

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	21 August 2019	<b>ATTENDEES:</b>	Mesha Steel, Simon Lalor, Melanie Osborne, Jaye Vaughan-Davies, Mike Van Dongen, Lynna Matthews, Stacey Colyer Roslyn Foote, Ash Bisdee
<b>TIME:</b>	8.45am to 10.45am	<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: Joan Weston
2.	<b>Acknowledgement of Country</b>	<b>Mesha</b>	Conducted by Mesha Suggested having a student conduct the Acknowledgement of Country in the week 8 meetings of each Term. <b>Action: Mesha</b>
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 27 June 2019 were passed – Roslyn and Simon.
5.	<b>Review of Actions</b>	<b>Mike</b>	<p>Actions reviewed.</p> <ul style="list-style-type: none"> <li>• Board training possibly early Term 4.</li> <li>• 3 Monkeys coming to quote on wifi system set up. Further quotes may be required.</li> <li>• Budget forecasting tool. Mesha will contact Allan Smith from the Education Department for advice/guidance. Possibly have Allan meet with Mesha, Mike and Sheryl. <b>Action: Mesha</b></li> <li>• Look into gates, bollards or perhaps flood lights in the kindy parking lot to deter people gathering here after hours. <b>Action: Mesha</b></li> </ul>
6.	<b>Principal's Update</b>	<b>Mesha</b>	<p>Please see attached Principal's update.</p> <p>Kiss and Drop – a reminder to Choir families to use the Kiss and Drop. <b>Action: Ash</b></p>
7.	<b>Board Governance</b>		
7.1	Board Training	<b>Mesha</b>	
7.2	Board Position Election Results	<b>Mesha</b>	Welcome to Ash Bisdee as the new staff member on the School Board and returning members

			<p>Melanie and Roslyn.</p> <p>Tenure periods: Ash – 1 year Roslyn – 2 year Melanie – 3 year</p> <p>Ash to complete Board induction with Therese including code of conduct, skills matrix documents, Dropbox access.</p> <p>Therese to update tenure register and skills matrix. <b>Action: Therese</b></p> <p>Mesha thanked Lynna for her time and contributions to the School Board. Lynna will be seconded to the Board for future projects as required ie: Little Boy Courtyard.</p>
7.3	Vacant Board Positions	<b>Mike</b>	<p>Casual Parent Vacancy:</p> <ul style="list-style-type: none"> <li>- process to be conducted to fill existing casual vacancy. Casual vacancy has a tenure end date of 2019. Mesh to send email asking for parent nominations (include in email a request of Board skills shortfall ie IT &amp; Communications skills where possible). <b>Action: Mesha</b></li> </ul> <p>Community Member Vacancy:</p> <ul style="list-style-type: none"> <li>- Mesha to approach potential candidate discussed. <b>Action Mesha</b></li> <li>- Simon to approach candidate discussed from the Advisory Committee. <b>Action: Simon</b></li> </ul>
<b>8.</b>	<b>Board Community Engagement</b>		
8.1	Events Attended by Board Members	<b>Mike/Simon</b>	<p>Hammond Park Secondary Local Intake Forum – Mike attended. Main issue raised in regards to zoned area in particular how they were made. Members from the Education Department explained the zoned intake area and that future development up until 2036 had been taken into consideration when determining the zoned area. The second issue raised being the safety of students when crossing the freeway. There were discussions regarding a future plan for a walk bridge. Roger Cook and Fran Logan were in attendance. Aubin Grove students are a feeder school for Hammond Park Secondary College.</p> <p>Hammond Park Advisory Committee – Simon has joined this group. First meeting attended. Purpose to support the Principal Jo. Uniforms discussion took place. IT plan scheduled for next meeting.</p> <p>AGPS to review, at Board level, AGPS school's technology/device usage. Meeting to be scheduled second meeting of Term 1, 2020. Survey of parents to be conducted in Term 2. <b>Action Mesha/Therese.</b> Which schools are AGPS Year 6 students going to in 2020? Collation of this data to assist in discussion. <b>Action: Mesha</b></p>
8.2	Events for Board Members to be involved in.	<b>Mike</b>	<p>Discussion around encouraging Board Members to be active in the Community.</p> <p>Suggestions made: In school: attending assemblies, ANZAC days, graduation and end of year concert.</p>

			Outside of school: sporting clubs, reading clubs, AGM of retirement village, child care centres, Fiona Stanley hospital.  Mesha would like to hold a formal whole school assembly at the beginning of each year.
<b>9.</b>	<b>Business Plan</b>		
9.1	KPI Summary	<b>Simon</b>	The current KPI's can be reviewed annually. Board to look to having more measurable KPI's that are relevant and appropriate to the School Board and can be checked and measured on a regular basis.  Admin team to discuss and feedback to the Board how this may be achieved/recorded. <b>Action: Mesha</b>  Simon to identify which items out of the current Business Plan that are relevant to the Board and suggest ways in which the Board may measure these. <b>Action: Simon</b>
9.2	Assessment Schedule	<b>Mesha</b>	Mesha explained the school's Assessment Schedule for 2019.
<b>10.</b>	<b>Other Business</b>		
10.1	<b>Whole School Survey</b>	<b>Mike/Mesha</b>	To be conducted in Term 4. Parent to be given multiple ways of conducting the survey. Suggested QR code and link given to parents at the parent open night. A Deputy Principal to put this in place. <b>Action: Mesha</b>
10.2	<b>Principal Appointment</b>	<b>Mike</b>	Principal appointment of 9 to 12 months is underway. The process will be repeated at the end of this time if required (if Frank does not return to the position).  A communication, most likely from Frank will be sent to AGPS families in the near future.

**NEXT MEETING:**

**18 September 2019 – 8.45am**

Minutes approved:

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**Mike Van Dongen**  
Board Chair

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**Date:**