

**School Board Meeting Minutes  
Oakwood Primary School**

<b>DATE:</b>	8 August 2023	<b>CHAIR PERSON:</b>	<i>Nikki Fairhurst</i>
<b>TIME:</b>	6.45pm	<b>MINUTE SECRETARY:</b>	<i>Monique Tennyenhuis</i>

<b>ATTENDEES:</b>	Will Davis-Oakwood PS Principal, Nathan Jolly-Parent, Kerry Butterworth-Parent, Haylee Lewis-Parent, Kate Veljacich-Oakwood PS Teacher, Denika Meehan-Community Rep, Michelle Totterdell-Community Member, Nikki Fairhurst-Chair person
<b>COMMUNITY ATTENDEES;</b>	
<b>APOLOGIES:</b>	Andrew McKerrell-Community, Jacqui Norris-Parent Rep, Louise Legerstee-Oakwood PS Teacher Amy Walsh-Parent, Aimee Turner-Oakwood PS Teacher.

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
	<b>Welcome Apologies Acknowledgment to Country</b>	<b>Nikki Fairhurst</b>	<p>Welcome, thank you for joining us for dinner, hosted by the canteen. Welcome to our Board members.</p> <p>Apologies</p> <p>Welcome to new Board member Bashir Amadir- born in Afghanistan, 2008 to Aust. Has a business Look Smart Alterations in the forum. 3 children in our School. When Bashir arrived in Aust he worked with immigration as a translator.</p> <p>Denika - Acknowledgment to Country.</p> <p>Ammon Bennett-Parent,- Resignation received by Will with reason that he does not identify with the school's philosophy around reporting to parents.</p>	
	<b>Business arising from previous meeting minutes</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>• <i>21 March 2023 minutes Nikki signed.</i></li> <li>• <i>27 June 2023 minutes Forwarded by Kerry Butterworth and second by Nathan Jolly Nikki signed</i></li> <li>• Board Membership- New member Bashir Amadir- Board voted and all in favour. Will asked Denika if she is willing to continue on the Board for 3-year tenure- Denika would like to stay on, board voted all in favour for another 3 year tenure.</li> </ul>	<p><b><i>21 March minutes signed</i></b></p> <p><b><i>27 June minutes signed</i></b></p> <p><b><i>New member and Denika voted in favour</i></b></p>

