




SUBIACO PRIMARY SCHOOL BOARD MEETING

Minutes

Date	Monday 5 August 2024 (Term 3 – Meeting 1)	
Time	5:30 pm	
Location	Subiaco Primary School Library	
Chair	Emma Thunder	
Apologies	Simone Janney (SJ)	Community Representative
	Alan Ramsey (AR)	Staff Representative
Present	Emma Thunder (ET)	Chair and Parent Representative
	Louis Martin (LM)	Parent Representative
	Hannah McKelvie (HMCK)	Parent Representative
	Steve Smart (SS)	Parent Representative
	Gemma Hayley (GH)	Staff Representative
	Heather McNeil (HMcN)	Principal
Invited Guests	NA	
Endorsed as complete and accurate	 Emma Thunder, Board Chair 3 September 2024	

Agenda Item	Board Actions
1-3. Welcome, Introductions, Conflicts, Minutes	
<ul style="list-style-type: none"> Chair conducted an Acknowledgement of Country ET asked whether any conflicts of interest should be declared in relation to this meeting's agenda, attendees advised not The previous meeting minutes were endorsed Actions arising from previous meeting were reviewed – one outstanding action to update Term Planner in SharePoint 	AR to update Term Planner in SharePoint
4. Out of School Hours Care	
<ul style="list-style-type: none"> HMcN provided a briefing on Expression of Interest process for OSHC licence An Advisory Group has been established, made up of the following people, to consider the EOIs and make a final decision in liaison with Department of Education representative: <ul style="list-style-type: none"> Principal – Heather McNeil Deputy Principal – Alan Ramsay Manager Corporate Services – Kim Cardillo Board Chair – Emma Thunder Infrastructure Subcommittee Member – Hannah McKelvie HMcN presented interim responses to the recent OSHC survey, which confirmed high demand for additional places after school and willingness to pay increased fees to access places HMcN presented the information she will show to potential providers at the upcoming open information session HMcN and ET advised of the steps that must be followed for the EOI process and the Advisory Group's role in assessing responses, shortlisting potential providers, interviewing those shortlisted, and making a final decision 	HMcN and OSHC Advisory Group to

<ul style="list-style-type: none"> • The Board noted that timeframes for this process are tight given the preferred provider needs to commence operation at the beginning of the 2025 school year, and confirmed its agreement to the process and Advisory Group membership as presented • The estimated cost of enclosing the undercover area to accommodate an expanded OSHC service was discussed, along with the potential to recoup some of this cost from the chosen provider. A need to find ways to cover the balance was noted, with the Board and School Exec to continue consideration of this once costs are known, in liaison with the P&C and Department of Education • The Board noted the advantages that the expiry of the current licence has brought, in terms of the opportunity now to seek additional financial support as part of a new licence, through licence fee and upfront contributions, which will now allow infrastructure changes to be considered to expand the on-site service 	<p>proceed with Eol process as outlined</p> <p>Board and School Exec to consider sources of additional funding for enclosing undercover area, in liaison with P&C and DoE, once costs are known</p>
5. Principal's Report	
<p><u>Fire update</u></p> <ul style="list-style-type: none"> • HMcN provided update on progress since fire affecting Upper School – heat and smoke damage still waiting clean-up and repair by Department; classes settled in their temporary locations with teaching staff being very proactive and positive through the moves and new arrangements; new wall built to expand French (now U8) classroom, which has benefit of longer-term improvement to that space; all costs covered by Department and insurance; if damaged space is ready for use before the end of the year French will go in there so that U8 doesn't have to move again • HMcK requested, in context of conversation about Upper School, a walking tour of the school so that she and any other interested Board members can understand the layout and facilities better – to be arranged through Infrastructure Subcommittee • SS requested more information on Heritage Register detail as part of Infrastructure Subcommittee – confirmed this will be covered there <p><u>Staffing</u></p> <ul style="list-style-type: none"> • HMcN provided update on staffing pre-2025 – requests for staff preferences have been sought, conversations about future plans had with fixed term staff etc (greater detail to be provided to Board during Term 4 workforce planning update) • EOIs for new Staff Leadership Team have been invited, with significant interest shown • Public School Review scheduled for early 2025, Leadership Team will be involved • Leadership Team development day will be held to provide additional professional learning • Curriculum Committees also established with lots of proactive interest from staff 	<p>Walking tour of school to be held for those interested as part of Infrastructure Subcommittee</p>
6. Finances	
<p><u>Financial Statements</u></p> <ul style="list-style-type: none"> • HMcN provided update on current financial statements, all tracking well • Noted works progressing to improve oval, but aware this is an ongoing challenge until/unless whole site can be fenced and large-scale improvement work be undertaken while restricting community access – we are seeking to avoid this for now • Other works being considered as part of facilities and infrastructure planning, in liaison with P&C, include playgrounds, pool toilets etc 	

