

Woodbridge Primary School  
 10 Archer Street, Woodbridge, W.A. 6056  
 Telephone: (08) 9267 9900  
 www.woodbridgeps.wa.edu.au

## 2023 School Board Minutes

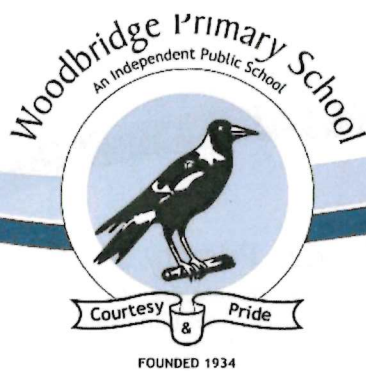
Wednesday 29<sup>th</sup> November 2023

Members:			Apologies:
Staff Representatives	Parent Representatives	Community Representatives	
Paul Marshall Kim Stone Rachel Weller Michelle Goodman Jean Muthukumaraswamy  Deb Taylor (Secretary)  Melissa Conway (Guest)	Amy Lang Linda Whyte Lync Robson	Ed de Ruiter	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 18<sup>th</sup> October 2023. No revision or amendments by members of previous minutes.</li> </ul>		<b>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>Yearly Meeting Agenda</i> Paul and Amy met yesterday to make amendments to the yearly agenda. A draft will be emailed to members prior to the next meeting.</li> </ul> </li> </ul>	<b>Amy/Paul</b>	<b>Inform</b>
<ul style="list-style-type: none"> <li><b>P&amp;C Update</b> The Art Exhibition and the Colour Fun Run were both extremely successful events.           <ul style="list-style-type: none"> <li><i>Art Exhibition</i> Raised \$3,600. Comment that many Community members liked having an invite.</li> <li><i>Colour Fun Run</i> Raised \$5,500. Prizes have arrived and will be distributed shortly.</li> </ul>  Screen and board have been erected in the undercover area. Paul commended Trav on an excellent job.         </li> </ul>	<b>Rachel</b>	<b>Inform</b>
<ul style="list-style-type: none"> <li><b>Strategic Direction – 2024-2026 Business Plan</b> Reviewing and writing of the Business Plan for 2024 has commenced since the School Review in May. Team Leaders have led domains. Ed and Amy are on a subcommittee and together with the team leaders have created a draft Business Plan. Business Plan tabled in draft. This will go to the Creative Agency</li> </ul>	<b>Paul</b>	<b>Inform</b>  <b>Ed moved to approve. Seconded Lync.</b>

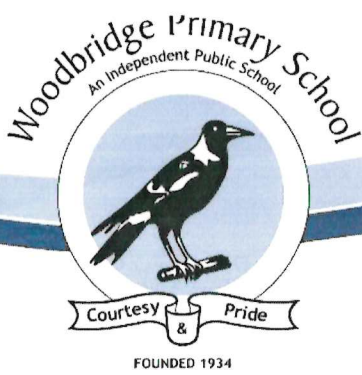
<p>within the next two weeks and should be ready for the next meeting in February 2024. Paul asked members for feedback and approval.</p> <p>PBS expectations are linked to the domains in the Business Plan.</p>		<p><b>All approved.</b></p>
<ul style="list-style-type: none"> <li> <b>Financial Update</b>  Melissa went through the Financial Summary. See attached. The following points were mentioned: <ul style="list-style-type: none"> <li>Variance positive.</li> <li>Targeted Initiatives higher than in previous years</li> <li>Student wellbeing funding received by every school - \$18,500 allocated to Tracey, Chaplain, as extra time next year, the You Can Do It on-line program, and bean bags in the library.</li> <li>Reserve accounts will be simplified next year into 5 or 6 accounts.</li> </ul> </li> </ul> <p>Amy thanked Mel for the update.</p>	<p><b>Mel</b></p>	<p><b>Inform</b></p>
<ul style="list-style-type: none"> <li> <b>PBS Update</b>  Whole school has come up with the expectations and the matrix has been constructed.  A mascot has been devised and it is a Magpie. These have been taken back to the PBS team. Respectful - bird thumbs up. Caring - bird love heart. Aspire - holding a book. Responsible - have my hat on.  PBS whole school expectations lessons are being created. These will run in 2 weekly cycles, the first being whole school sportsmanship lesson. Videos of positive and negative examples have been made for students to watch. PBS team are looking at using tokens with the various magpies on, which can be then recycled.   Jenna and Rob have put in a lot of work in their respective roles as Leader and Meeting Coordinator. </li> </ul>	<p><b>Kim</b></p>	<p><b>Inform</b></p>
<ul style="list-style-type: none"> <li> <b>Marketing</b>  Rebranding is in order and ties in with the above. The design has been taken from the blue artwork with the magpie in the office which students created earlier this year with Tobi and an Aboriginal artist. Three or four choices of design were put to staff for consultation e.g. for merit certificate.  Mel tabled the cover page for plans, the email signature, honour certificates, and award certificate as examples. Comment that this unifies the school and looks professional.  Tom from Midland Photographers did an amazing job taking promo photos. Next year contacts will be looked at for websites.  Paul thanked Mel (Jhett and Abbey – the designers) </li> </ul>	<p><b>Mel</b></p>	<p><b>Inform</b></p>
<ul style="list-style-type: none"> <li> <b>Board Self-Review Survey 2023</b>  Paul thanked the 7 people who completed the survey and stated that the results were very positive.  Results will be looked at in depth at the next meeting and areas flagged for improvement. </li> </ul>	<p><b>Paul</b></p>	<p><b>Inform</b> <b>Week 3</b> <b>Term 4</b> <b>place on agenda.</b></p>





