



*Minutes of Meeting Wednesday 22 March 2023*

**ATTENDEES:** Chairperson:

Staff Representatives: Sharon Marchenko (Principal), Tracey Owen (Associate Principal), Julie McCarthy (Associate Principal), Amanda Allier (Teacher), Louise Twist (Teacher), Steve Pascoe (Teacher)

Parent Representatives: Paige Goodsell, Hari Kirupananther, Hana McDonald, Scott Payne

Community Representatives: Rasa Subramaniam, Matt Woodall, Darren Roberts

1.0	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	Opening and welcome. The meeting was opened by Sharon at 4.30pm. She welcomed members of the Board to the meeting.	
1.2	Apologies: Hana McDonald, Amanda Allier-resigned	
3	Confirmation of Agenda. The Board confirmed the agenda for the meeting of Wednesday 22 March 2023. <b>Agenda</b>  <ol style="list-style-type: none"> <li>1. Vote – Chair – Sharon</li> <li>2. Welcome – Conflicts of Interest - Chair</li> <li>3. Previous Minutes – Chair</li> <li>4. Dress Code - Sharon</li> <li>5. Business Plan Targets – Julie</li> <li>6. Financial Report (Endorse Budget) - Sharon</li> <li>7. Focus 2023 – Tracey</li> <li>8. Quality Teaching Strategy – Julie &amp; Tracey</li> <li>9. Student Leadership / Voice - Sharon</li> <li>10. Policy – Allergy Aware - Julie</li> <li>11. Digital Technologies - Louise</li> <li>12. Voluntary Contributions - Paige</li> <li>13. Board Visibility – Julie &amp; Tracey</li> <li>14. Scheduled Annual Meetings - Sharon</li> <li>15. General Business - Chair</li> </ol>	Item 12 on the Agenda has been removed from today's meeting.
.0	<b>Disclosure of interest</b>	
2.1	The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. An example of a conflict of interest would be if the school was purchasing new school uniforms and you were a uniform supplier, it would be a conflict of interest. This would need to be disclosed.	
3.0	<b>Minutes of previous meeting</b>	
3.1	<b>Previous Minutes – Chair</b> Review minutes of previous meeting. Minutes from 30 November 2022 meeting will be signed by outgoing Board Chair, Darren Roberts. <b>Paige motioned that the previous amended minutes were correct.</b> <b>Steve seconded the motion.</b> <b>All members agreed that the previous Minutes, with the following amendments, were correct.</b> <b>Matt was at the meeting on 30 November 2022</b> <b>Change Title-not Annual Open Meeting</b> <b>Darren to follow up with shopping centre personnel</b>	Minutes to be forwarded to all Board members in a timely manner. On receiving the Minutes, members have <b>one week</b> in which to reply to Sharon with feedback.

4.0	<b>Priority item A</b>	
Sharon	<p><b>Vote – Chair</b></p> <p>Sharon thanked Darren for his services and time on the School Board. All members introduced themselves. Sharon asked members if anyone would like to be Board Chair. Darren spoke briefly about the role of the Chair.</p> <p>Paige, being a Deputy, indicated that it could be a conflict of interest if she filled the role.</p> <p>As there were no takers, Darren kindly agreed to conduct this meeting.</p> <p>Sharon to ask Hana if she would like to be Board Chair.</p> <p>If Hana is unable to take on the role, Paige will.</p>	<p>Sharon to ask Hana if she would like to be Board Chair.</p> <p>Paige will take on the role if Hana is unable.</p>
Sharon	<p><b>Dress Code</b></p> <p>P&amp;C meeting recently -school dresses are on the supply list. It is a requirement that they are purchased in quantities of 200. Not many are being sold and there are numerous remaining on the shelf. To align with gender fluidity and identification, students should be given a choice.</p> <p>Scott- Gender diversity-key aspect is enabling the students having a choice. Taking the option of choice/control away from students/families is not appropriate. Scott recommends we stop stocking dresses in the school but still give students the choice to buy dresses from Big W/Kmart.</p> <p><b>Scott proposed that we retain the dress on the uniform clothing item list but it will not be available from school. Parents can buy a generic blue dress from Kmart or Big W. All members agreed.</b></p>	<p>Sharon to inform the P&amp;C of the outcome to retain the dress on the uniform clothing item list but it will not be available from school.</p> <p>Julie to update the Dress Code policy.</p>
Julie	<p><b>Business Plan Targets</b></p> <p>Julie gave an overview of relevant targets which can be assessed at this point in time. We cannot evaluate 2023 On entry and NAPLAN as the results are not yet available.</p> <ul style="list-style-type: none"> <li>• NAPLAN 2022- Year 3 &amp;5 student performance similar or above like schools-Green</li> <li>• PP and Year 1 On entry student performance similar or above like schools-Green</li> <li>• 70% PP students achieved 450 or above- Yellow</li> <li>• PAT testing will be assessed in November as this is when assessments are normed.</li> <li>• Full implementation of Brightpath Writing and Maths in 2023-Yellow</li> <li>• Fathering Project events continue to be well attended. The Camp Out held in November was a huge success. Green</li> <li>• School Psychologist hosted “Brave Triple P” focusing on Anxiety. Be You committee shares resources on Website and through the Newsletter. Green</li> </ul> <p>Green-Target met and sustainable  Yellow- Target in progress (within 10% of range)  Red- Target not met and may require further review.</p> <p>Screening for Speech and Occupational Therapy is made available to our young students. Huge demand for these services. Rasa: Early intervention is key.  Paige suggested we report on one specific area targets at each Board Meeting with in-depth information.</p> <p>School Annual Report for 2022 will be completed by the end of Term 1.</p>	<p>2022 Annual Report to be endorsed by the Board.</p>



