

**School Board Meeting Minutes
Oakwood Primary School**

DATE:	31 May 2022	CHAIR PERSON:	<i>Cameron Hall</i>
TIME:	5.00pm	MINUTE SECRETARY:	<i>Monique Tennyenhuis</i>

ATTENDEES:	Will Davis-Oakwood PS Principal, Nathan Jolly-Parent (via webex), Andrew McKerrell-Community, Aimee Turner-Oakwood PS Teacher, Jacqui Norris-Community Rep, Monique Tennyenhuis-MCS, Cameron Hall-Parent, Denika Meehan-Community Rep, Haylee Lewis-Parent, Kerry Butterworth-Parent, Louise Legerstee-Oakwood PS Teacher, Kate Veljacich-Oakwood PS Teacher, Nicole Fairhurst-Community Rep,
COMMUNITY ATTENDEES;	
APOLOGIES:	Renae Reid-Parent, Michelle Totterdell-Community Member

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome Apologies Acknowledgment to Country	Cameron Hall Denika Meehan	Welcome to Board members. Denika-acknowledgment to country	
2.	Previous meeting minutes	Will Davis	<p>22 Feb meeting minutes;</p> <p style="padding-left: 40px;">Notice of election finalised, with tenures</p> <p style="padding-left: 40px;">Minutes uploaded to school website, draft uploaded, replaced by approved minutes when signed at meeting.</p> <p style="padding-left: 40px;">Vol cont information is now in each newsletter</p> <p style="padding-left: 40px;">Survey was opened for new members to complete</p> <p style="padding-left: 40px;">Notified N Fairhurst successful new member of Board</p> <p>Minutes motioned by Andrew McKerrell, and second by Nikki Fairhurst</p> <p>22 March meeting minutes;</p> <p>This meeting was the Business Planning meeting, no actions required</p> <p>Minutes motioned by Louise Legerstee, and second by Aimee Turner</p>	<p><i>22 Feb minutes signed by Chairperson</i></p> <p><i>22 March minutes signed by Chairperson</i></p>

3.	Board Chairperson Election	Cameron Hall	<p>Cameron's position and tenure as Chairperson has come to an end. Cameron asked if there were any nominations or nominees for the Board Chairperson for the next 12 months.</p> <p>Jacqui put forward to nominate Cameron for re-election. Cameron accepted the nomination.</p> <p>No other nominations put forward.</p> <p>Vote conducted for Cameron as Board Chairperson, all voted unanimously in favour.</p> <p>Congratulations Cameron.</p> <p>Nathan congratulated Cameron on a good year as Chairperson.</p>	
4.	Principals Report	Will Davis	<p>General Update- this term has been better than last term in relation to COVID as we are not needing to report contacts. There have been many staff and student absences this term. Staff have lost DOTT, we are putting things in place and catching up with this this week.</p> <p>NAPLAN was this term, DOE extended by a week to try and help due to COVID and absences. This helped to get all but 2 students testing done. DoE then announced that NAPLAN was extended to 3 weeks to support schools. We are confident Yr 3 results will be better, at least 80% of these children are a stable cohort and are our PPs. Yr 5 students did not sit NAPLAN in yr 3 so unsure of outcome.</p> <p>DG has notified comments on Semester reports can be variable and cutting words. Semester reports are due and this is proving to be difficult for teachers to report on students that have missed a lot of school due to COVID. Our staff will report and reflect the time at school. Network Principals believe there will be a recovery mode after COVID, not sure of what this looks like at the moment, they will be applying pressure to DoE through networks.</p> <p>Teachers union has agreed to a pay increase, reasonable lift in wage over 2 years. No movement for school leaders (Principals). Principals are under a ban. Will is completing the annual report but won't publish until told to. No interview panels, no participation in reviews panels.</p> <p>Student Numbers-student enrolments are healthy, 865 currently. Yr 3 are 123 students, 4 of classes are 1 over, all in areas. Extra support if they go over 25. MBPS letter went home, 129 students received letters only 12 going at this stage. Thought more may have gone. MBPS already have enrolments for one class of kindy 20 students, this may reduce our kindy by one class. Our current K's are currently re-enrolling for PP. Any new MBPS area students are being declined. New Yr 5 class opened last week, currently working out of TB4 wet area, demountable arriving soon, open in term 3.</p> <p>Staffing Update-there are a few changes. Room 2 Claire Foulkes taken a position at SHHPS-didn't feel total alignment at OPS. New teacher commenced this week-Kelsey Leach through a process. Mitchell Shellam is new teacher in Yr 5. Settled in well. Will move to new demountable when installed later this term near room 32 & 32. L Tipple has left to work at Dept. Justice. Louise loves our school but was looking for a new challenge. Clair Farr has won position for FT 12 months against Louise's position. Clair is familiar with our school and has been doing relief at OPS for some time. Also increased 0.4 perm EA, this is not finalised as yet. Bree (DP) will start Mat leave at the end of this term. Nikki Fairhurst will do some days this term. Process has been run and to be filled. Adding more time to the School Officer time by 0.6 L1. The office is becoming busier and additional support is required, our current SO's are upskilled and capable of supporting MCS. Dani has been offered 4 days at Greenfields and accepted. We have offered L1 1fte SO position to Santrona Jackson to</p>	