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<p>This year the focus has been on strategic directions. Rachel suggested perhaps giving time to complete the survey in the meeting next year. To be placed on the agenda.</p>		
<ul style="list-style-type: none"> <li>• <b>Board Membership 2024</b> There are a few members whose tenure cease – Linda and Jean. Paul has called for staff representatives and pointed out that Jean could renominate if she wished. Ed as community representative is ceasing. Ed stated that where the school is at the moment is an ideal time to cease.</li> </ul>	Paul/Amy	Inform
<ul style="list-style-type: none"> <li>• <b>Board Chair End of Year Report</b> Amy presented the Board Chair End of Year Report. See attached. Paul thanked each member of the Board individually with personal comments.</li> </ul>	Amy	Inform
<ul style="list-style-type: none"> <li>• <b>General Business</b> <ul style="list-style-type: none"> <li>○ <i>Highlights of 2023 from the Board for the Annual School Report.</i> <ul style="list-style-type: none"> <li>✓ Refurbishment of the Kitchen Garden</li> <li>✓ Glowing School Review</li> <li>✓ Dedication of whole school staff</li> <li>✓ PBS implementation</li> <li>✓ Literacy implementation and work of literacy committee</li> <li>✓ RAPS Group</li> <li>✓ AUSLAN</li> <li>✓ New courts</li> <li>✓ Big Ass Fan</li> <li>✓ New Screen</li> <li>✓ Increased parent support, reading volunteers, assemblies, art extension etc</li> <li>✓ Happy School 😊</li> <li>✓ Inclusivity and diversity</li> <li>✓ New Board Chair *</li> <li>✓ Staff uniform</li> <li>✓ Revamp of the reception area</li> <li>✓ MGM Outreach</li> <li>✓ Leadership Team</li> <li>✓ Breakfast and Grub Club</li> <li>✓ Revamp of library</li> <li>✓ Resilience – coping with Natural Disasters</li> <li>✓ Sports Carnival and families coming back into the school.</li> <li>✓ More normality.</li> <li>✓ Part time staff – lots of relief</li> <li>✓ Resilience of school</li> <li>✓ Success of P&amp;C (inc. events)</li> <li>✓ Student leadership and student voice opportunities</li> <li>✓ Student Group at PSR and Community group.</li> <li>✓ Collegiate support</li> <li>✓ New Faction Shirt designs.</li> </ul> </li> </ul> </li> </ul>	Amy	Inform



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<ul style="list-style-type: none"> <li>○ <i>Sports Faction T Shirts</i> Members approved the logos. Steph will order and these should be ready at the start of the school year in 2024.</li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Next Meeting</b> Confirmation of next Board meeting in Week 3, <b>Wednesday 14<sup>th</sup> February 2023 @ 6:30pm in the Library.</b></li> </ul>	<b>Amy</b>	
<p><b>Meeting Closed:</b> Amy Lang closed the meeting at 08:17pm.</p>	<b>Amy</b>	

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

Chair, Amy Lang

Principal, Paul Marshall