	<p><b>Principals Report</b></p>	<p><b>Will Davis</b></p>	<p>General Update</p> <ul style="list-style-type: none"> <li>• Student Numbers- 907 students at census last Friday. Continue to gradually grow with in-area students, we are not accepting out of area student enrolments, currently PP-Yr 4 are full. 2024 predict similar student numbers with approval to receive an additional demountable for start of 2024, located behind ECE near room 36. Considering 5 classes for yr 5 in 2024 due to enrolment numbers and 6 Classes in Yr1.</li> <li>• Staffing update – 2 students left at the end of last term and went to Ed support schools, so we lost funding equal to a full time EA, this is normal practice. This was a significant amount to lose at one amount and didn't expect one of the students to leave. We will manage this. Staffing is underway for next year. We will be backfilling multiple positions due to mat leave or other approved leave.</li> <li>• Term Planner – T3 Principal lunch 12 Sept, Open night 13 Sept, and sport carnivals. Cross country was last Friday, our school dominated and won by 80 points, very happy with the result as it is the first year, we have won overall. Friday was a busy day with Principal day where Will was made to feel very appreciated and special, we received NAPLAN results and had the P&amp;C disco after hours.</li> <li>• 2024 Projected Enrolments – need to be submitted to DoE in the schools resourcing system by Friday 11 August. This is constantly updated in the SRS so not set in concrete.</li> <li>• School Review Items – Board received 3 items. Behaviour, attendance and Brightpath writing. PBS is still strong, Falcon PS visited last week to view how we run PBS. We received great feedback from this. Attendance has not come back up since COVID, we have clear processes for building attendance. We encourage and work with families. We currently have 10 at risk students. Brightpath -term 2, we have met the mean in Yr 1-6. We have never met the recount mean for PP. Yr 6 cohort are not highest performing group, however they have good results and evident that there is positive effect looping with the teacher.</li> <li>• NAPLAN data- the ratings have changed this year. All the mean scores in Yr 3 were sitting in the strong band. Our Yr 5 cohort wasn't as strong, however they did perform well comparatively. Our scores this year had 3 green lights, which is a significantly high result for what we expected. We will be celebrating these achievements with our staff. We were above like schools in reading and Numeracy. Writing was average; however, scores were higher than like schools, but not the Aust mean. Spelling and Grammar and Punctuation above like schools. Our Business Plan goals were to match like schools, starting to now see the results, these are key to our school review. We will celebrate these results with the staff. We will continue to support our students with our programs. Including CMS, participation in learning, daily reviews, whole class reading (in yr 3), comprehension in Yr 3-6. Observations in 3-6. Synthetic phonics, letters and sounds, (we will implement UFLI in 2024, resources available, teachers don't have to plan, some funds will be required for resources and PL for staff. More information to come). Nathan questioned the pronunciation of letters and Americanism of this and the new program. Will doesn't see this as an issue, they are being taught in our school by English lang teachers, different teachers as per their own speaking. Hasn't presented any issue at this time with other programs and learning for students.</li> </ul>	
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	<p><b>Finance Update</b></p>	<p><b>Monique Tennyenhuis</b></p>	<p>MCS update presented;</p> <ul style="list-style-type: none"> <li>• Vol Cont update- statements were sent out to parents in week 2. This will be the last time for the year that we send them out as agreed by Finance Committee. The collection rate is currently at 51% which is in line with this time 2022. As per history, we have higher rate of collection in K and PP.</li> <li>• Finance Committee approvals-at the most recent meeting there were a number of approvals; <ul style="list-style-type: none"> <li>○ Donation of \$2800 received from Gilberts –Kayla LSC requested to purchase more Social and Emotional program resources and kits. We Thinkers, Komochi and games</li> <li>○ Gateway funds and Grants <ul style="list-style-type: none"> <li>▪ \$10,000 establishment grant received in April Gateway – Finance Committee disused and approved funds to be allocated to kiss and drop shelter. Balance of invoice to be requested from P&amp;C (approx. \$7,000). If this is not approved by P&amp;C, we will use the funds in D1684 which were previously received as Establishment funds.</li> </ul> </li> <li>○ We have received \$41,122 in June Gateway – Commonwealth Government has provided public schools with a one-off funding to respond to the impact of Covid 19 on student mental health and wellbeing. Acquittal to be completed and funds spent before 31 March 2024. The school decides on the best use of funding. Finance Committee discussion and approved expenditure for 2024 excursion/incursion. Funds can be used for extra psychologist time, counsellors, camps, excursions sporting and social activities that improve student wellbeing, evidence-based student wellbeing, student engagement and mental health initiatives. The FC discussed how this can best be used. Suggested and approved that the funds will be budgeted into 2024 excursions and incursions. This will be allocated equally to each enrolled student in 2024. Staff will be informed next year the value of this. Staff will book an excursion or incursion using these funds. Depending on the booking will depend on if this covers the whole amount or heavily subsidise the excursion/incursion. Parents will be informed at the time of sending information and permissions home.</li> <li>○ Linda Starbuck has been successful in receiving a \$25,000 grant as part of the Schools Upgrade Fund – quotes have been received for a shade sail cover over yarning circle and one over the art room outside area. Project to be completed by 31 December 2023. Additional funds of approx. \$4000 required. Finance committee approved funds from minor works budget D1684.</li> <li>○ Funding Agreement-present ,signed by the Principal and Board Chair person and noted</li> </ul> </li> <li>• Funding Agreement- The Funding Agreement outlines the accountability of the Principal in relation to the management of funding through the student-centred funding model and the operational one-line budget. Funding is calculated from Feb Census data. This document will also be presented to the Board for noting and signing by Principal and Chairperson.</li> <li>• The Scope photocopiers has finished lease. Finance Committee have discussed and reviewed quotes to purchase a new copier, Kyocera TA5054ci, \$7,290.00 exc GST. This will be paid from reserves account as planned.</li> <li>• School Financial Summary report presented and viewed. This new report shows One Line Budget, Minimum Expenditure Requirement information. We currently have green for 96% required expenditure for the year.</li> </ul>	<p><b><i>Funding agreement signed by Principal and Chairperson.</i></b></p>
