

Greenwood Primary School Board - Meeting Minutes

Date: Thursday 25 February 2021

Time: 7pm

Location: Greenwood Primary Staff Room

Attendees: Peter Mulcahy, Sam Lakin (Chair), Maureen Perry, Jodie Southern, Jess Howat, Jane Dalin, Jenn Stojceski, John Logan, Dean Starbuck

Apologies: Hayley McGill, Sarah Malu

<u>Item</u>	<u>Recommendations</u>	<u>Summary of discussion</u>	<u>Actions (By who and when)</u>
<p><u>Welcome</u> Includes introductions, apologies.</p> <p>Approval of minutes of previous meeting.</p> <p>Business arising from previous meeting.</p>	<p>Minutes of last meeting dated 24 November 2020 are endorsed.</p>	<p>Meeting opened at 7pm.</p> <p>Apologies noted.</p> <p>Minutes of meeting 4 November endorsed</p> <p>Next Parent survey will be completed this year. COVID suggestion form DOE that 2020 surveys be moved to 2021.</p>	<p>Minutes of last meeting dated 4 November 2019 are endorsed.</p> <p><u>Motion: Sam Lakin</u> <u>Seconded: Jess Howat</u> <u>Accepted: All</u></p>
<p><u>Board Tenures.</u> End of tenures and discussion on Board structure and continuity</p>	<p>Note information provided</p>	<p>Sam thanked John, Maureen, Hayley (absent) and Jane for their time on the Board as their tenures are up end of February. John advised that he will not renominate as Community member on the Board and he will be greatly missed.</p> <p>Will have 2 x 3-year parent positions and 1 x 2-year parent positions available.</p> <p>As usual the nominations will go out and election may be required.</p> <p>Peter advised waiting to hear back from Tracey Gosling for community representation. As mentioned previously. Sarah has moved from a staff board member to Community.</p>	<p>Peter to put out a call from staff and parent rep nominations and contact Tracey Gosling once again.</p>

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<p><u>Website Update</u> Update Board on school website.</p>	<p>Note information provided</p>	<p>Peter provided an update to the Board on the progress with regards to school website and staff discussions regarding logo.</p> <p>Maureen met with Jennifer Simms late last year. We are looking at the modernization of the school logo.</p> <p>School phone number has changed.</p>	<p>Peter Mulcahy to contact Jennifer Simms to continue school logo and website updates.</p> <p>(08) 9352 2750</p>
<p><u>Therapy Dog Trial</u></p>	<p>Board discuss and if agree approve continuation of program</p>	<p>Jennifer's class trialed this in 2020 with a student family dog. Students read to the dog (6 per week). Owner remained with the dog. Very Successful.</p> <p>Parents will be informed that a dog will be at school during school hours.</p> <p>Proposal to put out to community/staff and expand this year.</p>	<p><u>Motion:</u> Board approves continuation of therapy dog process to be used to support student anxiety, empathy, engagement in the school</p> <p><u>Seconded: Sam Lakin</u> <u>Accepted: All</u></p>
<p><u>Board Reflection</u> Results of the Board survey presented</p>	<p>Board discussed results</p>	<p>Peter and Sam presented Board Reflection results. Generally, very good and compared with last year. Not all members completed survey. Dean Starbuck mentioned he did not receive a link to complete the survey.</p> <p>Board discussion</p> <ul style="list-style-type: none"> • Reporting back to the school community ideas were discussed. A suggestion was an article in the School Newsletter. • Tracking on the new School website will be a benefit to note how many people view Board minutes. • New members receive an informal induction from a current Board Member. • A Board Members to attend School events when possible. 	