<p>Sharon</p>	<p><b>Financial Report (Endorse Budget)</b></p> <p>374 students- this year  Money comes in on 28 March then the budget will be “active”  Classes are quite full, but numbers are decreasing in the early years.  Camp Australia has taken over from LOSSCI for out of school care -more money from \$20,000 to \$45,000.  Fremantle Language Development Centre and PEAC also contribute to our school funds.  Budget:  Hana, Scott and Hari would like to meet with Leeanne to explain finances.  Paige would like to know the data showing how much the <u>subscription</u> subjects are being used in each <u>classroom</u>. Julie presented the Mathletics and Reading Eggs usage data at a Board Meeting last year.  ICT infrastructure needs to be replaced-fibre cabling needs to be upgraded throughout the school with an approximate cost of \$20,000.</p> <p>Paige Classroom Budgets- how are these spent? At the Finance Meeting it was decided to make a guide list of items on which the class budgets can be spent. Paige – this is a healthy budget for classroom teachers. Staff need to buy paper, stationery and items to accommodate the specific needs of the students in their class.</p> <p><b>Matt motioned the Board endorse the 2023 budget.</b>  <b>Rasa seconded the motion.</b>  <b>All members agreed.</b></p>	
<p>Tracey</p>	<p><b>Focus 2023</b>  Focus document supports the strategic direction for schools and is released every year, building on previous years.  It contains expectations for schools and how the Department will support schools to implement expectations.</p> <ul style="list-style-type: none"> <li>• 2023 for the first time, the Phonics initiative for every Year 1 student to be assessed on their proficiency in phonics.</li> <li>• Quality Teaching Strategy is our shared understanding of what quality teaching looks like. Supports included in this are: Teaching for Impact, School Culture Survey, the leading cultures of teaching Excellence Professional Learning program.</li> </ul> <p><b>6 Broad Goals</b></p> <ol style="list-style-type: none"> <li><b>1. Provide every student with a pathway to a successful future, by</b> <ul style="list-style-type: none"> <li>• ensuring all students achieve year on year progress</li> <li>• creating culturally safe and engaging learning environments for all students, in particular aboriginal students</li> <li>• embed the use of the early years Learning Framework and national Quality Standard and hare how we identify and understand our impact.</li> </ul> </li> <li><b>2. Strengthen Support for teaching and learning excellence in every classroom, by</b> <ul style="list-style-type: none"> <li>• familiarising all staff with Quality Teaching Strategy.</li> <li>• creating a school culture that supports and encourages professional growth of teachers/ staff</li> <li>• identify ways to maximise time to teach.</li> <li>• deliver an early year’s literacy approach that includes planned and structured teaching of phonics as informed by the curriculum.</li> <li>• embed and improve our sustainability practises.</li> </ul> </li> <li><b>3. Build the capability of our principals, our teachers and our allied professional, By.</b> <ul style="list-style-type: none"> <li>• understand what effective case management in schools is and enable all staff with student services responsibilities to meet tis expectation.</li> <li>• ensure al staff recognise the importance of Aboriginal people's cultural strengths and identities</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• build an understanding of the diverse learning needs of students, including those with disabilities.</li> </ul> <p><b>4. Support Increased school Autonomy within a unified public school system.</b></p> <ul style="list-style-type: none"> <li>• School networks to focus on student attendance, Quality Teaching and staff development.</li> <li>• Provide Principal's with feedback and opportunities for professional growth using the Principal Professional Review.</li> </ul> <p><b>5. Partner with families, communities and agencies to support the engagement of every student</b></p> <ul style="list-style-type: none"> <li>• Work to restore school attendance figures to pre COVID levels.</li> <li>• Develop approaches that strengthen our partnerships with parents and families.</li> <li>• Expand the use of specialist learning programs to support students with autism</li> <li>• Engage with, and respond to the voice of Aboriginal families and communities</li> <li>• Continue to take a stand against violence.</li> </ul> <p><b>6. Use evidence to drive decision making at all levels of the system.</b></p> <ul style="list-style-type: none"> <li>• Use available data and evidence to identify targeted support for students</li> <li>• Promote and use student voice in decision making.</li> </ul>	
<b>Julie</b>	<p><b>Quality Teaching Strategy</b> See Handout Massive amount of information. The aim is to provide high quality teaching in all public schools.</p>	
<b>Sharon</b>	<p><b>Student Leadership / Voice</b> Working on including student voice in some decision making within the school. Students are encouraged to submit their ideas and initiatives to staff. 28 student leaders attended the GRIP Leadership Conference where they were presented tailored seminars, practical and interactive activities. GRIP Leadership is a values driven organisation. The core values being <b>GENEROSITY, RESPONSIBILITY, INTEGRITY, PEOPLE.</b> Hari- Student voice -students bring their Leadership Conference review and present at the next Board meeting.</p>	Sharon to organise students bring their Leadership Conference review and present at the next Board meeting.
<b>Julie</b>	<p><b>Policy – Allergy Aware</b> Paige- Reference new policy in June Paige questioned the wording and indicated the document needs rewording. The core of the document will not change. Rasa suggested we seek medical advice regarding the wording.</p>	Julie to send Members the copy of this policy for them to reflect and send feedback.
<b>Louise</b>	<p><b>Digital Technologies</b> Year 3 BYOD program- 90% uptake. Not 100% for various reasons: parent preference of device-didn't like Apple, felt their child would not be responsible in transporting the device to and from school. Not a financial decision. Teachers are explicitly teaching skills required in use of iPads. All staff have participated in PD on use of iPads. Digital Technology Extension- Years 4,5,6. Selection criteria included: PEAC, NAPLAN, semester reports, teacher input, strength in Digi Tech. 3D Printing- we won a scholarship-Makers Empire-Kids in Space program-promoting students to a career in space. Work in small groups to solve a problem. Showcase at Scitech in August. Teachers are still being upskilled this year, particularly Year 3, and Year 4, in readiness for next year.</p>	

