

School Board Meeting Minutes Oakwood Primary School

DATE:	20 February 2024	CHAIR PERSON:	<i>Nikki Fairhurst</i>
TIME:	6.45 pm	MINUTE SECRETARY:	<i>Monique Tennyenhuis</i>

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

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome Apologies Acknowledgment to Country	Nikki Fairhurst	<p>Welcome to our first meeting for 2024. Thank you to the canteen for supplying dinner for our Board members as a social gathering.</p> <p>Apologies-Nathan Jolly, Michelle Totterdell, Aimee Turner and Denika Meehan.</p> <p>Acknowledgment to Country-Will due to Denika's absence</p>	
2.	Business arising from previous meeting minutes	Nikki Fairhurst	<ul style="list-style-type: none"> 2023 Chair report and profiles are on school Website. Minutes 24 October 2023 <p>Motioned Andrew Second Kerry Signed by Chair Nikki Fairhurst</p>	
3.	Principals Report	Will Davis	<ul style="list-style-type: none"> General Update Great start to the year, despite classroom in library. Assured the demountable building will be ready by 11 March, ready for NAPLAN to move the classroom out of the library so the space can be used for NAPLAN. Student Numbers-943 students at the moment. Still some room in classrooms if required. At the start of 2024 we had a kindy waitlist with 4 in area. Will planned to run off site kindy and include MBPS and LLPS waitlist numbers. Will finding it hard to get the other schools to come on board with this plan. Will suggested to run a kindy class at NMPS with OPS staff. Unfortunate this has not come about so Will has 	

			<p>approached our current Kindy teachers to ask if they will accept the additional children taking the classes over numbers. Classes will then be allocated additional EA time to support. Will waiting for decision.</p> <ul style="list-style-type: none"> • Staffing Update- new staff settled in well. Induction over weeks is continuing. • Term Planner-number of events including Fish day if board are available to attend, please let Will know. Carnivals later in term, NAPLAN and finish with yr 5 camp. • School Review Update- later in meeting. First draft of annual report done. Board will have the draft at the next meeting. • Parking- the shops over the road have expressed to Will that they will start clamping wheels as there is not enough parking for their customers. House on the corner also complained about parents parking on grass and verge continually breaking sprinklers, they will have rangers out. Parking will always be an issue as we have huge numbers. We will continue to encourage students to ride and walk. We have Kiss and Drop available with the new shade installed at the start of term. 	
4.	Finance Update	Monique Tennyenhuis	<ul style="list-style-type: none"> • Joint Statement Of Intent – Commitment to WA Public School Funding. The Australian and Western Australian State Governments signed a joint Statement of Intent committing to increasing funding for all Western Australia public schools from 95 per cent of the Schooling Resource Standard (SRS) to 100 per cent from 2026. The State Government commits to increase its funding for public schools to 77.5 per cent of the SRS, up from 75 per cent under the current National School Reform Agreement. In addition, the Australian Government has also made a commitment to increase its annual funding share to Western Australia’s public schooling system by 2.5 per cent of the SRS, to 22.5 per cent. • 2024 Preliminary salaries and cash budget noted. • 2024 Voluntary Contributions and Personal Items List-Discussed the Vol Cont collection rate via PIL. 2023 vs 2024. Better rate than when we used COS. 343 PIL were purchased using Officeworks compared to 275 orders with COS in 2023. Officeworks collected \$17150 and paid to school for Vol Contributions. Statements will be sent out to parents in the coming weeks to request Vol Cont payments. • Schools resourcing System is locked until end of March. Reports will be presented at next meeting. 	2024 Preliminary Cash and Salaries Budget noted by Board
5.	Board Membership and elections	Nikki Fairhurst	<ul style="list-style-type: none"> • 2 x vacant parent position and Jacqui position will end this year. Jacqui has expressed that she will stand again for the position. If more there are more than 2 people nominate we will need an election. Will to send out expression of interest to community this week. 	<i>Will sending out EOI to community for membership</i>
6.	Statement of expectation and Business Plan	Will Davis	<ul style="list-style-type: none"> • Statement of expectations document- Board received a copy, this document sets out what Dept and Principals will comply with. Underpins expectations of Principal and continue to meet the expectations of Dept. • Will is booked in to have his principal review in June. • Business Plan- Board has been part of our BP and formulation, this is the final year of our BP. Will asked for feedback, discuss or if Board can identify if there are any items we are not meeting. If we have a review of the BP in T1 and then any key findings if any, otherwise we will start on new BP toward the end of this year. In 2026 we will start to see the student numbers reducing as kindy numbers are less than outgoing numbers. The Business is about outcomes not student numbers. We made successful learners a priority across the school, had a positive impact on teacher workload and whole school programs help with the collaboration and support. 	