fill in the interim while advertising. Additional support in HR to support MCS and additional workloads with LT. Danika is moving to Rockingham Youth Centre full time, thank you Danika, you have made a difference while being here. Danika will continue and stay on the Board.

Term Planner-sending out term 3 planner next soon. P&C have full complement of members, P&C are holding a PJ day and sausage sizzle fundraiser this term. New team of P&C are very excited and enthusiastic. All events are back on. Board are encouraged to attend and represent the Board, other opportunities for Board to be present are; Principals lunch, cross country still to come. Please let Will know if you will be attending.

Business Plan Update- we have received the final version from Ben. Quote received from Gumption to format. Photos were taken last week. BP should be ready to view and publish by next meeting. Cameron asked if there is usually a timeframe for this? Will-no, we are into the year and working on the new strategies. Nathan asked- what are the targets looking like so far that are in the BP? Will- goals are similar to last time, recognise this year won't achieve 80% due to COVID, this will be reasonable, aiming to meet goals for next 2 years. Louise-can you take out COVID absences? Will-No, due to the codes used, the only way we can see is by the comment entered on Integris by the teacher or office staff. If students were in isolation and accessed a work pack the roll is marked as E (educational) this was included as attending and in %. However, When someone said they were keeping child home for no reason, this is marked as X (Unacceptable) and this is not counted as attending. Some families in T1 week 6 or 7 wanted to see how COVID effected the school and kept students home, this is X on the roll. Some have good reason, eg; family member in ICU, kids not at school to reduce the risk. School is supportive of this and parents are proactive in education and working with the school. Family is very important in this case. There are a number of students on attendance plans, not due to COVID.

*Term 3 Planner to be sent out to community.
Please notify Will if attending an event.*

5. Finance

Monique

Statements were sent to parents toward the end of term 1, 2022. Statements will be sent out again approx. week 7 of this term as a reminder. There is also a message in each newsletter reminding parents and informing what their Vol Cont is used for. This will be in every newsletter as requested and approved by Board in 2021

	Total # Student enrolled to date	\$ Paid @ 9/5/22	% Paid @ 9/5/22	2021	100% of students if paid
Kindy	128	\$3,650	57%	66%	\$6,400
Pre Primary	128	\$3,475.50	54%	63%	\$6,400
Primary (1-6)	606	\$15,082.85	49%	53%	\$30,300
Totals	862	\$22,208.35	51%	56%	\$43,100

2022 Budget.

2022 budgets finalised and imported into RM Finance. Gateways received- 25% Feb, 25% March. Reflected in C3205.

Student Centred Funding report received- reviewed by Board, this report outlines the breakdown of funding received from Feb census.

Operational One Line Budget Statement May received and reviewed by Board.

Additional funding received via gateways and bank, allocated to budgets as outlined in table below.

	Details	Amount	Cost Centre
March Gateway	Dental Therapy Clinics	2,821.00	
	Additional COVID cleaning supplies	625.00	D1510-Cleaning
	Grad Teacher materials	1,170.00	D4928-Grad Curr Materials
	Targeted Initiative-School State Funded Chaplaincy Program	22,519	D2650-Chaplain Contract
	Operational Response-Establishment/Foundation Allocation	12,000	D2105-Plant & Equip
April Gateway	Additional COVID Cleaning supplies	625.00	D1510-Cleaning
	Operational Response-additional student PPE supplies, facemask	19,836.00	D2605-First Aid
May EOM	Sporting Schools Grant	3410.00	D5605-Phys Education

Projects

The shed has been erected behind TB2 (between classrooms 22 & 23). There were some delays with construction due to supply shortages. Waiting for the power & lighting to be installed. Thank you to our amazing P&C for funding this.

2 additional demountables have been requested. To be installed alongside Room 32/33. Update is that we will receive one at this time. One demountable requires addition 15 min per day cleaning time. 30 min will cost \$1,834.33 added to SRS New Appointments commencing semester 2, 2022.

Staffing

COVID-19 cleaner 2022-Term 2 Cleaner approved and funded by DoE.

New Teacher (Mitchell Shellam) for year 5 students commenced. Opened a new classroom commencing week 4 T2. Students/classroom will move to new demountable when installed ready for term 3. Currently working out of TB4 wet area. This is a smaller class and will support current enrolment pressure and behaviours.

New Teacher for room 2 Kelsey Leach commenced in week 6 due to C Foulkes resigning at the end of week 3, for a position at South HH PS as she did not feel our school did not align with her.

Cameron- how is the budget spending going and is it within the requirements for this time of year? Monique- Budgets are being spent well, cost centre managers are purchasing, and the school is currently within 96% expenditure. Salaries look like there will be some carryover to next year, Will has floated the idea for a coaching role in 2023, and this will be added into school planning.

			Funding Agreement- to be presented at next Board meeting for noting. Funding Agreement outlines the Principals accountability and responsibility for managing school funding through the SCFM and the one line budget. Funding Agreement reviewed by Finance committee, endorsed and signed by Principal-Will Davis. To be noted and signed by Board Chairperson.	
6.	Board Internal Review	Will Davis	<p>This is a long Document, the Board only complete this survey biannually and a shorter version on the alternate year. It is useful if we want to set a couple of things to work on as goals. Responses and ratings above 4 are good and happy with this result. Comments are interesting and encourage Board to discuss if want to.</p> <p>Board reviewed and discussed survey comments and outcomes as follows;</p> <p>School Board photo-if everyone can make themselves available on the morning of photos, we can do this.</p> <p>Composition of the board-succession plan is in place and has been actioned with this year's positions being filled.</p> <p>We have been actively looking to improve the diversity on Board, however all positions are now currently filled. This has proven to be a challenge. We have been successful with Denika joining to represent Aboriginal member. Hard to get an Asian background community or parent member as previously tried and been unsuccessful. We have a very broad range of cultures in our school. In future would like to have a member as an Asian background.</p> <p>Jacqui added-Office of Multicultural is offering training for culturally and linguistically diverse community members. This training is a guide to pursuing a board position, upskilling community members to be confident and successful. -speak to Jacqui for more information</p> <p>Cameron-is pleased to see that there were a good number of people that put themselves up for election.</p> <p>Jacqui-suggested before next elections to have an information session so people can learn what is required, generate interest. Suggest to have an option to be an observer at a meeting if wish to. Will advised that all parents and community are able to attend to observe. Action that this information to go into a newsletter.</p> <p>Board Chair report to community- suggested that update can be included in the newsletter. Cameron to add a report to next newsletter in week 10.</p> <p>Raising the Board profile and community awareness-Aimee- as with new staff can we do a bio of board member? Will has previously asked for Board member Bio so he can raise profile of members. Only received a few last year.</p>	<p><i>Notice to parents that parents are avail to attend to observe. In newsletter and how to RSVP and info</i></p> <p><i>Chairperson report; Add a feature in newsletter? Dot points for newsletter</i></p> <p><i>Board members to give Will detail bio with picture, to raise profile.</i></p>