	<p><b>Voluntary Contributions</b>  Paige enquired about how much we receive from Voluntary Contributions. We receive a high percentage of Voluntary Contributions from families. Contributions and Charges received in 2022:  Kindy 85%  Pre-primary 93%  Primary 83%</p>	
Julie & Tracey	<p><b>Board Visibility</b>  Public School Review-did they make reference to Board visibility to the school? Yes and the Reviewers indicated that it was tracking well.  Rasa suggested:  School Board member Badge  Smoking ceremony at the start of the year. Paige: these ceremonies should only be used for special events- not an annual occurrence. They are very costly to the school.</p> <p>Presenting Honour Certificates at assembly:  Matt- give him notice and he will attend  Paige- B4 Assembly- Week 2, Term 2  Rasa -Yes  Facebook page-member profiles.</p>	Lala to post member profiles on Facebook.
Sharon	<p><b>Scheduled Annual Meetings</b>  See handout  Preference is to go to 1 meeting per term. Week 8 of each term. More efficient and effective, duration of meetings will be a little longer.  <b>All members agreed to this.</b></p>	
Darren	<p><b>General Business</b>  Rasa- technical based/evidence-based policies- we need expert feedback when writing policies.  All policies must align to Department of Education guidelines.  Writing policies takes a lot of time and takes us away from our core job of supporting and educating students.  Darren- During my time here, there has been a lot of change in the school and an enormous amount of hard work by Bull Creek staff.</p> <p>Scott- review impact of after school care and the impact of students using playground equipment after school.</p>	Carry over to the next meeting.
7.0	<b>Reports and operational matters</b>	
7.1		
8.0	<b>Other business</b>	
9.0	<b>Next meeting</b>	
	<p><b>4.30pm 14 June 2023</b></p> <p>Add to agenda for next meeting:  Scott- review impact of after school care and the impact on students using playground equipment after school.</p>	
10.0	<b>Attachments</b>	
	<p>Allergy Aware Policy  Quality Teaching Strategy  Financial Report-Budget  Schedule of Meetings</p>	

11.0	<b>Meeting close/adjournment/next meeting</b>	
	<i>Meeting closed 5.30pm</i>	Information is to be sent to members 1 week prior to meeting.

*UMD*  
Signed (Chair)

14/06/2023  
Date: