

## Woodbridge Primary School

10 Archer Street, Woodbridge, W.A. 6056

Telephone: (08) 9267 9900

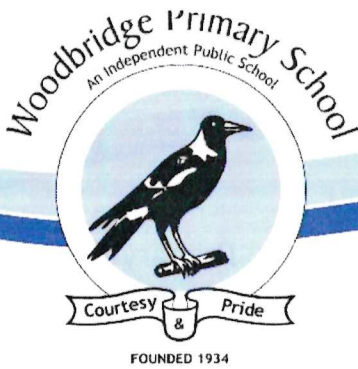
www.woodbridgeps.wa.edu.au

### 2023 School Board Minutes

Wednesday 18<sup>th</sup> October 2023

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

ACTION/ DECISION	WHO	ACTION
<ul style="list-style-type: none"> <li><b>Welcome</b> The meeting was opened at <b>6.34pm</b> by Amy. Amy gave a warm welcome to all attendees.</li> </ul>	<b>Amy</b>	
<ul style="list-style-type: none"> <li><b>Apologies</b> - Noted as above.</li> </ul>	<b>Secretary</b>	
<ul style="list-style-type: none"> <li><b>Approval of Previous Minutes</b> – Wednesday 6<sup>th</sup> September 2023. One amendment by members of previous minutes. Item re SDD days – amend from Term 3 to Term 4.</li> </ul>		<b>Amended and noted as approved by all.</b>
<ul style="list-style-type: none"> <li><b>Business Arising from Previous Minutes</b> <ul style="list-style-type: none"> <li><i>Faction Shirts</i> Email to Amy from Jean on 19/10/2023. Just letting you know that Karen from Spartan has told me that Steph should go ahead and put in the order for our shirts, and that once the order is received, they will send a digital mock up for us to approve before the final go ahead.  I will send that mock up to you as soon as I receive!!</li> <li><i>School Development Days 2024</i> Dates put forward in previous minutes approved by members.</li> </ul> </li> </ul>	<b>Jean</b>	<b>Inform</b>          <b>Noted as approved by all</b>
<ul style="list-style-type: none"> <li><b>P&amp;C Update</b> <ul style="list-style-type: none"> <li><i>Art Exhibition</i> Planning is well underway for the Art Exhibition on Mon 30<sup>th</sup> October and is a similar set up to previous years. There is a P&amp;C meeting on Friday morning to tie up support for the event. Teachers will promote on Connect and ask for volunteers to help with stalls.</li> <li><i>Colour Fun Run</i> The Colour Fun Run is on Friday 10<sup>th</sup> November. Sponsorship booklets went out last term. At the last P&amp;C meeting an MS Form was sent to parents as to where to direct spending. Preference was for a large screen in the undercover area.</li> </ul> </li> </ul>	<b>Paul</b>	<b>Inform</b>



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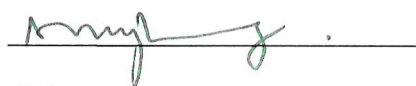
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<ul style="list-style-type: none"> <li>● <b>2024 Fees and Charges – Campion Booklists</b> <ul style="list-style-type: none"> <li>○ <i>2024 Charges</i> These should be made available to parents a minimum of 2 months before commencement of the new year. Melissa sent an email to non-attendees asking for approval. Melissa informed the Board regarding costings for the Charges and Contributions and stated that everything had stayed the same from 2023 except for the Visual Art and Dance which is slightly up.</li> <li>○ <i>Voluntary contributions</i> These are set by the Department and the amount set out is the maximum that can be requested. So far this year we have received just above 60%. Reminder of unpaid billing items are sent out once per team and another one will be sent out in Week 4.</li> <li>○ <i>2024 Booklists</i> These are the final prices from Campion. Booklists are sent to teachers for approval and teachers then sit in Year level groups to assess. Paul and Melissa then review. For 2024 Years 3 and 4 have been separated. Ed asked about the discrepancy in price between Years 1/2 and Years 5/6. A discussion was held around different year levels and costs for booklists. Previously there has been no negative feedback from parents.</li> </ul> <p>If approved the 2024 Fees and Charges and Booklists will be sent out with the next newsletter. A PDF of Campion booklists has been received.</p> <p>During discussion it was emphasised that any stationery left over from the previous year (2023) would be sent home to parents. Linda commented how beneficial that is. Kim will feedback this information to teachers.</p> </li> </ul>	<p>Mel</p>	<p>To Approve</p> <p>Noted as approved by all.</p> <p>2024 Fees &amp; Charges and Booklists to be sent out with newsletter</p>
<ul style="list-style-type: none"> <li>● <b>Financial Update</b> Melissa went through the Financial Summary. See attached. The following points were mentioned: <ul style="list-style-type: none"> <li>○ Wireless access points throughout the school have been leased for 5 years.</li> <li>○ 32 Computers to be leased for computer lab and the old computers will be filtered out to classrooms.</li> <li>○ The next item to be leased will be the Server in 2025.</li> <li>○ 2024 Planning - Cost managers have been asked for their budget submissions.</li> <li>○ On the 27<sup>th</sup> November there will be a change of Bank from Bankwest to Commonwealth.</li> </ul> </li> </ul>	<p>Mel</p>	<p>Inform</p>

