

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

2023 School Board Minutes
 Wednesday 10th May 2023

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

ACTION/ DECISION	WHO	WHEN
<ul style="list-style-type: none"> Welcome The meeting was opened at 6:31pm by Amy. Amy gave a warm welcome to Lync and 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 22nd March 2023. Minutes were distributed via email allowing Board members the opportunity to read. No adjustments or objections from Board members. 	Noted as approved.	
<ul style="list-style-type: none"> Business Arising from Previous Minutes <ul style="list-style-type: none"> <i>Terms of Reference</i> Items noted in last minutes amended and copy of Terms of Reference handed out to members. <i>City of Swan Parking</i> A meeting with Alex from the City of Swan has been organised for 23rd May @2:15pm. 	Amy/Deb Rai	 Update next meeting
<ul style="list-style-type: none"> Annual Report to be tabled and noted. Paul commended Shirley O’Neill on the wonderful job she has done in formatting the Annual Report in CANVA. Also, Elle Mariano who edited the Report. The report is in its published format. Aden commented on the content and Amy on the vibrancy. 	Paul Noted	
<ul style="list-style-type: none"> Strategic Directions: Priority 1 Business Plan - Community Partnerships School Review – Domain: Relationships and Partnerships Update Paul outlined the domain of Relationships and Partnerships for the School Review which also covers Community Partnerships for the Business Plan. Also outlined were items for uploading to the ESAT. These included but were not limited to the following: <ul style="list-style-type: none"> Staff Collaboration and collaborative teams 	Paul	

- Team Leaders on the PBS team and communication
- Collaborative planning on PD Days
- Respectful relationships
- Core Values underpinned at Woodbridge PS
- Evidence from various surveys
- Volunteers
- Reconciliation Committee

Paul walked through information that is going to be uploaded into the ESAT under the school review domain of Relationships and Partnerships.

Domain Foci

- **Staff collaboration** – collaborative teams explained. DOTT timetable reviewed for phase groups. Two team meetings scheduled per term. Team leaders come together on Mondays prior to meetings in weeks 2 and 6. Team Leaders are also on PBS team hence communication enhanced. Commitment to have collaborative planning time at PD days. Wellbeing Committee established.
- **Relationships being Respectful.** Parents being welcomed. Processes around new families coming in – school tours and documentation. Kindy orientation program led by Michelle, and parent information sessions and parent interviews.

Staff have become united as regards to work safe notice.

6 core values were developed by staff that underpin us working at WPS to make it psychologically safe.

Evidence in NSOS surveys re improvements that could be made.

Discussion around initiatives that are held at the beginning of the year. Meet & greet 77% of families attended. Volunteers attending. Kitchen Garden volunteers. Great to have up and running again.

Work happening with Reconciliation Committee discussed.

- **Communication**

The following methods of communication were discussed:

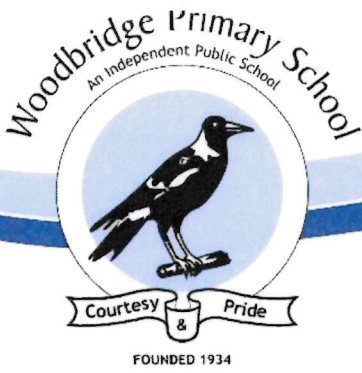
- Connect used as the primary source of communication. Introduction of text messaging in 2022. Discussion was held around the message sent on Sunday regarding the closure of the canteen but received by parents mid-morning on Monday.
- Other avenues of communication are email, face to face, student journals, class dojo (flexible to use).
- Verbal feedback from parent groups in regard to communication.
- The website is an avenue to give prospective parents information about Woodbridge Primary School.