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	<b>School Board Membership</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>You may be aware that we had a resignation from Ammon- Resignation received by Will with reason that he does not identify with the school's philosophy around reporting to parents.</li> <li>Will proposed that we don't replace this position as there are only 2 meetings until at the end of this year, and to instead advertise for 2 members to commence at the of next year each for 3-year terms. Members all in favour</li> <li>Welcome Bashir- all community members filled</li> <li>Denika staying on the Board as earlier voted for 3 years. Tenure will be until 2026.</li> </ul>	<i>Proposed 2 new members commence in 2024-Board approved</i>
	<b>Board Internal Review</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>In 2022 the Board completed the short version of the survey, this year we will complete the full version as Board previously discussed and approved. The rating you give is important, please make comments as you feel need, honestly and with integrity. If rating lower, please add comments so we can discuss, understand and improve. Previously we have recognised that this leads to positive changes. The survey will be sent out and it will be open till end of term. Board will analyse in term 4. Please give it your attention.</li> <li>Nathan suggested it may not be advantageous to be addressed at the T4 public meeting due to those visiting. Members agreed, discussed and all agreed to look at first meeting in term 1 if there are public at the term 4 meeting, otherwise we will review then.</li> </ul>	<i>Will to send out, open till end of term.</i>  <i>Agenda item</i>
	<b>Board Promotion of School</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>Does anyone have any ideas moving forward and thoughts for promo of the board?</li> <li>Nikki suggested we do a QR code on a pamphlet with Board info. Then link to the website/Board page, Members agreed this would be a good idea and promotion.</li> <li>Monique suggested to have a Board members table at the open night, This will give parents an opportunity to speak with, parents can meet and greet, and become familiar with our Board members. Members will not be expected to spend the whole evening at the table, but a small amount of time would be appreciated. Suggested P&amp;C can have a table, next to the Board.</li> </ul>	<i>Monique to provide Nikki info for QR</i>  <i>Agenda for next meeting-timetable</i>
	<b>School Board Communication</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>Nikki asked if the communication currently used still work for all, is there anything people would like to see or improvement, eg; Onedrive to contain documents to access. Board discussed and agreed to set up OneDrive. This will be a private, Nikki and Will to create. One Drive will contain all info in the same place so Board can access. Nikki will send access invite once set up. Please email Nikki if you have issues. Will and Monique will upload docs commencing from current meeting.</li> </ul>	<i>Nikki to create Onedrive, email access to Board members.</i>  <i>Will and Monique to upload meeting info.</i>
	<b>Principal Role</b>	<b>Will Davis</b>	<ul style="list-style-type: none"> <li>Will discussed the Roles and Responsibilities doc. Some duties take more time than others but at the end of the day all the duties in the school come back to the Principal.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Will discussed the variety of his role over the past 2 weeks, by looking at his Calander, diary and notes. Will relies on other staff.</li> <li>• Will outlined his days and what they look like. No 2 days are the same and not all conversations are easy.</li> <li>• Will informed about the Karnup network, aligning with our local schools, this has further developed the DP and MCS network.</li> <li>• Will is involved in the meetings with parents, this is required as a support to parents, staff and students with a Principal lens.</li> </ul>			
	<b>General Business</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>• Concern raised about bike safety, is this a Board issue? Students are riding with no helmets, crossing at the busy intersection lights on the main road. There are a number of the older students. Will watches once a week and students wear their helmets, its tricky as they can remove down the street. We need to keep having conversations about this with the students. Will may need to send a reminder to families. Today a student riding a bike was hit on the bac wheel and fell off. Will has contacted parents.</li> <li>• Students are riding fast on walk pathways, becoming busy and dangerous. This has been communicated to parents and students are coming too early. It is a concern that they are coming so early. Encourage to not send before 8.30 or riding around carpark. Send a photo and info to Will if experiencing negative behaviour and he will deal with it.</li> <li>• At the next meeting we are considering delivering the online modules/board training as it is required, Will understands that many don't have the time to do this. We will set up the access to this.</li> </ul>	<p><b><i>Remind students of bike safety and wearing helmets.</i></b></p> <p><b><i>Monique to set up access for this.</i></b></p>		
	<b>Documents Received and Reviewed</b>		<ul style="list-style-type: none"> <li>• Minutes of 21 March 2023 Meeting</li> <li>• Minutes of 27 June 2023 Meeting</li> <li>• Agenda 8 August</li> <li>• School Review Items</li> <li>• NAPLAN Year 3 Results</li> <li>• Leadership Team Roles and Responsibilities</li> <li>• Board Internal Review Survey</li> <li>• MCS update</li> </ul>			
<b>NEXT MEETING:</b>	5 Sept 2023	<b>MEETING CLOSED:</b>	8.50 pm	<b>SIGNED:</b>		
					<b>CHAIRPERSON</b>	<b>DATE</b>