



SUBIACO PRIMARY SCHOOL BOARD MEETING

Minutes

Date	Tuesday 27 February 2024 (Meeting 1)	
Time	6:00pm	
Location	Subiaco Primary School Library	
Chairperson	Louis Martin (re-elected Meeting 1 – Term 1)	
Apologies	HM emailed MH an earlier leave time.	
Present	Louis Martin Hannah McKelvie Emma Thunder Steve Smart Simone Janney Gemma Hayley Alan Ramsey Melinda Harris	Board Chair (re-elected) Parent Representative Parent Representative Parent Representative Community Representative Staff Representative Assistant Principal Principal
Invited Guests	Allison Swan	Acting Subiaco MCS
Endorsed as complete and accurate	_____	_____
	Date	Subiaco Primary School Board Chair

Agenda Item	Actions
1 Welcome, Introductions, Conflicts, Minutes	
<p>MH opened the Board meeting by welcoming members back to a new year.</p> <p>LM asked members if there were any disclosures before the start of 2024.</p> <p>LM – stated his disclosure</p> <p>MH – stated her disclosure</p> <p>No other disclosures were made.</p> <p>MH instigated point number 2 on the agenda due to the importance/requirement.</p> <p>LM - Previous Minutes (Term 4, Week 2) – ACTION REQUIRED</p>	<p>AR – email previous meeting minutes for online Board approval.</p> <p>LM to sign at the next meeting.</p>
2. Board Chair-Elect	
<ul style="list-style-type: none"> MH called for Chair nominations from current Board members 2 Nominations presented LM was re-elected as Board chair LM chaired the meeting 	<p>LM was nominated as Board Chair.</p>
3. Board Member Elect	
<ul style="list-style-type: none"> ET – would like to renominate for the Board as a parent member Electronic and hard copies be provided to families A translated version to assist EALD families Provide 2 weeks to nominate Open for voting 150324- 220323 1 week to vote 	<p>MH – To open Board member nominations on Wednesday 28 Feb to the Subiaco parent community through</p>

<p>METHOD OF COMMUNICATION</p> <ul style="list-style-type: none"> • Email • Hard copy 	<p>stated communication avenues.</p>
<p>4. Finance Report</p>	
<p>AS presented –</p> <ul style="list-style-type: none"> • 2023 Budget review • 2024 Predicted One Line Budget overview 	
<p>5. Principal’s Report</p>	
<p><u>EALD</u></p> <ul style="list-style-type: none"> • 2 years data review • Working closely with Highgate • 3 days a week – intensive language support • Intensive language • Upper and Lower years • EALD Progress Map/School Report • Enrolling and profiling • Transition meetings <p><u>Camp</u></p> <ul style="list-style-type: none"> • Swan Valley Community Camp • Staff were amazing • SVCC amazing • Hot • Students extremely well behaved – credit to them • Some students were proud the attempted an activity they didn’t think they could do. <p><u>Staffing Overview</u></p> <ul style="list-style-type: none"> • New staff members introduced <p><u>Differentiated Learning</u></p> <ul style="list-style-type: none"> • Focus on high-potential learners • Priority in our new Business Plan <p><u>PEAC</u></p> <ul style="list-style-type: none"> • Overview of PEAC for 2024 <p><u>Reporting to Parents</u></p> <ul style="list-style-type: none"> • Parent interviews • Formal written reports • Open evening • Interviews can be requested <p><u>FOCUS Areas</u></p> <ul style="list-style-type: none"> • Spelling • Writing • Reading • Grammar and Punctuation • Maths <p><u>CRUNCH and SIP</u> – View PP Slide</p> <p><u>HOT Weather Policy</u> – View PP Slide</p>	

<p><u>CLP</u></p> <ul style="list-style-type: none"> • What's app parent messaging <p><u>Business Plan Review</u></p> <ul style="list-style-type: none"> • LM asked if there was an opportunity to deep dive into the new BP at the next meeting. 	<p>ET to provide MS/AR with words that are used by another school around What's app messaging.</p> <p>AR – to table additional time to review the Business Plan</p>
6. Code of Conduct	
<ul style="list-style-type: none"> • AR tabled the 2024 Code of Conduct • Verbally reviewed the points with members 	<p>Board members signed the 2024 Code of Conduct.</p>
7. Sponsorship Policy	
<ul style="list-style-type: none"> • Can the P&C enter into a sponsorship agreement on behalf of the P&C? • Discussion – legalities from businesses/representing the school. • Ensure the policy legally addresses Department guidelines for the safety of all stakeholders. 	
8. Statement of Expectation/Terms of Reference	
<p>Statement of Expectation</p> <ul style="list-style-type: none"> • MH tabled the Statement of Expectation for the Board Chair to sign <p>Terms of Reference</p> <ul style="list-style-type: none"> • legislative functions of the Board • LM reinforced the importance of these points • ET reinforced the importance of speaking as one voice 	<p>Board Chair (LM) and Principal (MH) signed the Statement of Expectation for 2024.</p>
9. Board Policy Setting and Review	
<ul style="list-style-type: none"> • AR Presented Policy Review and Planner • Communication Policy – 2024 review. • SS asked for the policy to be tabled early Term 2 to allow time for discussion. 	<p>AR to table Communication Policy for early Term 2.</p>
10. Board meeting Dates Confirmation	
<ul style="list-style-type: none"> • AR recommended Tuesday of weeks 3 and 8 of each Term. • LM agreed, but flexibility might be required. 	<p>AR to table 2024 meeting dates on the Board Planner for circulation.</p>
11. Other Business	
<ul style="list-style-type: none"> • SS – question: He was still concerned about the employment of homogeneous staff at Subiaco PS. • MH – Workforce profile presented at the end of last term (2023) • MH – stated that many schools do not have a teacher in classrooms, so we are very lucky. 	

<ul style="list-style-type: none"> • Employed several diverse staff members in 2023/2024. It was highlighted that SS's recommendation for a more diverse staff was discussed before employing new staff. • A topic for universities to attract diverse graduates <p>LM – asked AR to see why there was an issue with SharePoint access of certain board documents.</p>	<p>AR to Review Board member access to SharePoint documents Fixed</p>
<p>THANK YOU</p>	
<p>Meeting Closed 7:51pm</p>	