<ul style="list-style-type: none"> • HMcN keen to develop a Masterplan to guide priority-setting and fund raising – to be progressed via Infrastructure Subcommittee <p><u>Class sizes</u></p> <ul style="list-style-type: none"> • HMcN confirmed some class sizes still at upper allowed limit but no available classroom space to create additional classes (unless/until OSHC moves out of Hamersley Road building) • Looking likely we'll have similar class numbers next year • Board noted that while some families typically are wary of split classes, SPS has worked hard on appropriately staffing, planning and communicating split classes where needed, so they have been better accepted and more successful here than elsewhere - backing up research that shows no difference in student outcomes overall 	
7. Data Analysis: NAPLAN 2024	
<ul style="list-style-type: none"> • NAPLAN 2024 results presented • SPS performing at same level or above like schools (we are Decile 1) • Noted that the assessment/measurement scales changed two years ago, with tests scheduled earlier in the year, so long term trends no longer able to be tracked • SPS is where we should be, but could aspire to do even better – reflected in Business Plan and achievable based on our context • Board noted that we do want to retain our approach where we avoid any pressure on students around testing, noting that some schools put significant emphasis on test results and student preparation, which may impact student wellbeing • Board also noted that while we are Decile 1 we have quite a different demographic to many of our like schools, including more EALD, so we have different challenges to address in addition to NAPLAN outcomes 	
8. Policy	
<p><u>Crunch & Sip and Sun Smart</u></p> <ul style="list-style-type: none"> • Both policies have been updated by Emma Louise Harrison as per policy review schedule – she is doing lots of positive and proactive work promoting health and wellbeing initiatives • Minor updates to policies to reflect contemporary guidance from Department and ensure consistent approach across the school • HMcN to circulate policies for Board review prior to formal consideration at next meeting <p><u>Other</u></p> <ul style="list-style-type: none"> • Board noted increasing challenges of digital and online health and safety for children, and discussed aspects that schools might be able to take a lead on such as educating families and outlining standards • HMCK noted that she is looking at this and considering possible initiatives through her involvement with the P&C Healthy Hub – the Board expressed its support of this 	<p>HMcN to circulate Crunch & Sip and Sub Smart policies for Board review</p>
9. Subcommittees	
<ul style="list-style-type: none"> • Two Board subcommittees are being established to allow more focused attention to specific items outside the main Board activities - Culture and Wellbeing; and Infrastructure • ET noted she had received some expressions of interest by email, with others provided during the meeting • Membership of subcommittees as follows, with subcommittee chairs to be determined at first meeting of each: <ul style="list-style-type: none"> ○ Culture and Wellbeing – Emma Thunder, Louis Martin, Gemma Hayley 	

<ul style="list-style-type: none"> ○ Infrastructure – Emma Thunder, Hannah McKelvie, Steve Smart, Heather McNeil ● AR and SJ to advise of their interest in either/both subcommittees ● It was agreed that membership and matters to be considered by each subcommittee would be flexible to accommodate specific circumstances, skillsets and interests required 	AR and SJ to advise their interest in either/both subcommittees
10. Any other business	
<u>Chair update</u> <ul style="list-style-type: none"> ● ET provided update on latest meeting with P&C President, noting most matters already covered during meeting ● Strength of relationship between Board and P&C agreed as important going forward ● ET advised of liaison and agreement with Subicare for Sunshine Room playground access 	
Meeting closed: 7.40pm	

<u>Board Actions</u>	<u>Responsibility</u>	<u>Timing</u>
AR to update Term Planner in SharePoint	AR	ASAP
HMcN and OSHC Advisory Group to proceed with Eol process as outlined	OSHC Advisory Group	ASAP
Board and School Exec to consider sources of additional funding for enclosing undercover area, in liaison with P&C and DoE, once costs are known	All	ASAP and at latest once OSHC provider chosen and building quotes received
Walking tour of school to be held for those interested as part of Infrastructure Subcommittee	HMcN	At or before first Infrastructure Subcommittee meeting
HMcN to circulate Crunch & Sip and Sub Smart policies for Board review	HMcN	Before next meeting
AR and SJ to advise their interest in either/both subcommittees	AR and SJ	Ongoing