

Wellard Village Primary School Board Meeting Minutes 25th of July 2023

Wellard Village Primary School Board Members:

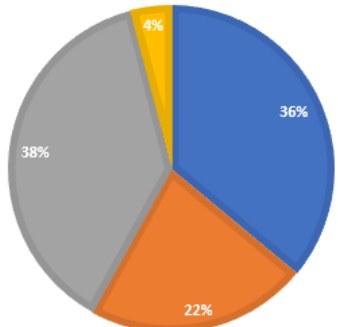
Ty Browning (Parent Representative), Craig McDonnell (Parent Representative), Charmaine Mendes (Parent Representative), Crystal Peters (Parent Representative), Rachel Dowling (Staff Representative), Justin Young (Staff Representative) and Jackie Huts (Principal).

Item	Time	Agenda Item	Information/ Action	Who
Welcome and Apologies				
1.0	3.00pm	Welcome	<p>Present: Craig McDonnell, Charmaine Mendes, Crystal Peters, Rachel Dowling, Justin Young and Jackie Huts.</p> <p>Apologies: Ty Browning</p> <p>Visitors: Kathy Larsen (Manager Corporate Services).</p> <p>Meeting opened at: 3:03pm</p> <p>Confirmation of agenda: all received via email</p> <p>Acknowledgment of Country</p>	Chair
Disclosure of Interests				
2.0	3.03pm	Disclosure of Interests	No interests declared.	
Minutes of Previous Meeting				
3.0	3.04pm	Minutes of previous meeting	<p>Meeting 2: 13th of June 2023</p> <p>Confirmation all received minutes: all received</p>	Chair
3.1	3.05pm	Actions arising from previous minutes	Jackie identified that we have not been signing the minutes. She will rectify this for the next meeting so that Charmaine can sign the meeting minutes each week.	Chair
Priority Items: Discussion and Information				
4.0	3.05pm	Endorsing School Development Days and Half Day Closures	<p>Proposed SDDs 2024:</p> <ul style="list-style-type: none"> • Monday the 29th of January (mandatory) • Tuesday the 30th of January (mandatory) • Friday the 13th of December (mandatory) <p>School Based choices:</p> <ul style="list-style-type: none"> • Wednesday the 27th of March (Berry Street Training) 	Board was unanimous in agreeing to the school development

			<ul style="list-style-type: none"> Thursday the 28th of March (Berry Street Training) Friday the 23rd of August (Berry Street Training) <p>Half Day Closure 2024</p> <ul style="list-style-type: none"> Discussion around the success of the half day closure and the success of this in 2023. We had nearly all families attend. Leadership team are proposing to do this twice in 2024- Term 2 8th of May Term 4, 27th of November Jackie shared the 2024 Kindy Planner- that shows distribution of SDD's and half days on Kindy cycle. All groups next year will get an equivalent 94.5 days. <p>Actions: Jackie to now see approval from Regional Office.</p> <ul style="list-style-type: none"> <i>impact on local businesses and facilities.</i> <p>4.3 TEMPORARY CHANGES TO THE CONFIGURATION OF THE SCHOOL DAY</p> <p>4.3.1 REPORTING TO PARENTS</p> <p>Principals must:</p> <ul style="list-style-type: none"> gain the approval of the Director Schools to suspend the school timetable to conduct 'reporting to parents' sessions; conduct 'reporting to parents' sessions that require the suspension of the school timetable no more than twice in a school year and for no more than half of any school day; and make adequate provision for students who remain at the school while the school timetable is suspended. <p>Guidelines</p> <p><i>Schools can seek approval to suspend the school timetable for up to two half days per year for the purpose of reporting student progress.</i></p>	<p>days set for 2024.</p> <p>Board unanimous in approving two half day closures.</p>
School Priorities and Policies				
5.0	3.11pm	Policy Review: Traffic Management Policy (Kiss and Drive)	<p>Policy Review:</p> <p>Discussion:</p> <ul style="list-style-type: none"> Discussion around some of the wording in the policy needs to be changed, as we have discovered it is difficult to get our entire community to follow the operational rules of the Kiss and Drive. Need to take out the use of parent volunteers- we don't wish to put our parents in this role. 	Chair

			<ul style="list-style-type: none"> Also need to take out other staff manning it as this impacts class time. <p>Actions:</p> <ul style="list-style-type: none"> Jackie to update the policy. Put updated policy on website and remove old one. Put updated policy on Teams for staff. 	
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School Performance Monitoring

6.0	3.26pm	Year One Phonics Check	<p>Rachel presented data on our Year 1 Phonics Check.</p> <p>This is a new requirement of schools to monitor the acquisition of phonics code in Year 1, our school did this in week 9 of Term 2. Year 1 staff were provided with a day of release time to complete the testing.</p> <p style="text-align: center;">YEAR ONE PHONICS</p> <p style="text-align: center;"> ■ Fluent ■ Developing ■ Struggling ■ Not completed </p>  <p style="text-align: center;"> <ul style="list-style-type: none"> Total no. of students in Year One: 50 Total no. of students taking the test: 48 Fluent Decoders (score 28-40): 18 Developing Decoders (score 20-27): 11 Struggling Decoders (score 0-19): 19 </p>	Rachel
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Operational Matters and Reports for Noting

7.0	3.33pm	Principal's Report	Jackie shared her Principal report, which was also emailed week prior.	Jackie
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			<p>Discussed:</p> <ul style="list-style-type: none"> • Staffing processes • Increased enrolments • Building updates • Connect and Respect 	
7.1	3.38pm	<p>Financial Reporting</p> <ul style="list-style-type: none"> • Student-centred Funding Statement • One-Line Budget Statement • Cash Report • Minimum Expenditure Requirement Report 	<p>Kathy shared a copy of the financial reporting and where we are at with our budget expenditure. A copy of the summary was provided to the board.</p>	Jackie/ Kathy
Business Planning				
8.0	3.41pm	<p>The Standard: Relationships and Partnerships</p>	<p>Jackie gave the Board a copy of the Standard: Relationships and Partnerships and the Engaging with your community framework.</p> <p>Jackie explained that this is what we are working towards achieving and using it to form part of our Business Plan.</p> <p>Actions: Board to go away and have a think about what we would like to achieve in the relationships and partnerships as a community.</p>	Jackie
Meeting Closure				
9.0	3.55pm	<p>Next Meeting</p>	<p>Next meeting agenda items:</p> <ul style="list-style-type: none"> • Policy review: Home Reading and Healthy Food Policy • Semester 1 Attendance Data • Principal's report • Financial Report • Business Planning: Relationships and Partnerships • Sharing: Learning Environment <p>Next meeting date: Tuesday, 5th of September, Week 8, Term 3 2023, 3pm.</p> <p>Future Board Dates: 17th of October</p>	Chair

			28 th of November (Annual Open Public Meeting)	
9.1		Closure of Meeting	Meeting closed at: 3.55 pm	Chair

Principal Signature: _____

Date: _____

Chair Signature: _____

Date: _____