

2023 School Board Minutes
Wednesday 22nd March 2023

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

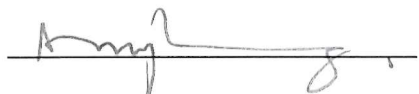
ACTION/ DECISION	WHO	WHEN
<ul style="list-style-type: none"> Welcome The meeting was opened at 6:38pm by Amy. Amy welcomed all attendees. Warm welcome back to Ed who has accepted a Community Representative position. 	Amy	
<ul style="list-style-type: none"> Apologies - Noted as above. TBC Lyn Robson. 	Secretary	
<ul style="list-style-type: none"> Approval of Previous Minutes – Wednesday 15th February 2023 	Moved- Linda Second – Aden Approved-All	
<ul style="list-style-type: none"> Business Arising from Previous Minutes <ul style="list-style-type: none"> <i>Terms of Reference</i> Amendments to be made: 9.4 add 'email' to list of communications based on discussions last time. 9.5 Report from Chair 12.5 to say 'in the minutes' Motion to adopt changes. <i>Information Pack Questions</i> No further action. <i>Parking</i> Rai requested approval from the Board to contact City of Swan and seek clarification and options on parking as it is a few years since we have had feedback. Suggestion of warnings rather than infringements. 	Paul/Amy Moved - Rachel Seconded - Ed Rai Moved – Linda Seconded - Jean	Amend and copy of terms of ref for next meeting
<ul style="list-style-type: none"> Update to Files <ul style="list-style-type: none"> <i>Members' badges</i> Handed out to members. <i>Hand new file to Lync</i> Unable, as Lync did not attend 	Deb	Next meeting

<ul style="list-style-type: none"> ○ <i>Handouts passed around</i> <ul style="list-style-type: none"> ➢ Organisational Chart ➢ 2023 Members List ➢ Focus 2023 ➢ Policy guidelines ➢ Meeting Agenda Guideline ○ <i>Connect – Library tab</i> Files updated 		
<ul style="list-style-type: none"> ● Woodbridge PS 2021 – 2023 Business Plan Development <ul style="list-style-type: none"> ○ <i>Operational Plan2023 – 1. Community Partnerships</i> Operational Plan 2023 handed out. Paul ran through each outcome detailing the strategies that are in place for each outcome from 1.1. to 1.7 to the Board members. <p>Community members feeling welcomed coming into admin. In addition to the processes established in 2022, an online booking system for parent teacher meetings has been introduced – feedback. Meet and Greet successful strategy with 77% of families attended. Volunteers – reading volunteers have returned in 2023. Aesthetics in playground acknowledged. Kitchen garden recruiting more people. P&C - full committee established at the AGM. Kindy orientation program highly successful – taste of school before start. School Tours for prospective families conducted by Admin personnel.</p> <p>1.2 Putting out survey to families in regards to skill sets that we can tap into. Chaplaincy program continuing. Tracey to implement a girls' group in upper primary. Eve had different groups that come in and get involved in sports programs</p> <p>The Smith Family Learning Club up and running in library after a few years break. Governor Stirling links – new principal and new focus on fostering links with feeder schools. Chris Morris, GSSHS Board Chair, attended our open Board meeting. GSSHS have appointed staff to handle admission. Already on the ball coming into primary schools – attended our Meet and Greet. Hosting STEM excursion for Year 5s and free Arts Media workshop for Year5s. Working hard to keeping communication corridor open.</p> <p>Show casing Arts. Showcased Dance at Hampton SHS. Ext Art and Dance groups up and running.</p> <p>1.3 Michelle coordinating reading volunteers. Kitchen Garden Jean</p> <p>1.4 Indigenous RAP group next week on Wednesday. Art, dance workshop. More family representatives attending each time.</p> <p>1.5 Highlight support in certain directions and what services are out there to certain families that we know of. Helping Minds support with councillors. Oz Harvest food opportunities distributed to families in need.</p> 	<p>Paul</p>	

