



SUBIACO PRIMARY SCHOOL BOARD MEETING

Minutes

Date	Tuesday 29 May 2023																					
Time	Meeting commenced at 5:58pm Meeting finished at 8:01pm																					
Location	Subiaco Primary School Library																					
Chairperson	Louis Martin																					
Apologies																						
Present	<table> <tr> <td>Louis Martin</td> <td>Parent Representative</td> </tr> <tr> <td>Emma Thunder</td> <td>Parent Representative</td> </tr> <tr> <td>Hannah McKelvie</td> <td>Parent Representative</td> </tr> <tr> <td>Steven Smart</td> <td>Parent Representative</td> </tr> <tr> <td>Simone Janney</td> <td>Community Representative</td> </tr> <tr> <td>Nicky Green</td> <td>Staff Representative</td> </tr> <tr> <td>Alan Ramsey</td> <td>Staff Representative</td> </tr> <tr> <td>Melinda Harris</td> <td>Principal</td> </tr> <tr> <td>Bev Gaunt</td> <td>Teacher</td> </tr> <tr> <td>Teresa Pimm</td> <td>Manager Corporate Services</td> </tr> </table>		Louis Martin	Parent Representative	Emma Thunder	Parent Representative	Hannah McKelvie	Parent Representative	Steven Smart	Parent Representative	Simone Janney	Community Representative	Nicky Green	Staff Representative	Alan Ramsey	Staff Representative	Melinda Harris	Principal	Bev Gaunt	Teacher	Teresa Pimm	Manager Corporate Services
Louis Martin	Parent Representative																					
Emma Thunder	Parent Representative																					
Hannah McKelvie	Parent Representative																					
Steven Smart	Parent Representative																					
Simone Janney	Community Representative																					
Nicky Green	Staff Representative																					
Alan Ramsey	Staff Representative																					
Melinda Harris	Principal																					
Bev Gaunt	Teacher																					
Teresa Pimm	Manager Corporate Services																					
Endorsed as complete and accurate	_____	_____																				
	Date	Subiaco Primary School Board Chair																				

Agenda Item	Supporting Documents	Action Items
1 Welcome, Introductions, Conflicts, Minutes – Louis		
<ul style="list-style-type: none"> Louis led an Acknowledgement to Country and acknowledged National Reconciliation Week with the theme for 2023: Be a Voice for Generations. Louis welcomed everyone to the meeting, with a special welcome to Bev G presenting to the Board. Louis asked if anyone had a conflict of interest with any items on the Agenda. No conflicts were noted. The Minutes of 23 March 2023 were accepted as a true and accurate record. 	Minutes of 23/03/23 Agenda for 29/05/23	
2 Board Chair led discussion		
<p>The Board will hold two meetings each term moving forward. The next meeting is scheduled for Wednesday 21 June. Board meetings to be held in weeks 3 & 8 of each term.</p> <p>Business Plan 2024-2026 is the main focus of the Board this year. This will be facilitated by David Price from Growth Coaching International.</p>		Louis to advise Board on proposed dates

<p>The Board is interested in attending Board professional development sessions together with nearby schools. This is proposed for Term 3. PD modules will be decided amongst board members at a later date.</p> <p>Louis invited all board members and guests to provide the Board with a brief verbal personal bio and their reasons for joining the Subiaco PS board.</p> <p>Responses included :</p> <ul style="list-style-type: none"> -supporting the school in various ways, interest, working with the school, utilising skill set where viable. One board member commented that his reasons were different than those mentioned specifically that he feels the school is not doing a good enough job, is not inclusive and that the governance tree is flawed. 		
<p>Principal's Report</p>		
<p>Melinda Harris presented the Principal report which included:-</p> <ul style="list-style-type: none"> -Our work in cultural responsiveness has become part of our ethos and saturates our school each day. The school has a Reconciliation Action Plan. The Danjoo playground and native wildflower gardens are part of this plan. -During National Reconciliation Week – Yirra Yakin will perform for the students focussing on dramatic performance and expand knowledge of theatre as well as contemporary and traditional Aboriginal culture. - MH responded to SS comments during the sharing session citing integral examples of the everyday work SPS does in these areas. -Subiaco PS has a very high commitment to quality teaching and learning. Our teaching teams is both informed and self-reflective. -The next census is in August in which EALD remains a large focus. <p>-Jennie Richardson is attending STEM conferences and events in USA on a scholarship. We look forward to her bringing back all of her wonderful ideas and knowledge</p> <p>Chris Shorter has commenced 0.2FTE in the Deputy role to assist Peter Hayward due to medical leave.</p> <p>New Chaplain, Alessia Princi, has commenced at Subiaco PS. She will be working 3 days per week with a focus on mental health and wellbeing.</p> <p>Heather Mackey and Nicky Green have been accepted into the Aspirant Leadership Program. This is a 2 year program with their project to be aligned with the school's business plan. LM asked if these teachers could keep the Board abreast of this work.</p> <p>NAPLAN results are due in the next few weeks</p>		<p>Nicky and Heather to present their work to the Board in the near future</p>

