

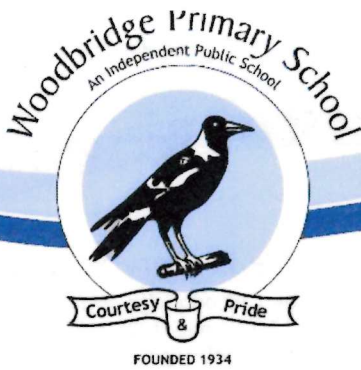
Woodbridge Primary School
 10 Archer Street, Woodbridge, W.A. 6056
 Telephone: (08) 9267 9900
 www.woodbridgeps.wa.edu.au

2023 School Board Minutes
 Wednesday 6th September 2023

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

ACTION/ DECISION	WHO	ACTION
<ul style="list-style-type: none"> Welcome The open public meeting was opened at 6.35pm by Amy. Amy gave a warm welcome to all attendees. 	Amy	
<ul style="list-style-type: none"> Apologies - Noted as above. 	Secretary	
<ul style="list-style-type: none"> Approval of Previous Minutes – Wednesday 9th August 2023. No revision or amendments by members of previous minutes. <i>Agenda</i> Timings have now been listed on the agenda together with an action column. Actions associated with each item include – Inform, Decision and Discussion. 		Noted as approved by all.
<ul style="list-style-type: none"> Business Arising from Previous Minutes <ul style="list-style-type: none"> <i>Faction Shirts</i> Jean gave an update as to the faction shirt logo designs and her communications with Spartan. The new designs were displayed on the interactive whiteboard. Jean has not heard back from Spartan but has requested an example to see the placement of the logo on the shirt. Spartan has been asked to match the next lot of hats to the teal colour of faction shirt. 	Jean	
<ul style="list-style-type: none"> P&C Update <ul style="list-style-type: none"> <i>5 Cent Fridays</i> Barometers for each class are displayed on the library window Father’s Day Raffle – Promoted well and a huge range of gifts was received. Update for above events will be received on Friday at the P&C Meeting. Next term’s events <ul style="list-style-type: none"> Art Exhibition Colour Fun Run 	Rai	
<ul style="list-style-type: none"> Strategic Direction: Priority 4 – Operational Plan, Student Learning & Achievement (including PBS Update) Michelle and Rachel provided a progress update to the Board members on the Strategic Direction: Priority 4 of the Operational Plan. 	Michelle/ Rachel	Info / Discussion

<p>Rachael also shared a PBS update to members which included information regarding the matrix with the 4 expectations, how the school chaplain supports families, how the admin continues to support staff in classrooms and the Breakfast Club. The funding of a Healthways Grant has enabled the purchase of a chest freezer for the Club.</p>		
<ul style="list-style-type: none"> Business Plan Update. Overview of Progress and Subcommittee Paul outlined a timeline for the next business plan at the last meeting. The same personnel from the School Review have been responsible for outlining targets/outcomes in their area for the Business Plan. This has been presented to staff at the staff meeting earlier today and different coloured dots given to Year levels to see what should be targeted. 	Paul	Info / Discussion Sub Committee Formed: Amy and Ed
<ul style="list-style-type: none"> Visual Identity There has been a discussion at admin level regarding the publishing of the Business Plan and having a corporate plan look. Admin have met with a provider who will streamline a lot of documents. A digital image is to be taken of a print in the office to use a part of that for the Business Plan but also other documents that support this. (The Artist has given permission to use her artwork.) A quotation has been provided together with access to her website and several business plans that she has created for other schools. These are impressive. The design will be extended across stationery such as the school's letterhead. Jean asked about a school logo upgrade and a discussion was had around the heritage of the logo and the need for it to remain as is, at this stage. 	Paul	
<ul style="list-style-type: none"> Connect Reporting to Parents Rachel informed the Board that next term, we will trial putting reports out to families via Connect. Connect has the facility to upload reports for families to view and download. Parents will be reminded to download reports when moving to a private school. 	Rachel	
<ul style="list-style-type: none"> SDD Dates: Term 1 x2; Term 2 x1; Term 3 x0; Term 4 x2; Trade Off <ul style="list-style-type: none"> Term 1 Monday 29th and 30th January Term 2 Monday 15th April Term 3 Monday 7th and 8th October <p><i>18/10/23 4 18/10/23</i></p>	Paul	Decision Required - Follow Up next meeting
<ul style="list-style-type: none"> 2024 Fees & Charges – Champion Resource Lists Paul explained that this was regarding the potential costs of booklists. Champion was approved @ the last meeting as the provider for 2024. Booklist amounts being finalised and will be brought to the next meeting. 	Paul	Decision Required - Follow up next meeting



