

## School Board Meeting Minutes Oakwood Primary School

<b>DATE:</b>	4 June 2024	<b>CHAIR PERSON:</b>	<i>Nikki Fairhurst</i>
<b>TIME:</b>	7:00 pm	<b>MINUTE SECRETARY:</b>	<i>Monique Tennyenhuis</i>

<b>ATTENDEES:</b>	Will Davis-Oakwood PS Principal, Kerry Butterworth-Parent, Haylee Lewis-Parent, Kate Veljacich-Oakwood PS Teacher, Nikki Fairhurst-Chair person, Jacqui Norris-Parent Rep, , Amy Walsh – Parent, Aimee Turner-Oakwood PS Teacher, Peta Whitfield-Staff,
<b>COMMUNITY ATTENDEES;</b>	
<b>APOLOGIES:</b>	Louise Legerstee – Staff, Nathan Jolly-Parent, Andrew McKerrell – Community, Bashir Ahmaydyar- Community

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	<b>Welcome Apologies Acknowledgment to Country</b>	<b>Nikki Fairhurst</b>	Welcome to our meeting. Apologies- See above Amy and Nikki joined on teams.	
2.	<b>Business arising from previous meeting minutes</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>Will shared extra curriculum items.</li> <li>Will to share leadership organisational structure diagram.- in this meeting Agenda</li> <li>Industrial action for Principals - Will to survey board about availability-over, not required to action</li> <li>Approach a staff member from Down South Therapy. Will to bring this to next meeting. – On agenda</li> <li>Minutes 23 April 2024</li> </ul> Motioned Kerry Second Kate	
3.	<b>Ice Breaker</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>Shaving cream and Cheetos on the head.</li> </ul>	
4.	<b>Principals Report</b>	<b>Will Davis</b>	<ul style="list-style-type: none"> <li>General Update-week 8 of school term. Busy term. Reports are in hand. Winter sports events and P&amp;C disco to come.</li> <li>Student Numbers-numbers are stable. Sitting the same. Started looking at next year’s structure.</li> </ul>	

