

# Greenwood Primary School Board - Meeting Minutes

**Date: Tuesday 25 February 2020**

**Time: 7pm – 8.05pm**

**Location: Greenwood Primary Staff Room**

**Attendees:** Samantha (Sam) Lakin (Chair), Caroline Gordon, Jessica Howat, Sarah Malu, Hayley McGill, Peter Mulcahy (Principal), Maureen Perry, , Jodie Southern, Amanda Vicary,

**Apologies:** Melissa Kingston, John Logan, Courtney Murphy, Dean Starbuck

<b><u>Item</u></b>	<b><u>Recommendations</u></b>	<b><u>Summary of discussion</u></b>	<b><u>Actions (By who and when)</u></b>
<p><b><u>Welcome</u></b> Includes introductions, apologies.</p> <p>Sarah’s fun introduction.</p> <p>Approval of minutes of previous meeting.</p> <p>Business arising from previous meeting.</p>	<p>Minutes of last meeting dated 4 November 2019 are endorsed.</p>	<p>Meeting opened at 7pm.</p> <p>Apologies noted.</p> <p>Sarah introduced Dice game for all members</p> <p>Minutes of meeting 4 November endorsed</p>	<p>Minutes of last meeting dated 4 November 2019 are endorsed.</p> <p><b><u>Motion: Jessica Howatt</u></b> <b><u>Seconded: Amanda Vicary</u></b> <b><u>Accepted: All</u></b></p>
<p><b><u>Review of board structure.</u></b> End of Tenure for Sam, Caroline, Mel and Amanda.</p> <p>Peter to inform regarding timing and process of nominations and clarification of Sarah Malu as Community/staff member</p>	<p>Note information provided</p>	<p>Nominations closed 3.00pm 24 February 2 Staff nominations received: Sarah Malu, Jennifer Stojceski</p> <p>1 Parent Nomination received: Sam Lakin</p> <p>As such election will not be required.</p> <p>Sam and Peter to approach parents as per recommendation from Board members for the final parent position.</p> <p>Discussion held around identification of possible Community members.</p>	<p>In the coming week</p> <p>To be decided at the first meeting of the new Board.</p>

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<p><b><u>Annual Report</u></b> Update on Annual Report 2019</p>	<p>Note information provided</p>	<p>Staff and School Board Chair need to have information submitted by end of week 6. Peter to compile ready for the School Board meeting scheduled for week 8 or week 9 this term</p>	<p>Attached as a reading for School Board later in Term 1. – Action Peter</p>
<p><b><u>School Performance data</u></b> Peter and staff to provide information of Staff analysis of Reporting data and Office Visits</p>	<p>Note information provided</p>	<p>Staff analysed the ABE allocations to look at consistency and shared understandings. Session saw great moderation and discussion around meaning and deeper understanding of each indicator statement.</p> <p>Staff then looked at reports grade allocation and compared to Sate and Like School Allocations. Again this provided excellent moderation opportunity. This data will appear in summary form in the 2019 Annual Report.</p> <p><b><i>ECE phase</i></b> - Staff in of schooling identified lower % of 'D' grades and 'E' grades compared to other school. Use of SEN plans for many of these students. English, Technology saw allocations pretty well on par with Like Schools. Maths saw less A grades in Year 1 and 2. This requires investigation in terms of curriculum/moderation. Science saw Higher A grade level. Perhaps 2019 Space Station focus?</p> <p><b><i>Middle/Upper phases</i></b> – same 'D' 'E' situation noted. ABE drop noted in Semester 2 as a general across the board. Staff to consider impact adjustments for extra carnivals, end of year activities including choir/graduation and hormonal changes for students in Years 5/6.</p> <p>Grade levels relatively consistent with other schools. Areas of difference noted in Yr 4 and Yr 5 Science. Lack of A's with more 'B's. Is this specialist higher understanding, cohort or need</p>	

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		<p>to extend? Same issue identified in Technology for those year levels.</p> <p>Office Visit data shows greater consistency of whole school reward usage and benefit of Home Reading programme</p>	
<p><b><u>Financial Report</u></b> Peter to lead discussion of progress against enrolments, staffing and budget process.</p>	Note information provided	25 February One Line Budget Statement presented to meeting. Awaiting clearance of Census data. Census student numbers were 387	
<p><b><u>Class list process</u></b> Peter to provide update on the new procedure for informing of classes, how it went, how it was received etc</p> <p>Parent Mud Map</p>	Note information provided and discuss if mud map necessary?	<p><b><u>Class Allocation Information:</u></b></p> <ol style="list-style-type: none"> <li>1. Provided through <u>Connect Notice</u> in Term 4 with request for parent submissions. Very clear criteria</li> <li>2. Newsletter explanation of process and email out notification. Term 4 2019</li> <li>3. Handle complaints/concerns Term 1 2020.</li> </ol> <p><b><u>Process</u></b></p> <ol style="list-style-type: none"> <li>1. Staff complete Impact Index on their own class</li> <li>2. Staff at Year Levels Moderate and submit to Kerri Anne for inclusion in Student Profiles</li> <li>3. Staff meet for 2-hour staff meeting and are provided with;             <ol style="list-style-type: none"> <li>a. Class structure created by available, environmental, financial and human resource availability.</li> <li>b. A full Year level student enrolment for the next year</li> <li>c. Relevant Parent Request for consideration.</li> <li>d. Moderated Impact Index</li> </ol> </li> </ol>	

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		<p style="text-align: center;">NB – Teachers are unaware who has which class. It is about the student</p> <p>At this session staff consider all of the above to ensure individual students are in a context that meets as closely as possible their academic, social and emotional needs. At the same time each class index needs to be as close as possible. This ensures the teachers will have time to best meet individual needs.</p> <p>Parents on Board indicated that the new process of contact via email was excellent.</p> <p>Sam led discussion on parent feedback on having a mud-map plan sent out with class notification. Meeting felt this would add to the electronic contact</p>	<p><b><u>Motion: Hayley McGill</u></b>  <b><u>Seconded: Sarah Malu</u></b>  <b><u>AcceptedAll</u></b></p>
<p><b><u>Connect</u></b>  Sam to discuss the possible use of platform for School Board</p>	<p>For Discussion whether Board wants to use Connect for Board communications</p>	<p>Jai Shadbolt to investigate Connect communication on behalf of the Board.</p>	<p><b><u>Motion: Caroline Gordon</u></b>  <b><u>Seconded: Hayley McGill</u></b>  <b><u>Accepted: All</u></b></p>
<p><b><u>Next Board Meeting</u></b></p>	<p>2<sup>nd</sup> April 2020  Thursday</p>		