




SUBIACO PRIMARY SCHOOL BOARD MEETING

Minutes

Date	Tuesday 6 June 2024 (Term 2 – Meeting 2)	
Time	5:30 pm	
Location	Subiaco Primary School Library	
Chair	Emma Thunder	
Apologies	Simone Janney	Community Representative
Present	Emma Thunder (ET) Louis Martin (LM) Hannah McKelvie (HMCK) Steve Smart (SS) Gemma Hayley (GH) Alan Ramsey (AR) Heather McNeil (HMcN)	Chair and Parent Representative Parent Representative Parent Representative Parent Representative Staff Representative Staff Representative Principal
Invited Guests	NA	
Endorsed as complete and accurate	 _____ Emma Thunder, Board Chair 22 nd July 2024	

Agenda Item	Board Actions
1 Welcome, Introductions, Conflicts, Minutes	
<ul style="list-style-type: none"> Chair conducted an Acknowledgement of Country ET presented previous meeting minutes and actions, highlighting the new format and increased detail included to provide the community with more understanding of board activity The Board agreed that it was comfortable with endorsed meeting minutes being published on the school website in future (previously requests for minutes had to be made to the Principal) The previous meeting minutes were endorsed, subject to any comments or queries being provided by Board members asap after the meeting Future meeting times and dates were discussed, with agreement to meet in weeks 4 and 8 of each term 	<p>AR to arrange for minutes to be uploaded to the school website once endorsed</p> <p>Board to provide any comments on previous meeting minutes asap</p> <p>AR to update Term Planner in SharePoint</p>
2. Principal's Report	
<u>Quality Teaching Strategy</u> <ul style="list-style-type: none"> HMcN presented the DoE Quality Teaching Strategy, which was the focus for the Term 2 Staff Development Day, and noted that additional professional development on the topic has been organised for later in the year with an Impact Coach HMcN is working with the teaching staff to prepare a Subi-centred version of Teacher Beliefs to take forward and implement HMCK queried what the metric for measuring success might be - HMcN responded that while at a high level teaching looks the same across the state, its important to address each specific school and community context. Diversity, different cultures and behaviours all play a critical role. If they can focus quality teaching around the specific needs of Subi Primary, that would represent success 	

- GH noted that in her new role as graduate teacher mentor she has recently attended sessions presenting graduate teacher modules and they are now including Teaching for Impact in the content
- ET queried whether the staff responded positively to the SDD Teaching for Impact session
- GH confirmed that it was well received by the staff, and AR noted that many of the aspects discussed are things that the teachers are already doing, as quality teaching practitioners, so rather than being a big change to deal with it's about recognising what is already being done well and identifying areas that need improving

Policy

- HMcN advised that she has asked for a new Lockdown Policy to be prepared as the school doesn't yet have one – this will allow lockdown procedures to be practiced and become normalised for students and staff
- ET noted that in her pre-meeting catch up with HMcN they had discussed the importance of communicating the policy with the community, and explaining why it is important for the children to practice these procedures so that in the event of an emergency it will be easier to keep them safe and calm – families will be advised when practices are held
- SS queried how often practices would occur and it was agreed that termly would be ideal if possible
- HMCK queried which school policies need board endorsement and whether there is a clear schedule of board consideration of policies available so that board members can better understand the timing and context for policy decision-making
- ET and LM noted that a table with policy review schedule has been available in the past, and can be inferred by reference to the Term Planner, but it was agreed that it was not easily accessible in the current SharePoint system and likely needed to be updated
- HMcN agreed that the board policy schedule should be reviewed and updated then presented to the board at a future meeting so that starting beginning of 2025 the policy review schedule is clearer

