

## Wellard Village Primary School Board Meeting Agenda 13<sup>th</sup> of June 2023

### Wellard Village Primary School Board Members:

Ty Browning (Parent Representative), Craig McDonnell (Parent Representative), Charmaine Mendes (Parent Representative), Crystal Peters (Parent Representative), Rachel Dowling (Staff Representative), Justin Young (Staff Representative) and Jackie Huts (Principal).

Item	Time	Agenda Item	Information/ Action	Who
<b>Welcome and Apologies</b>				
1.0	3.06pm	<b>Welcome</b>	<p><b>Present:</b> Ty Browning, Craig McDonnell, Charmaine Mendes, Rachel Dowling, Justin Young, Jackie Huts</p> <p><b>Apologies:</b> Crystal Peters</p> <p><b>Visitors:</b> Kathy Larsen (Manager Corporate Services) Aleesha Meuleners (Associate Principal)</p> <p><b>Meeting opened at:</b> 3:06pm</p> <p><b>Confirmation of agenda:</b> all received</p> <p><b>Acknowledgment of Country</b></p>	Chair
<b>Disclosure of Interests</b>				
2.0		<b>Disclosure of Interests</b>	No disclosures	Chair
<b>Minutes of Previous Meeting</b>				
3.0		<b>Minutes of previous meeting</b>	<p><b>Meeting 1:</b> 2<sup>nd</sup> of May 2023</p> <p><b>Confirmation all received minutes:</b> all received</p>	Chair
3.1	3.09pm	<b>Actions arising from previous minutes</b>	<p>Training: All Board Members have completed Aboriginal and Torres Strait Islander cultural awareness training.</p> <p>Jackie to provide update on Board Registration with Leadership Institute (CAB).</p> <ul style="list-style-type: none"> <li>• CAB is now set up</li> <li>• Code of conduct and terms of reference uploaded</li> </ul>	<p>Chair</p> <p>Jackie</p>

			<ul style="list-style-type: none"> <li>Minutes from last meeting uploaded</li> <li>This will require ongoing maintenance from Jackie after each meeting, uploading required documents.</li> <li>Jackie is still working on the induction process.</li> </ul>	
<b>Priority Items: Discussion and Information</b>				
4.0	3.11pm	<b>Finalised documents</b>	<p>Jackie to provide Board with a copy of:</p> <ul style="list-style-type: none"> <li>Finalised Code of Conduct</li> <li>Finalised Terms of Reference</li> </ul> <p><b>Action:</b> everyone given a copy to place in Section 5 of their School Board Information file.</p> <p>Jackie to give Crystal a copy at the next meeting.</p>	Jackie
4.1	3.12pm	<b>Community Representation on the Board</b>	<p>Discussion:</p> <ul style="list-style-type: none"> <li>As we are a new board, we have decided not to co-opt a community member at this point.</li> <li>We have decided to focus on building a united team first, establish ourselves and do all the training required.</li> <li>Moving forward a community member will be co-opted when there is a need/benefit/project that requires outside community support.</li> <li>Also discussed that we could co-opt for short periods of time for short term projects.</li> </ul>	Chair
<b>School Priorities and Policies</b>				
5.0	3.20pm	<b>Policy Review: Dress Code</b>	<p><b>Policy Review:</b></p> <ul style="list-style-type: none"> <li>All members of the Board to read policy.</li> <li>Policy to be edited for grammar and spelling.</li> <li>Discussion around how the policy is being implemented.</li> <li>Identify any features for improvement.</li> <li>Set a review date for 2024.</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Policy needs a few edits to reflect board, and a review date.</li> <li>Discussed cultural clothing and ensuring our dress code is inclusive.</li> <li>Discussed that the dress code on the whole is being adhered to.</li> </ul>	Chair

			<ul style="list-style-type: none"> <li>Discussed that now it is the cold season we are seeing a variety of colours that are not part of the uniform, staff will now follow up with families about wearing school uniform.</li> </ul> <p>Actions:</p> <ul style="list-style-type: none"> <li>Dress code to be updated.</li> <li>Revised dress code to be placed on the school website.</li> </ul>	
5.1	3.25pm	<b>Policy Review: Mobile Phone</b>	<p><b>Policy Review:</b></p> <ul style="list-style-type: none"> <li>All members of the Board to read policy.</li> <li>Policy to be edited for grammar and spelling.</li> <li>Discussion around how the policy is being implemented.</li> <li>Identify any features for improvement.</li> <li>Set a review date for 2024.</li> </ul> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>School mobile phone policy is working well. Children are now independently signing in phones, recording them in the book in the office and placing them in individual storage cases.</li> <li>No changes to the policy aside from setting a review date and allowing staff to take their phone when on oval duty.</li> </ul>	Chair
<b>School Performance Monitoring</b>				
6.0	3.30pm	<b>Progressive Achievement Testing (PAT) Data Analysis</b>	<p>Aleesha shared:</p> <ul style="list-style-type: none"> <li>PAT Data for Year 3-6</li> <li>Where our students sit in relation to norm referenced data</li> <li>Our school wide focus areas</li> <li>An overview of our targets</li> </ul>	Aleesha
6.1	3.45pm	<b>On Entry (PP-Year 2) Data Analysis</b>	<p>Jackie shared:</p> <ul style="list-style-type: none"> <li>A reflection on our PP, Year 1 and year 2 data</li> <li>Why we did on entry in Year 1 and 2</li> <li>Longitudinal tracking of data</li> <li>Focus areas that came from On Entry across P-2</li> <li>The creation of an ECE operational plan as a response to the data</li> </ul>	Jackie
<b>Operational Matters and Reports for Noting</b>				
7.0	3.55pm	<b>Principal's Report</b>	<ul style="list-style-type: none"> <li>Principal's report was tables, board were given a copy.</li> </ul>	Jackie

7.1	3.59pm	<b>Financial Reporting</b> <ul style="list-style-type: none"> <li>• Student-centred Funding Statement</li> <li>• One-Line Budget Statement</li> <li>• Cash Report</li> <li>• Minimum Expenditure Requirement Report</li> </ul>	<ul style="list-style-type: none"> <li>• Kathy shared EOY Finance process</li> <li>• Kathy shared gateways received</li> <li>• Kathy shared school budget review request</li> </ul>	Jackie/ Kathy
7.2	4.06pm	<b>Funding Agreement</b>	<p>Jackie presented the 2023 Annual Funding Agreement, which Charmaine signed. All Board members to read copy prior to the meeting.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Board to note</li> <li>• <b>Chair:</b> to sign</li> </ul> <p><b>Further action:</b> this is to be minuted and kept on site.</p>	Jackie
<b>Meeting Closure</b>				
8.0		<b>Next Meeting</b>	<p><b>Next meeting agenda items:</b></p> <ul style="list-style-type: none"> <li>• Policy review: Traffic Management Policy (Kiss and Drive)</li> <li>• Principal's report</li> <li>• Financial Report</li> <li>• Year 1 Phonics Check data.</li> <li>• Business Planning: Relationships and Partnerships</li> </ul> <p><b>Next meeting date:</b> Tuesday, 25<sup>th</sup> of July, Week 2, Term 3 2023, 3pm.</p> <p><b>Future Board Dates:</b>  5<sup>th</sup> of September  17<sup>th</sup> of October  28<sup>th</sup> of November (Annual Open Public Meeting)</p>	Chair
8.1		<b>Closure or adjournment of meeting</b>	Meeting closed at: <b>4.16pm</b>	Chair