		<p>Kerry- can there be a suggestion box, not formal, for ideas, or topics/suggestions to be discussed at the Board or communications. Discussed, Library would be most suitable location. Bring to meetings and discuss in general business. Have a time in meeting. Monique to collect prior to each meeting and bring to next meeting to discuss.</p> <p>Promoting Board- Cameron suggested if it is possible for agenda to be shared prior to meeting</p> <p>Cameron-team building-we have a number of new members. This gives opportunity to build rapport and confidence.</p> <p>Will-Next meeting is a meal meeting. We come prior to have dinner together. Will has some good ideas if we want to team build eg; 20 min activity if interested.</p> <p>As we have new members would it be possible to have some stickers for names so we can learn who each other is. Also now that the staff numbers have increased it is hard to know who staff is and who are parents, - Nathan suggested a 30 second of teacher's profile as we have a very large staff and beneficial for parents to see it. Will- notified that Bree is currently working on a "Staff Spotlight" staff have been asked to fill in an info page and Bree puts the info on the school FB. Has only just started.</p> <p>Suggested to put staff and Board bio/spotlight on website so community can access and read. This will increase Board profile also. Monique to action.</p> <p>Will to Invite leadership team to feature and talk at Board meetings</p> <p>Induction processes- new members were inducted and received a file with info that was developed by Monique as a result of University unit and project to implement a process relating to school Governance. When we started as a board we didn't have a formal induction. We have learnt as we have aged. Training is now accessed online.</p> <p>Meeting time- change was introduced, started tonight with 7pm start.</p>	<p><i>Monique to purchase box and put in library</i></p> <p><i>Will to distribute agenda via FB</i></p> <p><i>revisit team building-add to next agenda</i></p> <p><i>Monique to bring stickers to next meeting</i></p> <p><i>Staff profiles to go onto FB intro staff and spotlight.</i></p> <p><i>Staff bio on website</i></p> <p><i>Board bio to go onto website.</i></p> <p><i>Monique to action</i></p> <p><i>Will to invite and organise</i></p> <p><i>Will to meet with Hayley to complete induction.</i></p>
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7.	Board Communication Processes	Will Davis	<p>Agendas are communicated and items as a whole. At times we need to communicate outside of meetings. If you are responding, please reply all so all can see. In subject line it will say – please respond. This is outlined in the code of conduct.</p> <p>If you receive communication as a Board member, important to go through the chair and then we assess how this is responded and follow a process.</p>	<p><i>Will to distribute Code of Conduct. Any queries to Will or Cameron.</i></p> <p><i>If you have topics please inform Will for agenda.</i></p>
8.	School review Items Attendance T1 PBS T1	Will Davis	<p>Review results were clear that if we were not a new school and not had the growth that they would have returned in 12 months. Student results could have been better. Purpose for Board to clarify or ask questions. School Self-assessment is to be done by using the recommendations as key priorities to work on and context of school. Some recommendations were more significant than others. Qu Nathan- are these comments meaningful to Will. For example the recommendations and using ‘continue to.....’? Will- They can’t not have a recommendation. Doesn’t see that this will impact the school or students greatly.</p> <p>Other schools-Will encouraged Board to read some other school’s review report. It is hard to see the difference in other schools reports compared to those that need to improve significantly. Will also expressed that if he had experienced being part of another school review, this could have helped.</p> <p>Attendance results, Behaviour data</p> <p>PBS in all classrooms. Outdoor rewards in ‘the house’</p> <p>The new procedures for unproductive behaviours are in place and provide greater clarity. Staff continue to adapt and develop specific plans for students who need further support. Overall PBS continues to support the creation of a positive learning environment.</p> <p>The target of 80% of students attending regularly has not been achieved in Term 1. The wave of Covid cases experienced in the last five weeks of Term 1 had a massive effect on attendance levels. At 57.7%, this is the lowest regular attendance rate for a term ever! With nearly 200 staff and students contracting Covid 19, the associated need for isolating as close contacts and parents keeping their children home because they were being cautious or did not want to miss out on travelling for holidays, the effect of this was significant on student attendance levels.</p> <p>There are a number of strategies in place to encourage and support positive attendance. Monitoring of students in attendance categories will continue on a case by case basis and the school will review the incentives and rewards used over the course of the year. We hope to see attendance rates increase in term 2 and beyond. Letters going out with 70% and below, a lot of parents are using COVID as an unreasonable excuse. Qu Kerry- do sickness add to absence not attendance. Will spoke to staff, are there any with reason not to be on attendance plan. Long weekends are a problem with absences. Work with families, Will gave example of a family that queried this attendance plan- a lot of absence due to holidays.</p>	
9.	General Business	Cameron Hall	Meal at next meeting, start at 6pm, dinner supplied. RSVP will be required when invitation sent out for catering purposes.	

10.	Documents Received and Reviewed	<p>Minutes of 22 March meeting Minutes of 22 Feb meeting Public School Review Report School Board Survey Results (Updated) Attendance Data T1 PBS Data T1 2022 Funding Agreement MCS Update Operational School Budget-Student Centred Funding May Operational One Line Budget Statement May</p>				
NEXT MEETING:	24 Oct 2022	MEETING CLOSED:	9.20pm	SIGNED:		
					CHAIRPERSON	DATE