

## Woodbridge Primary School

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### 2023 School Board Minutes Wednesday 15<sup>th</sup> February 2023

Members:			Apologies:
Staff Representatives	Parent Representatives	Community Representatives	
Paul Marshall Deb Taylor (Secretary) Kim Stone Jean Muthukumaraswamy Michelle Goodman Rachel Weller <b>Guest</b> Melissa Conway	Amy Lang Aden Van den Beld Rai Dietrich Linda Whyte		Lync Robson


ACTION/ DECISION	WHO	WHEN
<b>Welcome</b> The meeting was opened at <b>6:30pm</b> by Paul. Paul welcomed all attendees. <ul style="list-style-type: none"> <li>Welcome to new members: Rai, Michelle, Kim, Rachel</li> <li>Members of the board gave a brief introduction about themselves.</li> </ul>	<b>Paul</b>	
<b>Apologies -</b> Noted as above.	<b>Secretary</b>	
<b>Approval of Previous Minutes –</b> Wednesday 23 <sup>rd</sup> November 2022	<b>Moved- Amy</b>  <b>Second – Jean</b> <b>Approved-All</b>	
<b>Business Arising from Previous Minutes</b> <ul style="list-style-type: none"> <li><b>Board Self Review Survey: Strengths/Areas for Improvement</b>            The Board survey is conducted on a yearly basis and monitors the performance and effectiveness of the School Board. The school survey program platform is used to deliver this. A survey analysis was completed and outlined for each sub-category including successes and areas for possible improvement.             Analysis of survey tabled and given to each member. Paul presented this and displayed survey results in a PowerPoint.             Overall the Board has had a successful 2022. Paul thanked the Board for their feedback and input.</li> <li><b>Review of Terms of Reference</b>            This document states terms on how the Board should operate. Amendments put forward:            7.2 maintaining an up-to-date register. This is done via CAB through the Department Ikon.</li> </ul>	<b>Paul</b>	
	<b>All</b>	<b>Next Meeting</b>

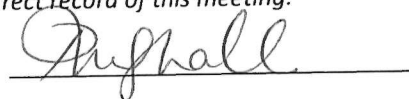
<p>8.3 Parents and Citizens nomination is no longer a requirement. Rai is Vice President for the P&amp;C and is willing to be a voice for both.</p> <p>9.4 Method of communication – add email to this point. Feedback from members - Connect doesn't always register who has looked at it, and log in is constantly needed. Preference for email communication of Board matters for convenience.</p> <p>Overall, minor amendments only. 12.5 voting issues will be recorded in the minute book. Paul asked that members look over the Terms of Reference for the <b>next meeting</b> for any further amendments.</p>		<p><b>Next Meeting</b></p>
<p><b>File to New Members</b> – passed to Rai and Rachel. Lync absent.</p> <ul style="list-style-type: none"> <li>• <i>Code of Conduct</i></li> </ul> <p>Updated version passed around to place in files</p> <ul style="list-style-type: none"> <li>• <i>Members List</i></li> </ul> <p>Update next meeting. Community Representatives - Ed has been a representative for a number of years. He is a former school principal at Kinross, a grandparent and has worked with staff reviewing plans. Ed's experience and expertise has been valuable. Paul put forward motion for Ed to attend as a Community Representative. Carried unanimously.</p> <p>Paul informed the Board that Danni is keen to still be involved and would like to continue and see the process through to the School Review. Paul put a motion forward for Danni to continue as a Community Representative. Carried unanimously.</p> <p>Both Danni and Ed will be invited to the next meeting.</p>	<p><b>Deb</b></p>	<p><b>Update for next meeting</b></p> <p><b>Invite to Danni and Ed next meeting</b></p>
<p><b>Election of Chairperson</b></p> <p>Paul called for nominations for Chairperson.</p> <p>Paul gave an insight into how Danni operated and her effectiveness.</p> <p>Paul went through the role as identified in the Information Package.</p> <p>Amy nominated herself. Paul thanked Amy.</p> <p>Congratulations to Amy for taking on the role of Chair.</p>	<p><b>Paul</b></p>	
<p><b>Review of School Board Info Pack</b></p> <p>Paul outlined contents of Information Pack. Board members welcome to raise any questions to be addressed and discussed at next meeting.</p>	<p><b>Paul</b></p>	<p><b>Next meeting</b></p>
<p><b>School Organisational Chart</b></p> <p>Michelle gave a run-down of the School Organisational Chart and an explanation of reporting responsibilities. Some updates needed - school officers, deputy principals. No questions from members.</p>	<p><b>Michelle</b></p>	<p><b>Update Organisational Chart</b></p>
<p><b>Strategic Directions</b></p> <p><b>Woodbridge PS 2021 – 2023 Business Plan Development</b></p> <ul style="list-style-type: none"> <li>○ Operational Plan 2023</li> </ul> <p>This is the final year of School Business Plan. A new Business Plan will be prepared this year, for the next 3 years. Under the Business Plan is the</p>	<p><b>Paul</b></p>	<p><b>Business Plan – an area to be reviewed next meeting</b></p>



<p><b>Early Close Wednesday 5<sup>th</sup> April – Reporting to Parents</b> This was flagged last year for 3-way conferences. Teachers are keen to move to the end of Term 1 from July when it was held previously. This will mean that goals can be set, and feedback collated by the end of Term 1. Unanimous support from the Board. Paul to seek approval from Regional Director for early close (12 noon) on Wednesday 5<sup>th</sup> April.</p>	Paul	Paul to seek approval from Director of NMIERO
<p><b>Dress Code- Faction Shirts</b> Discussion from community and staff members re the coloured faction shirts. Eve Bond, the Phys Ed teacher, would like students to be able to wear their faction shirts during Phys Ed lessons. Motion to amend Dress Code that allows student to wear their faction shirt with the logo, on Phys Ed day. Kim suggested aboriginal faction logo/name on shirt. To be looked at next year. Board members in favour of amending Dress Code. Unanimous support for amendment.</p>	Paul	Reassess logos next year
<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>Badges for Board members suggestion by Linda.</li> <li>Parking bays – ACROD bays. Department would not approve due to cost, and we have 2 bays, despite non-compliance.</li> <li>Rai brought up process around parking at school pick up time. Paul outlined a former proposal for a Kiss and Drop solution would mean giving up ¼ of the oval. It has been discussed before but Paul is happy if Rai wants to look at parking around the school again and engage with City of Swan staff. Reiterate in newsletter to encourage parents of Yr4/5 kids to come later @2:55pm. Aden suggested a staggered finish time but this is not viable due to timetabling. Rai suggested the verge outside the Kindy area could be turned into bays. It was thought this was not approved previously due to busy thoroughfare and retaining of trees.</li> <li>Paul indicated he would support Rai.</li> </ul>	Paul	Deb – order member badges
<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>Confirmation of next Board meeting on <b>Wednesday 22<sup>nd</sup> March 2023 @ 6:30pm</b></li> </ul>	Paul	
<p><b>Meeting Closed:</b> Paul Marshall closed the meeting at 8:05pm</p>	Paul	

We, the undersigned, agree these minutes to be a true and correct record of this meeting.

  
Chair, Amy Lang

  
Principal, Paul Marshall