<ul style="list-style-type: none"> <li> <b>Module 4 – Monitoring Risk</b>            Paul went through Module 4 and the matrix to assess risk. There is a guide from the Department re potential risks which includes Finance and WHS. The school can adopt this as a plan or use it as a consultive measure. The Role of Board is to be kept informed of any risks and to bring up any such risks including any Conflict of Interest. This is outlined in the Terms of Reference.         </li> </ul>	Paul/Amy	Inform
<ul style="list-style-type: none"> <li> <b>Preliminary numbers and planning for 2024</b>            Numbers are similar next year, and the class structure also looks very similar. As at last Thursday there were 40 Kindy students enrolled for 2024 and since then there are another 4 on our waitlist. A discussion was held around split K/PP classes and the numbers and forecast from August compared to now.         </li> </ul>	Paul	Inform
<ul style="list-style-type: none"> <li> <b>Board Self-Review Survey 2023</b>            The self-review survey for 2023 will be circulated over the next week or so for completion and discussion at the next meeting.         </li> </ul>	Paul	Inform Circulate self review survey
<ul style="list-style-type: none"> <li> <b>Yearly Meeting Agenda Guideline review and dates for 2024</b>            Amy and Paul will meet to update the content. And align with the new business plan and the 6 areas from The Standard. Tabled at next meeting.         </li> </ul>	Paul/Amy	Inform/ Discussion Meeting PM/AL
<ul style="list-style-type: none"> <li> <b>Strategic Direction: 2023 Data Review</b>            Paul presented the data review slides that were shown and discussed with teachers on the SDD day. Board were given explanations of data results from the Comparative Performance Summary for Reading, On Entry, NAPLAN and also details of planning for improvement and directions with literacy intervention led by Michelle.             Paul and Kim explained how the Westwood Testing is completed and measured.             The attendance risk categories chart by Year Level were also presented and Paul commented on how the text messaging around attendance has tightened authorised and unauthorised absences.         </li> </ul>	Michelle (Paul)	Inform / Discussion
<ul style="list-style-type: none"> <li> <b>Business Plan Update</b>            Paul explained the structure of the business plan and the 6 domains from The Standard used for school improvement. Ed and Amy will work with Paul and the team leaders to finalise details.            Tom from Midland Photographers will be taking photos of the school on Monday.            Board members commented on the Kitchen Garden and how Jean and the community have put in so much time. Melissa informed members of how this has led into Grub club and cooking with students each week.         </li> </ul>	Paul	Info / Discussion

<ul style="list-style-type: none"> <li>• <b>90<sup>th</sup> Anniversary</b> Next year is the 90<sup>th</sup> Anniversary of Woodbridge Primary School. There is a time capsule in the office that was assembled when the school moved to the current site. There is a 90<sup>th</sup> committee who discussed the following:               <ul style="list-style-type: none"> <li>○ An assembly will be held during which time the capsule will be opened and class lists from that year will be displayed.</li> <li>○ The Art Exhibition will move to a Saturday and the P&amp;C will host a similar event and bring in a few more external providers.</li> <li>○ Tobi will work with the choir to acknowledge the 90<sup>th</sup> Anniversary and Lawrence will write a poem.</li> <li>○ There will be a cake at assembly.</li> <li>○ Tom from Midland Photographers will get a cherry picker and take a whole school photo.</li> </ul> </li> </ul>	Paul	Inform
<ul style="list-style-type: none"> <li>• <b>General Business</b> <ul style="list-style-type: none"> <li>○ <i>Letter to DG</i> Principal left the meeting. Re previous discussion 09.08.23 After further discussions by Amy &amp; Ed and email sent to Board Members (minus Principal) by Amy, it was decided the best approach was to not send a letter to the Director General.</li> </ul> </li> </ul>	Amy	Inform
<ul style="list-style-type: none"> <li>• <b>Next Meeting</b> Confirmation of next Board meeting on <b>Wednesday 29<sup>th</sup> November 2023 @ 6:30pm at The Woodbridge Hotel.</b></li> </ul>	Amy	
<p><b>Meeting Closed:</b> Amy Lang closed the meeting at 7:55pm.</p>	Amy	

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



Chair, Amy Lang



Principal, Paul Marshall