			<ul style="list-style-type: none"> <li>Staffing Update-conversations around returning staff and fixed term staff. Kendal Del Fuocco has won a permanent DP position at Rosalie PS last week. This is a big loss to the school. A few changes to staff, with some reducing days, new SNEA.</li> <li>Term Planner- Principal Lunch, Tues week 9.</li> <li>Staff presentations- Will suggested at next meeting we have staff present. UFLI foundations suggested, positive impact already.</li> </ul>	<b><i>Will to organise a staff member to present UFLI.</i></b>
5.	<b>Finance Update</b>	<b>Monique Tennyenhuis</b>	<ul style="list-style-type: none"> <li>Funding agreement presented to Board and noted. Board informed this document outlines the responsibility of the Principal for the funds received, outlines the student characteristics and funding amounts received through census, staffing expenditure.</li> <li>Voluntary Contributions are at 50% across the school. This is average for this time of year.</li> <li>Reserves – at the most recent finance committee we allocated funds to the reserves as during the planning of 2024 budget it was a very tight budget, and it was noted to look at this again later when staffing and census had been completed and the schools resourcing was open. We have allocated funds across the reserves as required for future planning for expenditure from school funds. Received funds from NQS-this was specifically requested and approved to be allocated to ECE playground (2 x \$7182.40 = \$14364.80). this is set for a monkey bar type of equipment located in the ECE as previously informed at last Board meeting.</li> <li>Q-upper school outdoor equip; is there a plan for more? No as we are well resourced with what we have, students are happy to play on what we have, we are also well resourced in other outdoor play items that are rotated each term.</li> <li>2024 Historical Summary report presented. This is a look at the past 3 years. Report includes staffing, census, reserves and Student-Centred Funding totals.</li> <li>2024 School Financial Summary Report presented, shows totals and snap shot and One Line Budget information including Minimum Expenditure Requirements, we are within the 96% expenditure.</li> </ul>	<b><i>2024 Funding Agreement noted. Will and Nikki to sign</i></b>
6.	<b>Oakwood PS Leadership Structure</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>Presented to Board as requested. Shows the different departments within the school and how we all fit together. Observations made by Board members- the number of leadership to staff. Where the cleaners, office staff and gardener line manager. The amount of EAs employed at the school. Q-would there be a third DP? Not at this stage as the LSC is a leadership role, we could look at a DP, however may not have the coaching positions due to costs. Q-Is there are lead teacher in each of the year groups? The quality of our staff support the DPs. There is no leader in a year group, all staff work well together. Wouldn't be conducive to what we do if there is a leader.</li> </ul>	
7.	<b>School Review Items</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>Spelling data shows that Spelling Mastery is very useful and shows improvement and growth in each year group. Next year's Yr 6 are our foundation Kindy students, interested in seeing this result.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Induction process feedback this year was good, gave us some insight into how we may adapt the approach. Some adjustments will be made to the order of information delivered to be more relevant. This was actioned on staff feedback.</li> <li>• Changes to IEPs- Principal and teachers Union to vote about the student IEPs. Suggested that students that are on a D will no longer be required. This comes back to workload. Once the EBA comes in we will follow this accordingly. Q- what will teachers provide as evidence when applying for additional support/funding/diagnosis? Anything we are doing as Intervention as we have to have a plan. Q-is there the space for them to all be on SEN planning? Not sure SEN planning is a great option for this, this is more beneficial for those below the curriculum level. Staff will be interested in seeing the guidelines released by DoE. Attendance-better at 80.5%, first time since COVID, this is pleasing. Unauthorised attendance and vacation absences have gone down considerable. Currently have 3 students refusing to come to school-2 of these are staying up late gaming, the other is health issue related. This one will be resolved itself soon hopefully, Will is working with the families.</li> <li>• NAPLAN preliminary results are shared- Yr 3 data is strong. Yr 5 data has improved and very positive. Working due to whole school commitment and work.</li> </ul>	
8.	<b>Communication Policy Consultation</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>• Document has been presented to staff and now Board. Break off into groups. Share observations.</li> <li>• Some changes to be made from feedback, Will to update. Thank you</li> </ul>	<i>Will to update policy</i>
9.	<b>School Board Communication Processes</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>• Reviewed processes. Our current processes work well, these are; All communication is via email, using reply all if required. All agenda and supporting documents go to all members. If voting is required via email reply all. Calendar invites are sent out for meetings with members accepting or declining, this works well. Board are welcome to contact Will if they are informed or presented with information or queries from community, this can be shared with Board through agenda.</li> <li>• Are there any changes or updates required? Current processes are good, no other updates or changes required.</li> </ul>	
10.	<b>General Business</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>• Membership-Welcome Peta to this meeting. Louise has resigned her position. Process was run and Peta selected. Will proposed Petas term is a 3 year tenure. Board voted and approved. Thank you to Louise for her contribution to the Board. Michelle Sumpton has resigned form Board due to baby arrival. Will approached Stacey Hope from Down South as previously discussed, this was accepted, Will asked if we will offer Stacey a position-Board agreed to invite.</li> <li>• At recent P&amp;C meeting, item was raised for potential crossing on Kirkland Way. Many students cross every day. Will organised Mandurah City rep, SDERA rep to view the crossing area. This is a complex place to cross, with many factors. We may not meet criteria with WA Police due to distance from school. Will has done a count and sent application and information to Mandurah City to sign, then it will be sent to WA Police for review and approval. Q-what is the criteria? Not clear and we have been given conflicting information.</li> <li>• Workshop for parents and ceres regarding inappropriate content online, prevention and understanding at Peel Thunder. Free event and presenter. Will to put on FB.</li> </ul>	<i>Will to invite Stacey to join Board.</i>

			<ul style="list-style-type: none"> <li>• Will has requested the school Psych to develop information session for our students about the importance, serious nature and of impact and process when a student says something like they want to die. There is a process that we must follow as a school. Q-What can we do as a Board to support this issue? This could be a long term plan. Further discussion at next meeting.</li> <li>• Please email any information or agenda items to Will, Nikki if want raised please.</li> </ul>		<i>Add to agenda for next meeting</i>
<b>11.</b>	<b>Attachments</b>		<ul style="list-style-type: none"> <li>• Minutes of 23 Apr 2024</li> <li>• Agenda for 4 June 2024 Meeting</li> <li>• 2024 Funding Agreement</li> <li>• 2024 Oakwood Leadership Structure</li> <li>• Communications Policy (Draft)</li> <li>• Historical Summary report 2022 – 2024</li> <li>• Induction processes 2024 and 2025</li> <li>• MCS Update</li> <li>• School Financial Summary</li> <li>• School Review Items</li> <li>• NAPLAN SSSR Data in Years 3 and 5</li> </ul>		
<b>NEXT MEETING:</b>	6 August 2024	<b>MEETING CLOSED:</b>	9.18	<b>SIGNED:</b>	
					<b>CHAIRPERSON</b>
					<b>DATE</b>