

**School Board Meeting Minutes  
Oakwood Primary School**

<b>DATE:</b>	22 Feb 2022	<b>CHAIR PERSON:</b>	<i>Will Davis</i>
<b>TIME:</b>	7.30pm	<b>MINUTE SECRETARY:</b>	<i>Monique Tennyenhuis</i>

<b>ATTENDEES:</b>	Will Davis-Oakwood PS Principal, Nathan Jolly-Parent, Renae Reid-Parent, Linda Starbuck-Oakwood PS Visual Art Teacher, Andrew McKerrell-Community, Daniel Strange-Parent, Aimee Turner-Oakwood PS Teacher, Michelle Totterdell-Community Member, Conny Burley-Parent, Jo Hanson-Oakwood PS Teacher, Jacqui Norris-Community Rep, Monique Tennyenhuis-MCS
<b>COMMUNITY ATTENDEES;</b>	
<b>APOLOGIES:</b>	Cameron Hall-Parent, Ebonee Goodings-Parent Rep, Denika Meehan- Community Rep,

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	<b>Welcome Apologies Acceptance of previous minutes</b>	<b>Will Davis</b>	Will - acknowledgment to country in the absence of Danika Previous minutes passed; Nathan Jolly, second by Andrew McKerrell, signed by Will Davis	
2.	<b>Business arising from previous minutes</b>		<ul style="list-style-type: none"> <li>Will expressed his thanks to the current Board members for their tenure as we are coming to the end of the cycle. Some members were part of the Steering Committee who helped develop the Business Plan, has significant input into the development of uniforms, factions, and other establishment deciding factors of the school. A number of people have expressed their intentions. Those that still need to inform, please do so by 5 March 2022. 6 x parent positions are available. A letter will go out and information on the school FB to be sent to parents asking for nominations for positions; <ul style="list-style-type: none"> <li>2 x 1 year</li> <li>2 x 2 Year</li> <li>2 x 3 year</li> </ul> </li> </ul> <p>These are three positions that will become available, Jo Hanson is no longer a staff member, Linda Starbuck has notified she will not re-elect and Aimee is filling the position for Michelle Nash until the end of tenure. Will to notify staff and ask for nominations. Thank you to the Linda, Aimee, Jo and Michelle for your support and input on the Board. These are all 3 year tenures</p>	<p><i>EOI to Will by 5 March 2022.</i></p> <p><i>Will to notify parents and staff inviting nominations.</i></p>

			<ul style="list-style-type: none"> <li>Minutes going onto website- some concerns from Jacqui. Will asked should we wait until we have checked and signed minutes at following meeting before going onto website- Board members approved. Once signed they will go onto website. This will support transparency.</li> <li>Has Vol Contributions info gone onto newsletter? Not to date, make sure on next newsletter and this will be a permanent section to inform and encourage parents to pay to support the school.</li> <li>Denika absent, present maps to Board at next meeting.</li> </ul>	<p><i>Minutes will be uploaded to school website after signing. Will to organise.</i></p> <p><i>Make sure VC into goes on every newsletter-MT</i></p>
3.	<b>Principals Report</b>	<b>Will Davis</b>	<ul style="list-style-type: none"> <li>General Update: Will came into 2022 asking how are we going to look with 800 students. Will feels the school is calmer and less busy, unsure of why. Parents are happy. Parking is an ongoing issue, however inside grounds are great. Will is pleased with the atmosphere and start to the year. Had some fears around size.</li> <li>Staffing Update: 3 staff are currently on LWOP, unlikely to return, moving into 2023 we will most likely absorb these positions and fte at this stage. This will help with staffing numbers next year when reduce in student numbers due to new school opening. Some staff have new promotional positions. We have a clear workforce plan. Currently overstaffed 0.8 fte SNEA due to student leaving yr 6 in 2021. if we enrol student requiring support this will be the first allocation to be used.</li> <li>Student numbers: 850 students at census which was completed on 18 Feb 2022. We are funded on this and the student characteristics. Since census we have had more students start, we will be at 860 by the end of this week. If numbers continue to grow, Will will push for some additional funding as we are under enrolment pressure. Will to keep Board updated.</li> <li>Madora Bay PS opening: Will and new Principal Samantha are posting info to parents and community regarding enrolment processes. A large part of Madora Bay is now in the new school zone, this will have significant impact in few years particularly for families, so students done need to cross the main road. We will write to all families in the new area currently enrolled detailing their choices. Will to ask parents to notify of choice so new Principal and Will can staff school accordingly. This will assist with planning.</li> <li>Term Planner: busy term ahead, current climate of COVID, community events are not happening, FISH day not going ahead with community. If a couple of Board members are able to attend Principal's lunch possible. Will to keep posted.</li> <li>School Review: is this Thursday. We are ready. Thanks Nathan, Renae and Cameron for joining the process, and interview representing the Board and external communities. Not scheduled to see classrooms, but Will to provide feedback about this and is hoping to do a quick school tour at the start of the day at arrival. Very keen to show what we do. More details and discussion on agenda.</li> <li>COVID plans; fortunately, we are not the first school to experience COVID, so we are able to learn from previous and plan accordingly. There are now concrete plans in place from this. We are now able to inform community that there is an unconfirmed case in the school. Then when Health Dept. inform and confirm we are able to communicate info by SMS and email. Will to share actions with families and staff first then general community. Will to liaise with Dept. COVID team. We are using NSW learning Plan, Info to go out to parents and families regarding learning. Flow chart to follow, Will talked overflow chart and discussed the process in place for staff, students and home learning. This information will be sent out to</li> </ul>	

