



SUBIACO PRIMARY SCHOOL BOARD MEETING

Minutes

Date	Tuesday 28 February 2023 (Meeting 1)	
Time	6:00pm	
Location	Subiaco Primary School Library	
Chairperson	Louis Martin (elected Meeting 1 – Term 1)	
Apologies		
Present	Louis Martin Hannah McKelvie Emma Thunder Steve Smart Simone Janney Nicky Green Alan Ramsey Melinda Harris	Board Chair (Newly elected) Parent Representative Parent Representative Parent Representative Community Representative Staff Representative Assistant Principal Principal
Invited Guests		
Endorsed as complete and accurate	_____	_____
	Date	Subiaco Primary School Board Chair

Agenda Item	Actions
1 Welcome, Introductions, Conflicts, Minutes	
MH opened the Board meeting welcoming members back to a new year. MH instigated point number 2 on the agenda due to the importance/requirement. LM - Previous Minutes (Term 4, Week 2) – no actions, reviewed and signed	AR – Previous tabled School Budget to be updated to say DRAFT on previous minutes.
2. Board Chair Elect	
<ul style="list-style-type: none"> ZS stepped down as Board Chair at the end of 2022 MH called for Chair nominations from current Board members 2 Nominations presented 1 member respectfully withdrew his nomination. LM elected as Board chair LM was happy to chair the remainder of the meeting <p>Terms of Reference</p> <ul style="list-style-type: none"> legislative functions of the Board LM reinforced the importance of these ET reinforced the importance of speaking as one voice 	LM nominated unopposed as Board Chair.
3. Principal's Report	
<ul style="list-style-type: none"> Student numbers – 721 on trend Smooth start to the start of the year 	

<ul style="list-style-type: none"> • Swan Valley Camp for the year 6s allowed for connections – very positive holding camp early in Term 1. • Parent Information sessions were very well attended. • Swimming, over 400 students participating in swimming in Term 1- equates with over 5 hours swimming. • Junior Carnival, splash carnival and senior carnivals scheduled for March • P&C AGM held 27th Feb – unable to fill all office bearers and therefore currently, cannot hold events or spend money • 80 Enrolments in first week of school term. Predominantly EALD • LM - Workforce planning to assist EALD – Targeted Initiative in Business Plan with 0.2 teacher, Progress Maps, PL 2022, 23. • A number of 2022 ATAR high achievers announced were ex Subiaco PS students. • P&C held AGM 27.02.23. Did not field a Treasurer need to reach out wider for applicants. Until position filled, they do not have an executive. • Relief chaplain Term 1. Growth Mindset – sharply in focus • Business Plan priorities aligned to Strategic Plan 2023, Operational Plans and collaborative year level planning integral to the culture of Subiaco PS. 	
4. Code of Conduct	
<ul style="list-style-type: none"> • AR presented Code of Conduct and shared amendment (inclusion) of first line taken from School Board Code of Conduct statements. 	<p>Board members signed new Code of Conduct 2023. HM and SS previously signed at end of 2022.</p>
4. Numeracy Focus Presentation	
<ul style="list-style-type: none"> • Toni Shane (staff) discussed her role of Numeracy specialist. • Maths Goals - 2023 • Strengths/Weaknesses/Targets • Data Analysis • Staff support – PL and Mentoring • HM asked about the data teachers collect and communication to wider audiences. 	
5. Strategic Plan 2023	
<ul style="list-style-type: none"> • MH Presented 2023 Strategic Plan • Review of 2022 targets inform the 2023 targets • Aligned with the Business Plan and the Learning area Operational Plans. • SS asked – Differentiation for high level student ability - technology. • LM asked – Any risks? MH answered – EALD and neurodiversity and neurodiversity in a mainstream class. Student and parent anxiety • A focus on a Growth Mindset is a focus in the Business Plan– I can't do it... yet! • Entering a new Business Plan cycle which includes stakeholder input – SS questioned diversity of parents input -MH respondel parents would have the opportunity to input 	

6. Board Policy Setting and Review	
<ul style="list-style-type: none"> AR Presented Policy Review and Planner SS – stated all board meetings should be open to community AR answered – requirement one Annual Board meeting which is documented. MH discussed the legislative functions and agenda of the Board during the year. 	<p>AR- Open meeting review reaching out to the community with a view to include multicultural outreach. Include a link to new Business Plan around improving community voice.</p> <p>** Review at the next meeting.</p> <p>Are additional meetings required to provide more time to review and analyse information?</p>
7. Talking to my School/Complaints Management	
<ul style="list-style-type: none"> LM raised confidentiality of complaints-MH answered LM’s question about confidentiality citing Standards and Integrity processes for schools. Everything is kept confidential to support all parties moving forward. HM asked – do we monitor parent concerns? (Themes) MH informed HM that complaints are monitored by school and Department processes. 	Endorsed
8. Positive Behaviour Policy – Good Standing Plan	
<ul style="list-style-type: none"> AR shared the draft Good Standing Plan which will look to teach the staff, students, parents and community about Good Standing Points. AR answered HM question – students are aware who lost a point/s and positive reinforcement is shared with student, teacher and parent if a point is reinstated. 	Endorsed by Board
9. Statement of Expectation and Appropriate Financial Statements.	
<ul style="list-style-type: none"> MH presented key elements of School Centred Funding Model for 2023 MH tabled the provisional 2023 Statement of Intent and the 2023 Funding Statement outlining the provisional budgeted funds 	When school receives 2023 version of Finding Statement -LM to sign
THANK YOU	
Meeting Closed 7:55pm	