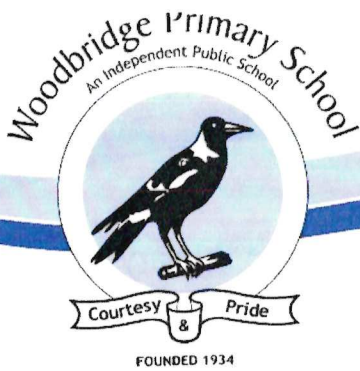
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<ul style="list-style-type: none"> School Board Chair Report 2023 Amy presented the Chair Report for 2023 to members of the Board. Woodbridge Primary is in its 9th year as an independent public school, and I am pleased to provide the board chair report for 2023. Before diving into specifics, including presenting our members, I'd like to start with an extract lifted directly from the Department of Education website. 'The council or board of a public school works with the school community to achieve the best outcomes for students. It plays an important role in contributing to good school governance so that school resources are used efficiently, and community expectations and the school's priorities reflect the needs of students. The board here at Woodbridge Primary functions to understand, inform and make decisions pertaining to this statement. Decisions, when made, are with the principal and other relevant decision makers to ensure these meet policy requirements. The board does not intervene in the control or management of the school. We seek primarily: <ul style="list-style-type: none"> To promote the school in the community To determine student dress code To approve contributions and charges, for example booklists To agree sponsorships - or external partnerships To understand the financial arrangements of the school. The school develops both short- and long-term plans in response to the Department of Education's key initiatives, of which the board advises, or 'understands' and 'notes'. These include: <ul style="list-style-type: none"> Business and / or Strategic Planning - our current discussions are around the school Business Plan, which is due for a 2024 renewal, and this feeds directly into our Operational Plan which is updated every year. Reviewing individual policies and plans School Review processes - 2023 being the year of our most recent School Review. A little more on that later. The Reconciliation Action Plan. A plan developed in response to an audit conducted by members of the Woodbridge Primary School RAP committee and in accordance with The Aboriginal Cultural Standards Framework Code of conduct for students. The board consists of representatives from the school, parent body and community. Our teacher / staff representatives include: <ul style="list-style-type: none"> Paul Marshall, Principal Michelle Goodman Rachel Weller Kim Stone Jean Muthukumaraswamy 	<p>Amy</p>	
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Additionally, Melissa Conway who provides us regular financial updates and Deb Taylor as secretary and general support to Paul Marshall and myself.

The close of 2022 saw the end of tenure for three of our valued members, including our previous chair. However, we also welcomed 2 new faces: Rai Dietrich and Lync Robson. They join myself, Lynda Whyte and Aden van den Beld as parent members. A mention, that Rai is also the vice president of our P&C here at Woodbridge. Our respected community member is Ed de Ruiters. The board has come together this year to form a warm, and cohesive team and I thank each of them for their commitment. It is a real pleasure to spend time with all these people.

It has been a big year for Woodbridge Primary. Some of the key focusses have been as follows, and please note that further information on each of these areas is available.

The School Review: this took place on 31st May this year, where a whole school self-assessment based upon 6 specific areas of focus, or 'domains' set by the Department of Education was validated by the Public School Accountability Team and associated members. 6 teams were interviewed, including a panel from the school board. The resulting report outlined several commendations and recommendations and in conclusion; Woodbridge Primary School is doing very well. A copy of the full report is available on the school website. The extensive information collated for the School Review will be repurposed for the 2024, 3 year Business Plan - a key discussion item for the board for the remainder of this academic year.

Another significant development at Woodbridge is the PBS program: Positive Behaviour Support. This is a set of guiding principles created and agreed upon by committees within the school, to develop a comprehensive approach to teach and encourage our students to behave in new ways through positive common understanding. Some of our teacher representative members of the board are involved in this wonderful initiative and regularly present updates at our meetings.


As part of a sequenced approach for curriculum delivery, 2023 has seen the implementation of a new literacy plan that aligns all classroom teaching in the early learning year groups at the school. This has included a literacy coach to provide mentoring and ensure continuity for all relevant staff members.

We seem to have emerged from the pandemic, mostly intact, and all of our extra curricular programs, excursions and incursions which were reduced or paused altogether have resumed. Woodbridge has a well earned reputation for the creative arts, dance, choir, as well as a number of sport based programs.

Volunteer opportunities this year include classroom reading, the kitchen garden and its offshoot (no pun intended), Grub Club, both lead by Jean

<p>Muthukumaraswamy, which makes use of the delicious produce grown in our allotment here.</p> <p>We continue to work with various external partners: Helping Minds, Speech Therapy with Curtin University, The Smith Family Learning Group and Oz Harvest, to name a handful.</p> <p>In recent months, through contribution of food items from various local groups and a grant towards equipment; Breakfast Club has been launched twice a week where any student can come down to school early and enjoy a selection of healthy breakfast items.</p> <p>Through communications with our parents and carers, we understand that Woodbridge Primary School is considered a welcoming, friendly and nurturing environment and it takes many individuals, and groups to create this community.</p> <p>It has to come from the top down, and on behalf of the school board members, I would like to acknowledge and extend thanks to Paul Marshall for his leadership and the admin team. I'd like to also recognise the continued encouragement and support offered to our students, not only by our teachers and classroom assistants, but all extended members of our school staff and community. Thank you very much.</p>		
<ul style="list-style-type: none"> • General Business <ul style="list-style-type: none"> ○ <i>ANZAC Assembly and related Curriculum</i> <p>Paul received a call from the Department of Veteran Affairs to congratulate the school on winning the West Australian Award for the ANZAC service and related curriculum accompanying it. This involved the submission of a PowerPoint by Anita. The school has received \$3,000 in prize money, a plaque and a certificate which will be presented at the next assembly. Paul acknowledged Anita's efforts here.</p>		
<ul style="list-style-type: none"> • Next Meeting <p>Confirmation of next Board meeting on Wednesday 18th October 2023 @ 6:30pm.</p>	Amy	
<p>Meeting Closed: Amy Lang closed the meeting at 7:46pm.</p>	Amy	

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



Chair, Amy Lang



Principal, Paul Marshall