			<p>families when finalised. COVID leave has changed for staff also, now available for all staff. Work packages will also be available for parents if required and picked up by a non-isolating person. Well informed of what we need to follow and do. Parents will be required to notify school if student is sick, not expected to do work if sick. Andrew- is this a 4-week plan? No, DoE said they expect the high case load to happen in 4 weeks. Jacqui-will students be required to do test-no. Staff to complete RAT testing only, funded by DoE. Renae- expressed that she has noticed a change of communication is clear with dates and details, makes info very clear and helpful.</p> <p>As weeks go on we are learning more from each case and school. Once working with Health dept., the message from them is clear. Andrew-cleaning increase? Nothing has changed at the moment. We are doing more than required. Using the money to the best and most useful.</p> <p>Jacqui- what are the expected opening numbers for MBPS- projected to open 136. This does not consider those moving from OPS. Our school is example of this. DoE originally proposed OPS to be 540 student enrolments in 2022, currently at 850.</p> <p>120 is great number in each year group for OPS, Will would like to see OPS at 550 for funding over the next few years. Will to look into and see numbers/projections.</p>	
4.	<b>Finance Update</b>	<b>Monique</b>	<ul style="list-style-type: none"> <li>• Census day was Friday 11 February 2022. Counted 850 funded and 2 unfunded students (TIWA). At this stage there are no reports or information available to show student characteristics or Student Cantered Funding. This will be available at next Board when it becomes available to all schools.</li> <li>• Voluntary Contributions. \$12,895 collected through COS (Personal Items List supplier). 2021 Collection through Campion was \$10,600. An additional \$3,250 paid directly to school. Current payment is \$16,145 - 37% paid. Breakdown available at next meeting when the funds have been receipted into Billing.</li> <li>• The playground shade has been erected and looks amazing.</li> <li>• The next project in hand is a shed which is to be erected behind TB2 (between classrooms 22 &amp; 23). This is due to commence week 8. P&amp;C have funded this through fundraising.</li> <li>• COVID-19 cleaner 2022-Term 1 Cleaner approved and funded by DoE. No indication for term 2 to date.</li> <li>• 2022 Budget. <ul style="list-style-type: none"> <li>○ 2022 Proposed budget and Cost Centre Manager Requests were presented and approved by Finance Committee on 25 October 2021. Presented to Board and noted. Budgets finalised and current and imported into RM Finance. Comparative Budget Report presented to Board to review.</li> <li>○ 2022 Preliminary Salaries Plan submitted to FC on 29 November 2021 and approved. Presented to Board and noted. 2022 salaries expenditure to date for appointed staff is \$6,762,712. Report presented to Board for noting.</li> <li>○ Casual Preliminary Planning report outlining requested casual payments budget for 2022 for \$227,435 Casual payments budget requests reviewed, discussed, noted.</li> <li>○ Finance Committee approval to transfer \$400,000 to school bank account from OLB for expenditure. Gateways will be received- 25% Feb, 25% March, 50% July 2022. Board noted</li> <li>○ Budgets are tight at the start of the year due to staffing being maximised to support students and class numbers.</li> </ul> </li> </ul>	<p><i>Budgets noted</i></p> <p><i>Salaries noted</i></p> <p><i>Casual Planning noted</i></p> <p><i>Cash transfer noted</i></p>
5.	<b>Public School Review</b>	<b>Will Davis</b>	<ul style="list-style-type: none"> <li>• Will delivered and explained detailed information documents/evidence provided and uploaded in each area of the ESAT, details and who will be part of the Review.</li> </ul>	

- There are 6 areas of this review. Will take the panel on a tour at start of day to see classes and school grounds. There are 8 groups being interviewed, these are
- External groups include, Curtin, McCloud-NQS verification. For purpose of the review P&C and Board are external. Some representatives from various.
- Learning environment-class teachers, to talk the journey they have been part of.
- Leadership- includes 3 staff that have gone onto promotional positions, new and Grad teacher included in the group
- Students – 10, different ages across the school.
- Resources-Principal, MCS, CCM's
- Teacher quality- range of current teaching staff
- Student achievement – Teachers
- Relationship internal – includes Psychologist, Chaplain, Network Principal and Curriculum Leader
- Followed by review consensus
- Validation debrief with LT

For future planning we will be working with Board in the new model.

