesha
3.	<b>Conflicts of Interest</b>	<b>Mike</b>	None reported.
4.	<b>Minutes of Last Meeting</b>	<b>Mike</b>	The minutes of the 21 August 2019 were passed – Mike and Roslyn.
5.	<b>Review of Actions</b>	<b>Mike</b>	<p>Actions reviewed.</p> <p>School Board training scheduled for 31<sup>st</sup> October, 4.30pm to 6.30pm at AGPS. Matt Osborne will present a broad overview of the Boards role and the training modules available which the Board can work through at future meetings/sessions.</p> <p>Wifi system will be installed Monday, 23<sup>rd</sup> September.</p> <p>Mesh will contact Chris Parkington from the Department in regards to a budget/forecasting tool.</p> <p>Board parent member for the remaining two Board meetings. Mesha will ask for nominations/interest via the next newsletter/communication to parents. <b>Action: Mesha</b></p>

			<p>Lara suggested reporting any antisocial behaviour directly to Noel Minnock, Senior Sergeant, Cockburn Police.</p> <p>Cockburn Crime Prevention Group – Lara will report our recent and any future issues to.</p>
6.	<b>Student Voice</b>	<b>Lalkrishna &amp; Charlotte</b>	<p>Student voice suggestions:</p> <ul style="list-style-type: none"> <li>• Kindness captains, who could spread more kindness throughout the school. Voted process for Captains. All student leaders should be doing this.</li> <li>• School AFL team, all girls team and all boys team. Faction football competition at lunchtime.</li> <li>• Art competition, works to displayed around school and students/staff to vote and prizes awarded.</li> <li>• Chill area with beanbags and music in the grassed area of the little girl's courtyard. Students to put forward a letter for submission to the P&amp;C. Mesh to present to the P&amp;C for possible funding. <b>Action: Mesha</b></li> <li>• School Vegie Garden – students to pay for fruit with faction tokens. Year 6 garden club to help out Mrs Royce with selling fruit and vegetables. Families could also purchase. Mesh to present to P&amp;C as a possible fundraiser. <b>Action: Mesha</b></li> <li>• Friday morning assemblies rather than Tuesdays to allow more time for the assemblies. This would be a School Board decision. To be added to the Boards next meeting agenda. <b>Action: Therese.</b> Feedback to Lalkrishna and Charlotte to be given in the last Board meeting of the year. <b>Action: Mike/Mesha</b></li> <li>• Sports competitions at lunchtime. Soccer, AFL, cricket. Organised games for students. Mesha to speak with the phys-ed. department. <b>Action: Mesha</b></li> </ul>
7.	<b>Chaplain Update</b>	<b>Amberlie</b>	<p><b>Classes/Camps/Programs/Pastoral Contact</b></p> <ul style="list-style-type: none"> <li>• Consistent 1-1 appointments with students and families.</li> <li>• Working alongside school deputy to run 'Story time' for children aged 0-4 on Friday mornings in the library.</li> <li>• Working with the music teachers to deliver Drumbeat program on Wednesday mornings.</li> <li>• Running year 6 leadership student voice meetings twice a term.</li> <li>• Health and Wellbeing committee organising R U OK? Day activities for school community and staff.</li> </ul> <p><b>Term 2:</b></p> <ul style="list-style-type: none"> <li>• Began new Seasons for growth programs. 3 groups in years 1-6 with 20 students involved.</li> <li>• Began new In Real Life programs. 3 groups in years 4-6 with 20 students involved.</li> <li>• Helping out with 2-minute reading program on Tuesday and Thursday mornings.</li> <li>• Spending time in specific classrooms each week where topics relate to Chaplaincy.</li> </ul>