Engagement

- HMcN updated the Board on the various external engagement activities she has been undertaking since the beginning of term
 - She and Fiona Plant had a productive meeting with Council executive staff on various priority issues – one item discussed which requires a board decision was the condition of the school oval and the City's offer to undertake the repair and upgrade for us at a reasonable cost
 - The Board agreed that the quality of the oval was an issue of importance to the community, particularly in the lead-up to athletics season, and that this was a priority which justified the expenditure
 - HMcN noted that the school's MCS would apply for grants to cover some of the cost, but that the rest would come out of the current budget

Decision: The Board agreed that HMcN should proceed with contracting the City of Subiaco to rehabilitate the school oval

- Alex Petrovski, Director of Development Services at the City, also made introductions to other key City contacts, which resulted in the

HMcN/AR to review board policy schedule and present to future meeting

<p>school being invited to participate in the recent launch of the City’s RAP – HMcN was able to take several children and staff with her to the ceremony and activities, which was a very positive experience and built on our intent to continue to strengthen the relationship between Council and the school</p> <ul style="list-style-type: none"> • HMcN was also able to connect with key figures in the local Aboriginal community, and she intends to connect again with them and local Elders as part of growing the school’s work in the reconciliation and Aboriginal engagement space • LM queried the status of the school’s RAP and the process which commenced a few years ago • GH advised that while the process did stall for a short time there are staff who are keen to recommence the RAP process • LM noted his experience in the space through his professional role and HMcN agreed that this is something she is keen to progress so will seek out volunteers amongst the teaching staff • ET noted and the board agreed that this could be an activity for the new Culture and Wellbeing Subcommittee to focus on 	<p>Culture and Wellbeing Subcommittee to be involved in RAP formulation when it is initiated by the school</p>
<p>3. Finances</p>	
<p><u>Financial Report</u></p> <ul style="list-style-type: none"> • HMcN presented the financial report • Update on various staffing arrangements provided • Update on work being undertaken by MCS to review the budget, as referred to at last Board meeting • Current student numbers were discussed, including the current high numbers which while steady for a few years continue to put pressure on our existing buildings and facilities • The impact of planned redevelopment of infill sites within our boundary was also discussed, and the board agreed that with projected population increases in the medium term it will be important to plan for this by ensuring we can accommodate increased numbers on site • This challenge and the need to engage with the Department of Education and the Department of Finance will be one of the core areas of focus for the Infrastructure Committee • ET queried the current status of student numbers across classes, given the pressures of high class sizes at the start of the year – HMcN confirmed that Years 2, 5 and 6 still have high student numbers, however at this time they don’t plan to restructure to add another Year 5/6 class given the disruption this would cause to students in their final years and the difficulties of staffing and accommodating an additional class • However it was agreed by the board that student numbers and class sizes remain a live issue, and that we should continue to monitor the situation going forward • In the meantime while enrolments must be accepted if they are within boundary, school administration is taking care to monitor carefully the residential addresses of prospective students and redirect any from out of boundary to appropriate alternative local schools so as not to negatively impact existing students 	
<p>4. Data Analysis: Whole School Progress Achievement Tests</p>	
<ul style="list-style-type: none"> • AR presented an overview of the process the whole school uses to analyse Progress Achievement Tests (PAT) data with the aid of Elastik <ul style="list-style-type: none"> ○ Review at the different levels of analysis – whole school, year level, class, group and individual 	