- Will talk through the PBS Behaviour referral Process. Referencing student behaviour as this is always the lowest scored on staff, parent and student survey.
  - Intervention Program data was discussed. Results are amazing. 2 x EA are trained and run the programs. Intervention is 20 mins a day x 4 days per week. 1 to 1. Student confidence grew hugely. Behaviours improved.
  - Spelling Mastery results shared and discussed. Level A – F. numbers of students accessing SM increasing over the past 3 years. Benefits seen.
  - Relationships-working strong prof relationships, community. Surveys included.
  - Teacher quality-pedagogy framework, P&D with staff, peer obs, IEP's included. How we meet the needs of our students.
  - Workforce plan discussed in detail
  - Opened ESAT to show what this looks like and submission detail/entries. Every area requires; Evidence, Principals Judgement, Evidence & Analysis of Impact, Planned Actions, Public School Review submission (not compulsory)
  - Moving forward we will use these 6 areas in our priorities so we can report on this better in future.
- Business Plan- Ben Calia coming to Board and staff meeting to develop new Business Plan. Use Gumption to format.
- Qu-Nathan; those that contributed, how many- Will submit comments, Staff and teams have done the work which is the evidence.

			<p>QU-what are timeframes of review/outcome; we don't know, Will can ask, hope to have results soon after, usually return 3 or 5 yrs, return 1 year if there are a lot of improvements required.</p> <p>Qu- who are reviewers-Reviewers are a current Principal and experienced Reviewer.</p> <p>Qu-Will we have results prior to next meeting? Hopefully some findings at least and major recommendations to share and report back.</p> <p>Thank you to those that are not returning. Thank you for your efforts over that past 3 years.</p>	
6.	<b>Board Internal Review</b>	<b>Will Davis</b>	<ul style="list-style-type: none"> <li>• Comments Reassuring and ratings pleasing. This survey was decided by Board to complete every 2 years.</li> <li>• The survey represents our journey well. Area 6- comment; Will under impression we minuted discussion around this, looked into community, unaware that this was not minuted and that every person was discussed. Nathan can't find evidence of this in the minutes. *Nathan- example mentioned Sonia-said we were having a representative attend, then she came to the next meeting, there was no vote or discussion at the prior meeting. Uncertain regarding minuted and voting. Cant remember how we came about Sonia, Should be put to the Board and discussion, should have a consensus. Andrew read through terms of reference 8.11. stating need to vote at a meeting prior to new person attending.</li> <li>• Induction, process is better, as we have new members come on there is a process in place. We have identified this was an area for improvement.</li> <li>• Times of meetings- are there strong views of when, start and finish times? Any suggestions? Jacqui prefer 6.30 start. Dan 7pm -9pm. No vote for 6 pm, vote by Board to change meeting to 7pm from next meeting. If food start food at 6pm. All members voted, unanimous to commence meetings at 7pm. This will commence next meeting.</li> <li>• Will asked Does anything stand out on survey to be discussed?</li> <li>• Will informed that there were only 7 responses from all Board members, this was due to time of year and wanted to have results back to be included in the School Review, would have liked more responses. Qu: Is there a chance this could be reopened?</li> <li>• Will asked -Do members want to reopen if possible? Andrew thinks this would be a good idea. Yes, to reopen from Board members so remaining board members can complete. Will to investigate if survey can be reopened, and send out email again if he can. Survey to be completed only by those that did not complete it.</li> </ul>	<i>Will to resend survey if possible.</i>
7.	<b>General Business</b>	<b>Will Davis</b>	<ul style="list-style-type: none"> <li>• We currently have a space to fill-Community position, N Fairhurst interested, do we want to wait until elections are done or do we vote on Nikki becoming member, Board agreed to vote now. All voted and unanimous for Nikki Fairhurst to join the Board. Will to notify and conduct Induction prior to next meeting.</li> </ul>	Will to notify Nikki Fairhurst being successful, conduct Induction prior to next meeting.
8.	<b>Documents Attached</b>		<p>Minutes 26 October 2021</p> <p>School Review Info</p>	

			School Board Survey Results Comparative Budget Salaries Expenditure				
<b>NEXT MEETING:</b>		<b>MEETING CLOSED:</b>	9.32	<b>SIGNED:</b>			
					<b>CHAIRPERSON</b>	<b>DATE</b>	