

Greenwood Primary School Board - Meeting Minutes

Date	28 February 2024
Time	7pm
Location	Staff room
Chair	Hamish West

Date: Wednesday 28 February 2024

Meeting Time: 7:00pm

Location: Greenwood Primary Staff Room

Attendees: Hamish West (Chair), Maureen Perry (Associate Principal), Jai Shadbolt, Jane Dalin, Jess Howatt, Belinda Piccoli, Melissa McDonald, Jodie Southern, Lena Marsland and Tim Yorke

Apologies: Dean Gill (Principal) and Tracey Gosling

<u>Item</u>	<u>Documents</u>	<u>Purpose</u>	<u>Led by</u>	<u>Recommendations</u>
<p><u>Welcome</u></p> <p>Noting of minutes of previous meeting.</p> <p>Business arising from previous meeting –</p> <p>Correspondence in and out, conflicts of interest.</p>	<p>Minutes of 8 November 2023 meeting (Attached)</p>	<p>For approval (minutes)</p>	<p>Chair/Principal</p>	<p>Minutes of last meeting are endorsed.</p>
<p><u>Broadband internet costs</u></p>		<p>Government will provide a subsidy to cover broadband internet costs upto the end of 2025. This will be claimable by families at the school. All schools in the metro area will receive advice in relation to this soon.</p>	<p>Hamish West</p>	<p>Further information will be provided to families soon</p>

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<p><u>Financial Update</u> Jai provided a report on the financial position of the school and position against strategic directions of the school plan.</p>	<p>Financial Report (to be provided at meeting)</p>	<p>We didn't meet the minimum expenditure. We received a student wellbeing grant – student wellbeing boost.</p> <p>We are tracking above in the surplus, awaiting confirmation of our funding in March. Then the budget will come to the board for review.</p> <p>The Board queried what the wellbeing grant would be used for. Maureen stated that the teachers brainstormed some ideas and she would look into this and report back to the Board.</p>	<p>Jai Shadbolt</p>	<p>Board noted presentation of financial report.</p> <p>Maureen Perry to provide information to the Board about the ideas the teachers had for the use of the wellbeing grant.</p>
<p><u>Business Plan</u> Maureen Perry provided an update on the new business plan, including to progress to statement of expectation.</p>	<p>Draft materials</p>	<p>On professional development days at the start of term 1, the teachers conducted a workshop to look at the schools current values system to determine if it required updating. The consensus from the group was that the current system required simplification to a more contemporary and smaller values system.</p> <p>Brainstorming and mapping of the new business plan is complete. Each area now requires refining. However, the current work has been placed on hold, due to present industrial action that is taking place. Once staff meetings can recommence, this work will be continued. A deadline cannot be predicted, given the current circumstances, as it is unclear when the industrial action will cease. However, we are hopeful for a semester 2 implementation.</p> <p>The Board queried if the values work was going to have broader input. Maureen stated she was unsure at this stage. Although she mentioned the Board would be consulted.</p>	<p>Presented by Maureen Perry in Dean Gill's absence</p>	<p>Board noted status of the Business Plan</p>

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		<p>Discussions have taken place with the teacher group around ideas on how we embed these values in all activities throughout the school.</p> <p>Jess mentioned Warwick Senior High School’s Bees program – and the amount of regular feedback received by parents, regarding child’s behaviour in relation to the school values. Jess stated that this was great to hear this kind of feedback.</p>		
<p>Workforce Planning Maureen Perry provided an overview of the workforce planning.</p>		<p>Our workforce planning issues this year are to financially stabilise the school in the face of potential change from 2025 onwards. Due to the reduction in numbers from 2023 to 2024, our current school structure can be sustained for this year, but not beyond this year.</p> <p>Following census, we recorded 328 students, which is a considerable drop from the previous year. The work to be conducted by early semester 2, is to complete financial projections based on the enrolment trends. Once this has been completed, we will be able to determine the following:</p> <ul style="list-style-type: none"> • If we can run our school based upon the same number of classrooms. • If we can run our school on a similar staffing structure. 	<p>Presented by Maureen Perry in Dean Gill’s absence</p>	<p>Board noted workforce planning update.</p>
<p>Board tenures Highlight and discuss board tenures coming to an end.</p>		<p>Teacher representatives, Maureen Perry and Lina Marsland are finishing up.</p> <p>Hamish West, Jane Dalin and Tracey Gosling are also coming to the end of their tenure.</p> <p>However, Hamish is interested in putting his hand up to be the Board Chair again.</p>	<p>Chair</p>	<p>Board discussed renomination of some members, thanked finishing members, and made some suggestions for new community members.</p>

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		<p>Hamish mentioned that he spoke to Jason, one of the Associate Principals, from Warwick Senior High School, and he was interested in being involved in the Board as a Community Member.</p> <p>John Logan, or Sarah (lecturer from UWA) were also suggested, in terms of new community members.</p>		
<p>School Publication Photo Selection Jai Shadbolt presented a selection of professional school photos taken late 2023 for shortlisting for School publications and websites.</p>	Photos	Board reviewed all the photos and culled down for school publications and the school website.	Jai Shadbolt	Board agreed on shortlisted photographs
<p>Assembly Roster Organised schedule of volunteers to present certificates at assemblies.</p>		Schedule some dates in, however will wait for the new members to come on board to fill all spots.	Maureen Perry	Board members volunteered for assemblies up to the next board meeting.
<p>Next Meeting Decided next meeting date.</p>		Next meeting will happen in week 9, to allow for advertising of the vacant positions within the Board 27 March 2024.	Chair	Board confirmed the next meet to take place on Wednesday 27 March 2024

Signed: _____ 

Dated: 18/11/2025

Chairperson