7.	School Review Items	Will Davis	<ul style="list-style-type: none"> Attendance data-not at pre covid numbers still, however we at 65.7%, would like to get to the 70% this year. Most absences are in term holidays still. We will continue to do the incentives. Yr 3 was the biggest at risk, no impact that we are aware of. Parents can request to remove them from the NAPLAN testing if they choose, sometimes it is about the impact on the student rather than the outcome for parents. 80-90% is at risk according to DoE. Aiming for 80% of student's attendance. Parent survey- tracking well in all areas. Overall good outcomes and scores. A few things to improve on and plans in place to address this. If staff, choose to work late then this is not something Will is going to monitor. We have plenty of after school sport for students by outside providers. Could we inform parents of who uses the school facilities, where, when and contact. Overall positive. School based assessments, mental maths good progress, incorporated daily reviews in math and contributed to the growth. Brightpath math mean score have equalled or gone up considerably. We will continue to see this growth. L&S continue to use and implemented UFLI. We will use DIBELS assessment tool to give progress and work on information. Spelling-didn't make level we hoped, room for improvement. Brightpath writing – good progress, expected or above. PAT reading first time in 2023, against Aus mean slightly below, like to see the gap less. Reasonable outcomes overall. We will be using in yr 1 & 2 this year. Student survey- yr 5 & 6 students completed. qu 7 never scores above 3.9. a few disappointments, this is a student voice. Aware of comments and rating and take these on board. Overall kids are generally happy. 	<i>Who is using the school out of hours.</i>
8.	School Board Survey analysis	Nikki Fairhurst	<ul style="list-style-type: none"> Board member broke off into smaller groups to discuss parts of the survey and come up with some actions. Focus on areas at lower end. Discuss any items. Summary of items discussed and outcomes is attached below 	<i>Outcomes to be shared with Board</i>
9.	General Business	Nikki Fairhurst	<ul style="list-style-type: none"> No business 	

NEXT MEETING:		MEETING CLOSED:	8.59	SIGNED:		
					CHAIRPERSON	DATE

Oakwood Primary School Board Internal Review Strategies

Section	Item	Strategy	Status
Roles and Responsibilities	12 The council/board monitors the satisfaction of parents, students, and teachers.	1. Will to report staff survey to the board.	1. Ongoing
	13 An annual report on council/board activities is prepared and distributed publicly.	1. No action, in place - the Chairperson and Principal publishes towards the end of Term 4.	1. Ongoing
Council/Board Meetings	11. Some members dominate discussions and this discourages participation.	1. The Chairperson and Principal to organise frequent small group discussions with group members reporting back to promote voice. 2. Group wait times when questions are posed.	1. Ongoing 2. Ongoing
	12. The agenda for meetings is dominated by 'routine' motions.	1. The chairperson and Principal to organise Ice-breakers to be implemented every second meeting. 2. No action, in place - Inductions and expectations for widespread knowledge about what routine aspects are required within each meeting.	1. To Be Commenced 2. Ongoing
Composition of the Council/Board	9. The council/board has developed a succession plan to identify the skills needed from members.	1. The Board will identify areas of demographic need. 2. The Board will develop a statement of how/why community members are approached. 3. The Board will develop a risk management plan: maintaining wisdom, skills and characteristics.	1. Ongoing 2. To Be Commenced 3. To Be Commenced
The Council/Board Chair	7. The chair reports back to the school community after meetings.	1. The Chairperson to publish an article for each newsletter. 2. The Chairperson is to communicate through the Term 1 newsletter article that the Board Profiles have been updated. 3. The Chairperson to communicate through the annual report.	1. Ongoing 2. Completed 3. Ongoing
Culture and Ethics	3. Members understand the code of conduct and adherence is reviewed regularly.	1. Hybrid meetings to promote attendance.	1. To Be Commenced 2. Ongoing

		2. Monitoring of attendance as per guidelines.	
Strategic Focus	6. Meetings have time set aside for focused strategy development.	1. The Chairperson and Principal to organise frequent small group discussions with group members reporting back to promote voice.	1. Ongoing
Responsibility and Collective Accountability	4. The council/board takes external advice when necessary.	1. No action to be taken, unless a definition of external advice is required by the board - it is agreed that this is in place.	1. Ongoing