Melissa – to follow up

ASAP

<ul style="list-style-type: none"> ○ The newsletter moving to SWAY – Comments that this was a good move and that it is easy to read. ○ Parent teacher interviews end of Term 1. Feedback indicated this was a much better time of year to hold these and that teachers and parents appreciated the online booking system. Over 80% of parents attended interviews, some classes 100%. Interviews were 10 minutes which was easier for parents with more than one child. Board members indicated this was an improvement on previous opportunities. ● Parent and Carer satisfaction. Outlined by Paul and discussion held around the survey which allowed parents to highlight one aspect that is working well in the school. ● Community Partnerships The following were discussed: <ul style="list-style-type: none"> ○ Partnerships with The Smith Family ○ Groups that use the premises after hours ○ Accessing the Art Exhibition ○ Network groups – Melissa (MCS) and Paul Swan Valley Network. A new School Officer network has been initiated by the MCS at Guildford PS and will meet once a term. ○ Creditation as a Sun Smart School etc ○ Accessing additional support from Oz Harvest ○ Commencement of a breakfast club. ● The School Council or Board fulfilling its role regarding Governance The following were discussed: <ul style="list-style-type: none"> ○ The calendar and agenda guidelines will be aligned to necessary processes. ○ Board becomes involved in matters of urgency e.g letter re parking ○ Amy and Paul PL School Board training today. ○ Action that can be taken to continue to improve the Board e.g. clarification regarding the roles and responsibilities of members. 		Align Calendar and agenda guidelines
<ul style="list-style-type: none"> ● Funding Agreement 2023 to be noted, signed Melissa outlined the Funding Agreement and the compliance that Paul and herself must follow regarding any funds that are received by the school and that these are used responsibly. The Funding Agreement is signed by Paul and the School Board Chair. This agreement is noted by the Board. 96% of the annual budget to be used in that year. Targeted initiatives, received by the school were discussed. Students enrolled @ census are funded for the year. Melissa and Paul provided the Board with additional information to clarify their understanding of the 2023 Funding Agreement. Paul commented on the fact that Melissa is doing an awesome job with the Finance Committee and compiling agendas and how decision making has become more transparent as a result. 	Paul/Melissa	

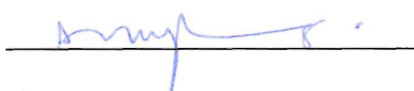
<p>Melissa outlined the student-centred funding resulting from our Census at the start of the school year and how that can change with regard to students enrolling with disabilities throughout year.</p> <p>Aden commented on funding re social disadvantage. Melissa explained that this is calculated from various parent educational levels and employment answered on page 4 of the enrolment form.</p> <p>Funding Agreement noted and signed.</p>	<p>Amy/Paul</p>	
<ul style="list-style-type: none"> • Workforce Plan 2023 – 25 DRAFT The school is required to have a workforce plan. Paul outlined the draft plan which includes a profile, student numbers and enrolment predictions and staff profiles and, and developments in various areas such as the large Year 6 cohort, staff roles, leave and retirement patterns. <p>This Plan is expected to be distributed to staff after the School Review and there will be an opportunity to note the Workforce Plan at a future meeting.</p>	<p>Paul/Melissa</p>	<p>Next meeting Note Workforce Plan</p>
<ul style="list-style-type: none"> • Main Roads Update Park until next meeting. 	<p>Paul</p>	<p>Next Meeting</p>
<ul style="list-style-type: none"> • Confirm PSR parent attendees 31 May @ 1:30 Linda, Amy, Aden and Lync to attend. Rai declined. Paul received a phone call from Ken Perris (Director in South Metro) who will be conducting the interviews together with the Principal from Winthrop – Katrina Meldrum. Paul is keen to meet with parents prior to the meeting. An Outlook invite is to be sent to attendees. Paul gave reassurance that the Review Team are coming to purely validate the information that has been uploaded in ESAT. 	<p>Paul/Deb</p>	<p>Follow up email to Lync re Review session. Invite re prior meeting.</p>
<ul style="list-style-type: none"> • PBS Update During the last PD Day, staff worked together to help develop a whole school matrix. Information was collected with regards to the following categories - respect, care, responsibility and aspire, and how this could look in relation to in the following: Learning areas, outside areas, before and after school, use of technology. Common positive language merged by the PBS team into the matrix and this will then be taken back to staff. 	<p>Kim</p>	
<ul style="list-style-type: none"> • P&C Update Fundraising <ul style="list-style-type: none"> ○ <i>Mother's Day Stall</i> Donations are going well. 3 volunteers to help on Friday. This has also been placed on the P&C Facebook group. A schedule for teachers has been put up in the staffroom. ○ <i>Cookie Dough</i> Orders close on 19th May. The target is 250 tubs. Sold to date \$804 = \$3819. Delivery will be on 6th June but may be delayed. 	<p>Rai</p>	



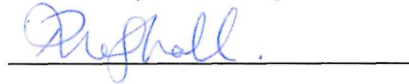
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<ul style="list-style-type: none"> General Business None. 	Amy	
<ul style="list-style-type: none"> Next Meeting Confirmation of next Board meeting on Wednesday 14th June 2023 @ 6:30pm 	Amy	
Meeting Closed: Amy Lang closed the meeting at 7:48pm	Amy	

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



 Chair, Amy Lang



 Principal, Paul Marshall

