

Date	31 May 2023
Time	7pm
Location	Staff room
Chair	Hamish West

Greenwood Primary School Board - Meeting Minutes

Date: Wednesday 31 May 2023

Meeting Time: 7:00pm

Location: Greenwood Primary Staff Room

Attendees: Hamish West (Chair), Dean Gill, Jane Dalin, Lina Marsland, Maureen Perry, Jodi Southern, Melissa McDonald, Belinda Piccoli and Tim Yorke

Apologies: Tracey Gosling, Jess Howat and Jai Shadbolt

Absent:

<u>Item</u>	<u>Recommendation</u>	<u>Summary of Discussion</u>	<u>Actions (by who and when)</u>
<p><u>Welcome</u> Apologies.</p> <p>Introduction of new members.</p> <p>Noting of minutes of previous meeting.</p> <p>Business arising from previous meeting – Board Structure item and communication item to be discussed this meeting</p> <p>Correspondence in and out, conflicts of interest.</p>	<p>Minutes from 22 March 2023 meeting reviewed.</p>		<p>Minutes of last meeting dated 22 March 2023 are endorsed.</p>
<p><u>Introduction to Dean Gill</u> Dean, the new Principal will introduce himself to the Board</p>	<p>For noting/discussion</p>	<p>Hamish introduced Dean to the Board and spoke briefly about his involvement in the recruitment process.</p>	

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		<p>Dean gave an introduction to the Board members and spoke about his previous teaching and leadership experience in various school districts within WA. Dean also mentioned that he was pleased to be appointed to the Principal role and also to be part of Greenwood Primary School community.</p>	
<p><u>Board Structure</u> Nominate and endorse board chair and secretary</p> <p>Discuss community representation on the board. There are currently vacant community representation positions</p>	<p>Board roles for decision</p> <p>Community representation for discussion</p>	<p>Hamish nominated to continue in the role of Board Chair, Lena motioned and this was seconded by Jane.</p> <p>Belinda nominated to continue in the role of Board Secretary, Maureen motioned and this was seconded by Lena.</p> <p>Community representation discussed and possible actions on filling community positions. There are 4 possible vacancies, Dean suggested the Board could wait until the business plan is completed, or we could focus on a specific community groups. Hamish mentioned the possibility of approaching someone Warwick Senior High School in the Arts or Music teaching areas.</p>	<p>Board Chair and Secretary roles are filled.</p> <p>The Board noted that we will have a discussion once the business plan has some progress.</p>
<p><u>Student Performance Data</u> Review on entry results.</p>	<p>For noting/discussion</p>	<p>Dean provided on entry results (pre-primary) to the Board for review.</p> <p>ICSEA – decile is compared with other schools in the same decile as Greenwood Primary School. This factors in socio economic information and educational history relating to enrolments and provides a baseline of students joining the school.</p>	<p>The Board noted the presentation of entry results.</p>

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		<p>Numeracy is tracking well for the school, reading is a little below the ICSEA decile and writing is also below where we would like to be.</p> <p>This data informs teaching and learning for the school.</p>	
<p>Communication Review the school and board communication processes.</p>	For noting/discussion	<p>Hamish stated that general communication from teachers has been great.</p> <p>Hamish then stated that Board had previously communicated items via the school news letter in the past. Hamish suggested a brief summary could be provided in the newsletter for week 9.</p> <p>Hamish asked the Board how we wanted to communicate the dates of our Board meetings to the school population. Melissa suggested that these meeting dates be included in the term planner. The Board members agreed with this option. Hamish stated that we will plan out the Board meeting dates for the remainder of the year.</p>	<p>HW: A summary of items of interest from the Board for inclusion in the newsletter for week 9.</p> <p>Board meeting dates to be included in the term planner going forward.</p>
<p>Curriculum Focus Input to board members on process in focus areas</p>	For noting/discussion	<p>Dean stated that Greenwood Primary Staff will be working on this on planning day in term 3. However, stated that they have the audit processes first and then a schedule will be prepared for surveys, including board effectiveness surveys.</p>	<p>Board discussed and noted presentation of focus area process.</p>
<p>Business Plan Dean will give an update on initial thinking on the business plan refresh and activities for the coming months</p>	For noting/discussion	<p>Dean mentioned the potential requirement to form a sub-committee, dependent on the work required from the Board.</p>	<p>Board discussed and noted Business Plan update.</p>

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		Dean also asked if the Board were happy with receiving emails between meetings – rather than waiting until the next Board meeting. The Board members agreed to this approach.	
<p><u>Public meeting</u> Discuss whether Term 3 or Term 4 meeting will be the Public Meeting</p>	For noting/discussion	<p>Board discussed the potential for the public meeting to take place in Term 3 or Term 4. It was decided that the Term 3 meeting would be the public meeting pending the NAPLAN data being available.</p> <p>Hamish floated the idea of having 2 Board meetings in term 3, due to the amount of discussion / decisions to be made. Stating that the meetings could be kept brief. The board decided that given the busy nature of Term 3 one board meeting this term would be sufficient..</p> <p>Hamish mentioned that Naplan data would be ready by the middle of term 3 and suggested the possibility of meeting on 16 August 2023.</p>	Board agreed to next meeting being 16 August 2023.
<p><u>Assembly Roster</u> Organise schedule of volunteers to present certificates at assemblies.</p>	For decision	<p>Below are the agreed assembly dates and volunteers to present certificates:</p> <ul style="list-style-type: none"> • TA13 – 16 June- Hamish West • TA8 – 30 June – Jess Howat • TA5 – 28 July – Jodi Southern • Instrumentalists – 11 August – Jane Dalin • TA4 - 8 September – Tim Yorke • TA15 - 22 September – Jane Dalin • TA2 - 20 October – Tim Yorke • Choir – 3 November – Belinda Piccoli • TA3 – 17 November – Hamish West 	Assembly roster for the remainder of the year decided.

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		<ul style="list-style-type: none">• TA11 - 1 December – Melissa McDonald	
Next Meeting Decide next meeting date.	For decision	Hamish presented dates for future meetings to the Board.	Term 3 – 16 August 2023 Term 4 meeting – 8 November 2023 – this meeting to include a self reflection survey.

Signed: _____
Chairperson

Dated: 18/11/2025