			<p>(Consistent time in a Kindy and year 2 class this term)</p> <ul style="list-style-type: none"> <li>• Spending time in the Library helping out with activities.</li> <li>• Helped out at the school's cross country carnival.</li> <li>• In week 10 of Term 2 I helped to run an after school activity for the staff where we were able to cook over 100 meals for the organisation Cooby Cares. Cooby Cares delivers food hampers to families in need in the Cockburn area.</li> <li>• Ran a winter jacket drive at the school supporting the organisation AYLAs. The families filled two big crates full of jumper, jackets, blankets and sleeping bags.</li> <li>• Coached the Year 6 girls' soccer team. We then participated in the interschool carnival where the girls won all 3 games!</li> <li>• Attended and supported the schools Positive Parenting Program seminar, run by the school nurse and psychologist.</li> </ul> <p><b>Term 3:</b></p> <ul style="list-style-type: none"> <li>• Attended the Year 5 space excursion to Perth Observatory and then we headed to school that night for a whole year group sleep over.</li> <li>• The schools Drumbeat group, choir and rock band attended the WAGSMS (WA Government Schools Music Society) concert at Crown Theatre. I was able to go along with the drumbeat group and perform on stage with them, which was wonderful. The students had a fantastic time and all of their practise definitely paid off. We performed an indigenous piece for NAIDOC week.</li> <li>• Drumbeat back to the normal program now the concert is finished. Meeting each Wednesday morning in the music room.</li> <li>• Attended the One Big Voice concert with the junior choir.</li> <li>• Attended the Mass Choir Rehearsal with the senior choir.</li> <li>• Attended the year 2 excursion.</li> <li>• Helped out with NAIDOC week activities including a pop up drumbeat concert for our families and helping out with face painting during recess and lunch.</li> <li>• Helped out with both the jumps and throws carnival and athletics carnival in week 7.</li> </ul> <p><b>Professional Development / Contact with Local Churches and Community Groups</b></p> <ul style="list-style-type: none"> <li>• Woolworths Harvest Lakes donating fruit to the school for students.</li> <li>• Family in the school donating bread for sandwiches for students who don't have lunch.</li> <li>• YouthCARE South Metro meeting and PD</li> <li>• Protective Behaviours training in September</li> <li>• Professional supervision meetings</li> <li>• YouthCARE Cockburn Council meeting</li> </ul>
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			I have been in contact with quite a few different people/organisations to gain more support for the school from the Cockburn community. I am really excited about some of the opportunities coming up and hope they are of benefit to our families, students and staff.
8.	<b>Budget Update</b>	<b>Mesha</b>	Mesha presented the One Line Budget and Cash Budget reports.
9.	<b>Principal's Update</b>	<b>Mesha</b>	Please see attached Principal's update.  Nell Grey the uniform supplier has set up a Superstore in Cockburn near Bunnings. Mesha has asked for our uniform shop at the school to remain until at least mid-year 2020.
10.	<b>Board Governance</b>		
10.1	Code of Conduct	<b>Mike</b>	Adding norms section into the Boards Code of Conduct (4 to 5 norms) deferred to a future Board meeting.
10.2	Code of Conduct – Staff and Student Dress Codes	<b>Mesha</b>	Staff reviewed both the staff and student dress codes. The information was collated at CLT level and CLT members Dave and Che presented these back to the staff.  The Board reviewed and have endorsed both dress codes.
11.	<b>Business Plan</b>		
11.1	Boards role in supporting the progress of the Business Plan	<b>Mike/Mesha</b>	Mesha presented the BP target/KPI document. The Board agreed that this is a very informative document and suits the needs of a KPI tracking tool as previously discussed. Document to be maintained as part of the Boards review process. <b>Action: Mesha</b>
12	<b>Other Business</b>		
	<b>Culture Captains</b>	<b>Mesha</b>	Currently the school has 4 faction captains per faction for physical education activities. The Specialist teachers are proposing adding culture captains for Art, Music and Japanese. A nomination process as per the faction captain process to be conducted.  Board suggestions: <ul style="list-style-type: none"> <li>- 4 students to cover all three areas.</li> <li>- Clear parameters sent around duties and times students will be available.</li> <li>- Naming to be looked at, suggested Arts and Language Captains rather than Culture Captains.</li> </ul> Ash to take suggestions back to the Specialist Teachers for further clarification. <b>Action: Ash</b>  The Board agreed with the concept. Following clarification from the Specialist Teacher, Mesha will report back to the CLT for planning and implementation purposes once the above suggestions have been clarified. <b>Action: Mesha</b>

	<b>Snake Bite</b>	<b>Mike</b>	Playground area checks and snake awareness at this time of the year was raised. Playground checks are performed by staff. Teachers to raise snake awareness with students via classroom discussions. Mesha will put together some tips/information for the classroom discussions. <b>Action: Mesha</b>
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<b>NEXT MEETING:</b>	<b>6 November 2019 – 8.45am</b>
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Minutes approved:

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**Mike Van Dongen**  
Board Chair

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**Date:**