<p>Successful CLP Morning Tea was held in Week 4. Opportunity to liaise with CLPs around main focus area of the school and receive their feedback. Staff member Gemma Hayley presented. Great feedback was received about the event.</p> <p>Pool and Aquatic Electrical works are almost completed.</p> <p>The council has replaced the fence by LP1. The new council building will be designed to meet overlooking laws.</p> <p>School TV usage was up 112% with parents' main concerns being online addiction and setting up safe learning environments at home.</p> <p>P&C Funding round closed 26 May. There were 20 submissions received from staff, parent and students. A panel of 3 staff and 3 P&C members will decide in Week 6. Melinda would like to add a Board member to future funding rounds. Steve Smart requested a copy of the list of submissions.</p>		<p>MH to provide a copy of funding submissions to the Board.</p>
<p>On Entry Results 2023</p>		
<p>Bev Gaunt presented the On Entry testing process and results from a teacher's perspective.</p> <p>The assessment has been mandated in WA public schools for several years and is a 1 on 1 assessment done between weeks 3 and 6 of Term 1. The components of the assessment are speaking and listening, reading (with comprehension), writing and numeracy. Parents receive a written report at the end of Term 1 during parent/teacher interviews.</p> <p>The data received is valuable in identifying student needs and targeting differentiated learning groups. As per the Business Plan, PP classes have daily reviews in numeracy and literacy with extension provided for necessary students. The use of the Heggerty phonics program, together with Letters and Sounds and Talk for Writing has improved results significantly.</p>		
<p>Business Plan alignment / Focus Areas – Term 2</p>		
<p>The Board were shown the Whole School Focus Areas for Term 2 2023 taken from the Business Plan.</p> <p>The alignment between the Business Plan, Operational Plan, year level planning and classroom planning was shown to the Board with graphics direct from planning documents.</p> <p>MH stressed the importance of alignment to actioning Business Plan focus areas into the classrooms – specifically Quality Teaching > Operational Plan > Class Focus, Business Planning Alignment Model and an example of the Operational Plan Targets.</p>		

<p>The Operational Plan Targets are revised each term during termly SDD and staff meetings.</p> <p>SS asked if the Pathways to Success is on the website. MH responded that it is uploaded at the conclusion of Semester 1.</p> <p>The school holds fortnightly Executive Meetings with an agenda and meeting minutes shared with all staff. An admin member attends these meetings with lead teachers. Teachers share with collaborative teacher meetings to maintain planning alignment.</p>		
Policy – SRC, Sponsorship, Violence in Schools		
<p>The Positive Student Behaviour Policy was shared with the Board. No changes since reviewed in November 2022, however Department of Education has mandated the reviewing. Of the Violence in School component each year with the Board. No comments from Board.</p> <p>The Telethon Institute will be conducting “Bully Zero” workshops with the students in Term 3.</p> <p>Student Representative Council and Guidelines are for students in years 4 to 6. Louis shared with the board his children’s reflections on their experiences. Emma liked that the school provides opportunities for unsuccessful students to have responsibilities and help out. Students have started to maintain logbooks to records hours and responsibilities to help create acknowledges for student efforts.</p> <p>SJ recommended dates be removed from this policy.</p> <p>Sponsorship/Fundraising/Donations Policies Sections of these policies are fixed by the Department. The policies help support processes around actions.</p> <p>SS expressed concern about these policies and expressed that he felt the advertising and sponsorship policy could be better. He commented that no fundraising policy is mentioned in the Education Act that he can locate.</p> <p>SS asked about P&C consultation around this document and supportive of their involvement</p> <p>MH responded that members of the P&C area aware that this policy is being reviewed at this Board meeting and that WACCSO are frequently consulted</p>		<p>Remove specific dates from the Policy document</p> <p>Provide department documents for Board review. Board to forward any suggestions.</p> <p>The decision was made to take this policy offline for suggestions and clarity.</p>
Business Plan 2024-26 Alignment and Process		
<p>David Price – consultant with Growth coaching will be working closely with Subiaco PS and stakeholder groups including the Board.</p>		

<p>David will work with staff on current Business Plan focus areas, looking at purpose and place. Building on from the current Business Plan.</p> <p>Staff have already engaged in feedback in which they looked at current focus areas and reviewed. Feedback included – refine student voice, consolidate on mental health and wellbeing</p> <p>LM commented that he has spoken with David and he is comfortable with his approach and looks forward to a schedule of engagement</p> <p>3 year overview and outcome of the process (evidence based, stakeholder input, measurable, supportive, quality teaching and learning</p> <p>A schedule will be created to allow stakeholder involvement, including Board and P&C sessions.</p> <p>Timeline: Data collection has started and will occur towards end of Term 2. Board & P&C meeting to take place early in Term 3. Formulations to occur Terms 3 & 4. Focus area on paper mid Term 4.</p> <p>HM asked about strategies to encourage community interest in involvements. Previous stakeholder interest has been strong. MH commented that current lines of communication will be utilised eg – COMPASS messaging, Newsletter.</p>		<p>Schedule of engagement to be forwarded when completed</p>
<p>Financial Statements</p>		
<p>TP presented the board with financial information that is focused on the funding plan.</p> <p>Enrolment number overview over the last 5 years is tracking upwards. MH commented that it is up to families if they pay/do not pay them.</p> <p>Voluntary Contributions received from parents is also trending upwards. SS asked if there were any issues with parents paying voluntary contributions The rates were discussed with staff members responding there has never been any issues around families paying/not paying contributions at SPS. HM commented when she came to Australia she did not understand the contributions.</p>		<p>TP Amendment needed to figures in Table xx</p> <p>TP Data around Voluntary Contributions to be collected and forwarded</p>

NG responded that she pays them at her daughters school and there is no issue at the schools she has taught.

Louis thanked everyone for their attendance.

Next Board meeting scheduled for June 26th