<p>1.6 Two main parent groups Board and P&C. CAB up and running to monitor tenures. Open Board meeting in Term 3. Will continue to advertise P&C events.</p> <p>1.7 PBS Framework. Kim will outline our implementation to date @ this meeting.</p>		
<ul style="list-style-type: none"> Student Health Care Policy Update There are two policies – Behaviour and Health Care that have been rolled out by the Department and that have gone out to schools for socialisation/ familiarisation. This policy will be formalised in Term 3 and, therefore, this update will be put on pause for the time being. We will endeavour to update the Student Health Care Policy this year. 	<p>Paul</p>	<p>Update later in Term 4.</p>
<ul style="list-style-type: none"> PBS Update A discussion was held around PBS and how this is implemented. Kim gave background as to where we are currently. At present we are in the process of implementing and this can take up to 3 years as it is a cultural change. Kim stated which staff members make up the PBS Team. Examples given by Kim and Linda of the language used to for positive expectations and teaching expected behaviour. Next step – Staff to create a whole school matrix of expectations. Key ideas for expectations at this stage are: <ul style="list-style-type: none"> ○ Respect ○ Safety ○ Kind and Caring ○ Persistence The plan is for the community to also be involved in this process and be updated as we continue our journey. 	<p>Kim</p>	
<ul style="list-style-type: none"> P&C Update Fundraising <ul style="list-style-type: none"> ○ <i>Athletics Carnival</i> A sausage sizzle is planned for Carnival Day. The P&C are hoping to get the Rotary club involved with cooking this and are awaiting confirmation from them with regards to this. 450 sausage sizzles are planned. Sausages have been donated by a butcher thanks to Trav (P&C President). ○ <i>Easter Raffle</i> Tickets have gone out to parents for the Easter Raffle on 4th April. Parents have been asked for Easter donations. ○ <i>Mothers' Day</i> stall planned in Term 2. Wishlist for fundraising. Suggestions include <ul style="list-style-type: none"> ○ Resurfacing of undercover floor ○ Ten Pin Bowling matt for reward play. This may possibly be a donation and the P&C are pursuing this pathway. ○ Framework for shade house. 	<p>Rai</p>	

<ul style="list-style-type: none"> • School Review 2023 <ul style="list-style-type: none"> ○ <i>Domains pertinent to the Board in The Standard – “Relationships and Partnerships”</i> Members were split into two groups to discuss the planning document re potential lines of enquiry, the function of the Board and how it performs. Paul will collate items that have been discussed and these will be emailed out in time for the next meeting. Document to be sent as a word document. ○ <i>Wednesday 31st May pm availability for Review</i> External relationships and partnerships group for Review. A calendar invite is to be sent out around availability for the above. 	Paul	Collate items discussed and email to members before next meeting. Deb - Calendar invite
<ul style="list-style-type: none"> • Early Close Wednesday 5th April <ul style="list-style-type: none"> ○ <i>Approval letter received from Regional Director.</i> Rachel tabled the letter. 	Rachel	
<ul style="list-style-type: none"> • Athletics Carnival – Whole school day early start on Friday 31st March @8:30am. Classrooms open @8:15am 	Paul	
<ul style="list-style-type: none"> • Term 4 Meeting Dates Wednesday 18th October and 29th November Paul asked if the meeting in Week 3 could be moved to Week 2, Wednesday 18th October. There was no opposition to this. 	Paul	
<ul style="list-style-type: none"> • Principal/Chair Training – 10th May Paul and Amy will be attending an online PL Day on Wednesday 10th May. 	Amy	
<ul style="list-style-type: none"> • Annual Report This has been created in Canva and is due at the end of Term 1. It is almost complete and is now being formatted. It is hoped that this may be emailed out to members by the end of this week/early next week. Members should respond with any comments by the end of term. 	Paul	Deb/Paul to email by end of week.
<ul style="list-style-type: none"> • General Business None 	Amy	
<ul style="list-style-type: none"> • Next Meeting Confirmation of next Board meeting on Wednesday 10th May 2023 @ 6:30pm 	Amy	
<p>Meeting Closed: Amy Lang closed the meeting at 08:10pm</p>	Amy	

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



Chair, Amy Lang



Principal, Paul Marshall