

2023 School Board Minutes

Wednesday 9th August 2023

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

ACTION/ DECISION	WHO	ACTION
<ul style="list-style-type: none"> Welcome The meeting was opened at 6.33pm by Amy. Amy gave a warm welcome to all attendees. Rescheduled from Wednesday 2 August 2023 after not having a quorum. 	Amy	
<ul style="list-style-type: none"> Apologies - Noted as above. 	Secretary	
<ul style="list-style-type: none"> Approval of Previous Minutes – Wednesday 14th June 2023. 		Noted as approved by all.
<ul style="list-style-type: none"> Business Arising from Previous Minutes <ul style="list-style-type: none"> <i>School Board Training Guildford PS – Tuesday 25th June 2023</i> Email used to communicate between members was referenced and keeps the ball rolling eg faction shirts. Aligned to how Woodbridge PS Boards runs and was good refresher. <i>Faction Shirts</i> Outcome of email approval – new shade of blue shirt design agreed on and displayed on screen for Board Members to view again. Next stage is shirts are designed and ordered. 	Jean/Aden Jean	Reflection Jean to liaise with Steph from P & C
<ul style="list-style-type: none"> Board Training: Module 2 – Foundations of an effective Board Paul and Amy discussed effective relationships as per handout. <ul style="list-style-type: none"> Woodbridge PS is unincorporated board Provides context/summary of Board operations 	Paul/Amy	Handout received
<ul style="list-style-type: none"> Strategic Directions: Priority 3 Business Plan – Operational Plan (Teaching Excellence and Collaboration) <ul style="list-style-type: none"> Teaching for Impact document provided – School has commenced PD and further Swan Valley Network PD will be held in 2024. Collaborative teams are in block clusters and goals are set. Team Leaders meet with Paul before Team Meetings, ensuring consistency. Positive to now have link back to admin. EA collaboration meetings are held with MCS twice a term – increasing valuation of role. Literacy Coach (Teacher) provides coaching to 3 classes per term, as per Literacy Plan. Has been well received by Teaching staff. 	Paul	

<ul style="list-style-type: none"> - Shift to data being analysed by groups of staff before PD Day and then presented to staff on Term 4 PD Day for review. Naplan results received last Friday for school to analyse – change in Naplan scale this year. - Admin roles, team leaders and committee member roles are all structured well throughout the school. Good opportunities for staff growth and value adding. Trade off & staff release available. 		
<ul style="list-style-type: none"> • P&C Update <ul style="list-style-type: none"> - 2 x fundraising ventures Term 3 – 5 cent Friday & Father Day Stall - Art Exhibition & Colour Fun Run big fundraising events in Term 4 - Aim to fundraise half of new flooring in undercover area 	Rachel	
<ul style="list-style-type: none"> • Finance and Facilities Update <ul style="list-style-type: none"> - Minimum expenditure requirement being met - Bankwest no longer offering investment accounts and will cease business banking. School to commence process of banking with CBA. - Reserve accounts to be streamlined in 2024 in accordance with Dept recommendations. - Lease arrangements have commenced for ICT equipment to ensure technology requirements are continually met. - Approval granted for resurfacing of hard courts – currently out for tender. - Flooding situation has been rectified. 	Mel	Handout received
<ul style="list-style-type: none"> • Campion Education <ul style="list-style-type: none"> - Limited number of school suppliers. Big companies such as COS & WINC don't provide same level of service to schools – schools that have trialled have moved back to Campion. - Delivery charges applicable now due to increasing freight charges - \$5.00 / \$8.00 late order delivery fee. 	Mel	All members noted approval
<ul style="list-style-type: none"> • Business & Operational Planning 2024 – to inform <ul style="list-style-type: none"> - All Admin Team Members attended Planning Day offsite last Monday. - Next Board meeting there will be a Business Plan update. - School Purpose Statement presented to Board Members for review. Potential Feedback – “Our purpose being to develop the academic, physical, social and emotional wellbeing of students, building pathways to a positive future”. Important to keep “maintaining positive relationships amongst students, staff, parents and community members” somewhere in document. Ed has done some recent research re this – clear & concise statement is important. Could be open for discussion at Annual Public Meeting. 	Paul Ed Aden	
<ul style="list-style-type: none"> • Annual Public Meeting – 6 September 2023 – Discussion <ul style="list-style-type: none"> - Highlight creating awareness of planning for next Business Plan through attending meeting. - Advertise through Newsletter, Connect, personal invite to P & C Members, teachers to promote to parents, flyer to handout. - RSVP to front office. 	Paul/Amy	Jean to create flyer – TBC P & C to be invited