<ul style="list-style-type: none"> ○ Data tells a story, and then it's asking specific/focused questions of the data to lead you to the right answers. ● AR then presented the process the school follows to analyse data at each level, explaining the procedure (Challenge students/Case Manage students and Students At Educational Risk) <ul style="list-style-type: none"> ○ As a school, it is important to use our longitudinal data and compare it against the Australian norms to ensure we are progressing as expected and if not, why? ○ Elastik streamlines PAT data into a user-friendly display ● The Board noted the information presented and the progress being made to make best use of data to facilitate improved education outcomes through more focused strategic planning and operational decision-making 	
5. Communication Guidelines	
<ul style="list-style-type: none"> ● The draft Communication Guidelines policy was distributed to the Board following last meeting with a request for queries or comments ● The Board confirmed that no changes were requested and that the policy could be endorsed as presented <p><i>Decision: The Board endorsed the Communication Guidelines policy as previously circulated</i></p>	
6. Business Plan 2024-2026	
<ul style="list-style-type: none"> ● HMcN and AR presented the final version of the 2024-2026 Business Plan – since it was presented at the last Board meeting there have been some minor edits made to correct spelling and grammar and ensure appropriate imagery is included; and the addition of targets to key focus area Connections (relationships) ● HMcN particularly noted the significant amount of work by AR to get the Business Plan updated and improved, and thanked him for his efforts – the Board echoed those thanks ● The Board noted the final version of the plan and confirmed its approval <p><i>Decision: The Board approved the 2024-2026 Business Plan as presented</i></p>	
7. Statement of Expectations	
<ul style="list-style-type: none"> ● The new 2024 Statement of Expectations was presented, as signed by HMcN and ET at their pre-meeting catch up – noting its content is set by the Department of Education the Board confirmed its endorsement of the Statement of Expectations <p><i>Decision: The Board endorsed the 2024 Statement of Expectations</i></p>	
8. 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 asked for expressions of interest to be emailed to her for membership of either subcommittee ● HMCK noted the ability to also pursue more detailed interests through engaging with the P&C, such as her involvement in the Healthy Hub and its expansion to cover new areas of concern such as digital technology 	<p>Board members to submit expressions of interest for subcommittees by email to ET</p>

9. Any other business	
<p><u>OSHC</u></p> <ul style="list-style-type: none"> • SS raised the issue of on-site OSHC and the significant shortage of spaces available in the context of recent growth of the school • ET noted that this is a subject that has been discussed several times by the Board in recent years and that while the Board as a group has previously agreed to actively support any efforts to advocate for additional OSHC provision, the Board has also previously agreed that solving the problem by itself is not the core business of the Board or indeed the school executive • LM agreed that in his view he would like to see interested stakeholders, likely to be families needing OSHC, come together to drive action in this space which the Board would then be happy to support but not lead • SS put forward his view that the Board is limited in what else it does so he would like to see it drive this issue • ET noted that while we are aware that this is SS’s perspective of the Board and its value, it has previously been discussed and the majority of other Board members disagreed with this position – however there always remains the opportunity to bring the issue to a formal vote if that would help resolve any uncertainty on the issue • HMcN noted that while the school executive agrees that provision of OSHC is a big issue for the community, the reality is that under the current arrangements with the current provider and with the current rooms and facilities available to the school, there is no capacity to accommodate additional children while meeting regulated floorspace and facility requirements – any change to this position would require a change to the current context and circumstances, which the school is not able to facilitate by itself <p><u>P&C/Board relationship</u></p> <ul style="list-style-type: none"> • ET advised that as Chair she will be in regular communication with Fiona Plant as Chair of the P&C, and will report back on any relevant issues at each Board meeting – on the subject of OSHC, Fiona confirmed at a meeting last week that the P&C would also support any efforts made by others to advocate for more places, but it is also not their core business to pursue <p><u>Other</u></p> <ul style="list-style-type: none"> • HMcK thanked HMcN for all she is doing to engage with the school community and add value to Subi Primary since joining us, and expressed her gratitude for the open and collaborative approach already taken to engaging with the Board • Other Board members supported this and expressed their own thanks to HMcN 	
Meeting closed: 7.46pm	

<u>Board Actions</u>	<u>Responsibility</u>	<u>Timing</u>
All endorsed minutes to be uploaded to the website in future	AR	Ongoing
Board to provide any comments on previous meeting minutes	All	ASAP
AR to update Term Planner in SharePoint	AR	ASAP
HMcN/AR to review board policy schedule and present to board	HMcN/AR	By end 2024
Culture and Wellbeing Subcommittee to be involved in RAP formulation when initiated by the school	All	As required
Board members to submit expressions of interest for subcommittees by email to ET	All	By next meeting