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<p><u>Financial Report</u> Peter to lead discussion of progress against enrolments and financial position of school.</p>	<p>Note information provided</p>	<p>Peter provided an update on student numbers for the year so far and how this impacts the financial position.</p> <p>Numbers to commence 2021 – 369. This is down on the 378 initially planned for in October last year. A couple of families sold houses and moved, others did not inform the school of their movement out of the area and one moved to a local school due to perceived friendship issues.</p>	
<p><u>Business Plan Update</u> Discussion of process, Review Stakeholder Groups, Moral Purpose Statement, Staff Belief adjustments and model proposal</p>	<p>Board discusses and approves Business Plan as presented or with amendments agreed on</p>	<p>Peter led discussion around staff workshop taking in Board feedback</p> <ul style="list-style-type: none"> • Moral Purpose- remove ‘and’ following ‘moral’ • Adjustments made to ‘Staff beliefs section to reflect current operational structures and context changes • Model changed to fit ‘The Standard’. Provide us with greater alignment in monitoring progress of targets. • Strategic Directions section – Board agreed with strategic section. • Last page change to photographs of the East Greenwood, Allenswood PS and Greenwood P S. • Photos were taken late last year that we will present to Board at the next meeting to use in new plan publication. <p>Business plan will be available in term 2.</p>	<p>Business Plan will be available in Term 2</p>
<p><u>Staff Update</u> Peter to provide update on staffing profiles, workforce planning and bell time changes</p>	<p>Note information provided</p>	<p>Teaching Pool established and will be finalised over the next month. Closes 2 March.</p> <ul style="list-style-type: none"> • Replace Mrs O’Hearn, DOTT positions in K and K/P, Yr 3/4 tandem role with Ms Petkov, possible retirements this year and others that may arise. 	

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		<ul style="list-style-type: none"> • EA positions are a concern moving forward. Industrially we can't put new people into the Block supports we have run over the last 4 years as that budget will need to be carried. Will require a mainstream EA for P/1 class moving forward. Over staffed in SN EAs • New cleaner structure explained, including COVID position maintained for Term 1 • New School psychologist • Fixed Term EA replacing Mrs Noreika. • Miss Oxenham successful in her application to become Aboriginal Language teacher. <p>Bell times adjusted to fit new 270 min Teacher DOTT requirement. The specialist session now at 45 min. Full time teacher receives 6 of these in a week. Collaborative and block opportunities at the forefront of planning. Being trialled for first term, but probably semester with interruptions of lockdown and In-Term swimming.</p> <p><i>Crunch and Sip to be moved forward to before recess if possible.</i></p>	
<p><u>Annual Report</u> Update on Annual Report progress.</p>	<p>Note information provided</p>	<p>Peter discussed progress of Annual report and that it will be finished and ready for approval by next meeting.</p> <p>Note adjusted 'Operational Plan' process for 2021. Operational Plans and Annual Report contributions from curriculum leaders are normally completed at the end of previous year. With Principal absence and other operational pressures these are being completed in the first 4 weeks of this term. 2021 has seen some curriculum leader adjustments.</p>	<ul style="list-style-type: none"> • Sam to prepare chair report for inclusion in Annual Report by next meeting

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<p><u>Board Handbook and Terms of Reference</u> Board Handbook review. The last Handbook was dated 2019-2021.</p>	<p>Board discusses and makes recommendations for update to Handbook</p>	<p>Board reviewed and handbook Statement of Expectation to be included. Aim to have the above completed for next Board Meeting</p>	<ul style="list-style-type: none"> • Jane and Jess: Welcome note to the board on the first page. • Dean: Code of Conduct – wording, structure • Peter and Maureen: Update acronyms page.
<p><u>DPA Review</u> DPA review and Statement of Expectation</p>	<p>Board discusses documents</p>	<p>Purpose is to have one accountability framework bring IPS and non IPS settings.</p> <p>Board discussed reading and agreed it was easier to read.</p>	
<p><u>Greenwood Primary Venue Hire</u> Hire of school for Tai Chi and Tennis</p>	<p>Board approves continued hire of school for those purposes</p>	<p>Explanation of tennis changes and alignment of charges. Changed requirements for licensing were discussed last year. COVID impact on Tennis Organisation other issues saw tennis unable to commence on time.</p>	<p><u>Motion:</u> Board approves the two providers discussed <u>Seconded:</u> Dean Starbuck <u>Accepted:</u> All</p>
<p><u>Assembly Roster</u></p>	<p>Current Board members nominate themselves to present certificates at first term school assemblies to increase school board exposure to school community</p>	<p>At this stage, assemblies are progressing as normal this year. Board Members presenting certificates: Semester 1 completed.</p>	
<p><u>Next Meeting</u> Term 1 2021</p>	<p>Board decide on best date for next meeting</p>	<p>Board discussed options and decided on 30th Mach 2021.</p>	

Signed _____

Dated: _____