



# SUBIACO PRIMARY SCHOOL BOARD MEETING

## Minutes

<b>Date</b>	<b>Tuesday 22 August 2023 (Meeting 4)</b>	
<b>Time</b>	Meeting commenced at: 6 pm Meeting concluded at: 7:52pm	
<b>Location</b>	Subiaco Primary School Library	
<b>Chairperson</b>	Louis Martin	
<b>Apologies</b>	Teresa Pimm; Simone Janney; Emma Thunder	
<b>Present</b>	Louis Martin	Board Chair <b>(Chair)</b>
	Hannah McKelvie	Parent Representative <b>(HM)</b>
	Steve Smart	Parent Representative <b>(SS)</b>
	Nicky Green	Staff Representative <b>(NG)</b>
	Alan Ramsey	Assistant Principal <b>(AR)</b>
	Melinda Harris	Principal <b>(Principal)</b>
<b>Invited Guests</b>		
<b>Endorsed as complete and accurate</b>	_____	_____
	Date	Subiaco Primary School Board Chair

Agenda Item	Actions
<p><b>1 Welcome, Introductions, Conflicts, Minutes –</b></p> <p>Chair opened the Board meeting.</p> <p>Chair - Previous Minutes (Term 3, Week 6) – no actions, reviewed and signed.</p> <p>MH – tabled the Conflicts of Interest Register:</p> <ul style="list-style-type: none"> <li>• LM works for Wesfarmers who own Officeworks – competitor of Champion</li> <li>• HM works for Telstra – not aware of any conflicts within the school.</li> <li>• No other conflicts were registered.</li> </ul> <p><b>LM</b> attended Board Member Chair Dinner with Katrina Stratton</p> <ul style="list-style-type: none"> <li>• Themes – overcrowding/EALD/workforce representation</li> <li>• Govt budget – new school in the future</li> <li>• Afterschool care challenge – primary level</li> <li>• Diversity – high school level</li> <li>• Traffic management – issues</li> </ul>	

<b>2. Principals Report</b>	
<p>Following on from LM Board Member Dinner discussion, MH shared that SPS has a good working relationship with Katrina Stratton. There are strict protocols around politician's communicating with parents through school channels.</p> <p><u>Key points:</u>  Debating – Term 3 – Direct request from parents  Drama – Term 3 – Direct request from parents  Book week – Big hit last week with the parade/author reading library  Science week – Mrs Males organised incursions/Deputy - Mr Hayward assisting with digital technology in the classroom.  Open Night – coming up – It's not only about the end result, it's about the process!  NAPLAN results are in – discussed later in the meeting (read minute notes below)  Health and Wellbeing Survey – Years 1-3 survey that was developed by the school using evidence-based questions and our Years 4-6 students completing the South Australian Wellbeing and Engagement Survey.  Subiaco PS is lucky to be a part of Telethon 2023 – Hosting a Toy Sale!  Book in a Day – Friday Week 5 (8am – 8pm) A team from Year 5 and Year 6.  Bob Hawke Transition – Year 6 teachers and Melinda attended. Aim is to continue strengthening the relationship between schools. Diverse style with their learning approach.  Partnerships across areas including data transition, drama opportunities.  Food Bank – SRC doing their annual collection.</p>	
<b>3. 2024 - 2026 Business Plan Process Update</b>	
<p>MH Shared draft questions survey questions for families with BM's  MH Shared Roadmap leading to BP completion (timeline)  MH discussed inviting BM's &amp; P&amp;C to the Term 4 SDD to work with staff  MH Shared questions in the staff survey to highlight correlations  HM – Asked if the school had the resources to support any staff data from survey. MH said that we do, and we would look at what arises and how to action and required change.</p>	
<b>4. NAPLAN Results Summary</b>	
<p>MH and AR presented 2023 NAPLAN results summary  Reviewed the 4 Proficiency levels  Overall, our results are positive compared to like schools.  MH – Discussed the process we follow to ensure that our data is analysed accordingly, programs reviewed, building staff capacity, forward planning to ensure we address any areas that require improvement.  MH and AR shared how we target supporting students (SAER/GIFTED/EALD) and will look to target in the future.</p>	
<b>4. Fundraising Policy</b>	
<p>Presented twice at P&amp;C meetings  P&amp;C President presenting at the meeting on Monday.  Once we have their recommendations, we will discuss at the next meeting.</p>	<p>AR – to table the Fundraising Policy for the next meeting.</p>

<b>5. Occupational Health and Safety</b>	
<p>AR – ran through 9 OHS points that have been raised and actioned over the year.</p> <p>Some of the points included (path outside LP1, wear and tear on ECE playground by students and afterschool care, review of door locks in case of lockdown, Vandalism (afterhours), broken and uneven bricks – Farmers Market)</p> <p>MH – Discussed the pool and the mandated improvements required by the Department. The pool had to be filled before it was painted, MH requested it was not emptied again until after next season (April '24). BM's agreed with the request.</p>	
<b>6. Financial Statements</b>	
<p>MH shared voluntary contributions – longitudinally and we are currently on track.</p> <p>MH stated that P&amp;C contributions must be used in that year as it is to be of the benefit to the students.</p>	
<b>7. Any Other Business</b>	
<p>MH – raised the issue of communication to ensure the Board is united in their responses to the community.</p> <p>There have been a number of conversations that have been shared with the school that haven't been shared with all members. We need an opportunity to put it on the Agenda, discuss if it is a Board matter and work together to address and action any responses.</p>	<p>AR to table in the next meeting OSH Afterschool care and using school grounds after hours.</p>
<b>THANK YOU</b>	
<b>Next meeting is scheduled for - LM and MH to discuss possible dates for Term 4.</b>	