

**School Board Meeting Minutes  
Oakwood Primary School**

<b>DATE:</b>	24 October 2023	<b>CHAIR PERSON:</b>	<i>Nikki Fairhurst</i>
<b>TIME:</b>	7.01 pm	<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, Michelle Totterdell-Community Member, Nikki Fairhurst-Chair person, Andrew McKerrell-Community, Jacqui Norris-Parent Rep, Amy Walsh-Parent, Aimee Turner-Oakwood PS Teacher.
<b>COMMUNITY ATTENDEES;</b>	PP parent; P&C member Ashleigh Frame
<b>APOLOGIES:</b>	Louise Legerstee-Oakwood PS Teacher

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	<b>Welcome Apologies Acknowledgment to Country</b>	<b>Nikki Fairhurst Will Acknowledgement</b>	Welcome to our annual Open Meeting, welcome to Ashleigh Frame who is a PP parent and P&C member. Apologies-Louise Legerstee. Absent members; Denika Meehan-Community Rep, Bashir Amadir-Community Rep, Will delivered the Acknowledgment to country in the absence of Denika.	
2.	<b>Business arising from previous meeting minutes</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>• <i>8 October 2023 minutes</i></li> <li>• <i>Vacancy due to Ammon, discussed and decided to wait until 2024 as this will hopefully encourage more to apply being start of year and new parents.</i></li> <li>• <i>Board survey- received and still open if you would like to complete.</i></li> <li>• <i>One Drive is in progress and ongoing, to be worked on further by Nikki and Will.</i></li> <li>• <i>Encouraging bike safety and helmets-ongoing</i></li> </ul> <i>Minutes motioned by Nathan Jolly. Second by Kerry Butterworth Nikki signed.</i>	<b>Chair signed minutes 8 Aug 2023.</b>

**3. Principals Report**

**Will Davis**

- Student Numbers- 2024 enrolment numbers projected at 925 as of today. Kindy is closed at 80 enrolments. Noticed patterns; families moving in area with family members and in laws and enrolling. Also, enrolling in area (renting), then moving out of area at end of lease, with new families in those houses enrolling. Parents not. Only aware of 1 PP moving to Madora Bay PS for start of 2024 at the moment, parents are staying at OPS ever though MBPS is intake area. We are currently in a good position financially, in 2025 we will start to see reducing numbers of students as more will go out in year 6 than come in for Kindy and other year groups. We will start capping the kindy numbers each year as we cant house them. We have another classroom coming in over xmas break that will be located behind PP, near room 36.
- Staffing Update-almost fully staffed for 2024, still have one teacher position to fill. EA's are placed, not as much student funding received for SNEA's next year so a number of SNEA's will not be reemployed after contracts finish. Diagnosis is currently taking longer as the wait times are long, children waiting and needs not met as they are not funded. Health dept does the assessments, families can access privately however waits are still long and expensive. The system is hard to navigate. It is a concern. Our strategies are to support these children where possible, including placing them in a classroom with a SNEA for another student while waiting for diagnosis and funding to commence. There are at least 15 students on interim funding waiting for diagnosis. Office staff numbers have increased as the numbers of students and workload has increased, this will continue next year as it has helped and has great impact.  
  
DoE have recently announced and will implement from 2024 that from 8 December each year no staff member can accept offers at another school to start in the new year, they can only move at the end of term 1 unless both Principals agree. This will support the current staffing issues, helps with making decisions for students and time to find a suitable replacement. Foundation and valued staff member/teacher Sue Spiers is moving to a school closer to the city. We acknowledge the impact Sue has had in our school.
- Term Planner-We have a very busy end to our year with events including EOY concert, Yr 6 camp, swimming lessons, a number of excursions, Graduation and excursion, Kindy grad, Principal lunch. Great to have Board representatives, please come if possible. Please let Will know if you are free to attend any of the special events including the graduation.
- 2024 Projected Enrolments- 6 classes in each yr 1,2 & 3. 4 in yr 4, there is a 5/6 split and 3 x yr 5. We are still knocking back out of area enrolments.
- School review Items-Attendance rates; new doc called Focus 2024-aim to return attendance to pre covid. We still beat the state average. Our Aboriginal students have great attendance as below.

**Oakwood PS Aboriginal Attendance rates**

Year	ATSI Rate	ATSI State	All Students	State
2019	90.1%	79.8%	93.2%	N/A
2020	87.5%	N/A	94.4%	91.90%
2021	89.5%	77.0%	92.7%	91.00%
2022	86.4%	69.9%	88.8%	86.60%

***Please inform Will if able to attend events***

			<table border="1"> <tr> <td>2023 S1</td> <td>88.7%</td> <td></td> <td>90.9%</td> <td></td> </tr> <tr> <td>2023 S2</td> <td>90.7%</td> <td></td> <td>89.3%</td> <td></td> </tr> </table> <ul style="list-style-type: none"> <li>• Cultural framework- we looked at and rated ourselves against the framework and be responsive. This is a doc of where we are and where we are going. The Dandjoo committee has developed from cultural committee. The committee is comprised of teachers, AIEO, EAs and leadership member. This doc is positive and will work for all students. Updated as we progress through our journey.</li> <li>• Trust matrix-given to all staff each year to rate the LT as a whole in different areas, it may be last time we use it as we have a large staff and it is outdated. We have located an alternative survey focussing on the culture within the school. Looking at the mean score results are consistent from previous years. We will continue with the coaching. Encouraging results, Congrats to LT to continue with results with the massive increase in numbers.</li> <li>• NAPLAN results- this year results are colour coded but not yet avail online to show Board or grades as a percentage. Looking at results we are surprised and excited with the result this year as it is higher than what we expected from the students. As we have a new grading system this year, we are unable to see/compare the progress of students that sat in Yr 3 and again this year in Yr 5.</li> </ul>	2023 S1	88.7%		90.9%		2023 S2	90.7%		89.3%		
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4.	<b>Finance Update</b>	<b>Monique Tennyenhuis</b>	<ul style="list-style-type: none"> <li>• Currently working on 2024 proposed budgets for staffing and cash budget. More information to be presented to Board at the next meeting after FC have approved.</li> <li>• This week we have received an additional \$12,000 for establishment funds, this is due to an increase and review of census numbers. TBA when discussed by FC in week 7.</li> </ul>											
5.	<b>Board Chair's Report</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>• Well written chair report and analysis of the year presented by Nikki. Nikki spoke of the achievements, successes and changes discussed and seen over the year, the report will be added to the website.</li> <li>• Nikki to write a Board Chair report for newsletter.</li> </ul>	<i>Chair report on the website.</i>										
6.	<b>Approve Contributions and Charges and PIL 2024</b>	<b>Nikki Fairhurst</b>	<ul style="list-style-type: none"> <li>• 2024 Voluntary Contributions and Charges schedule and Personal Items Lists (booklist) presented to Board. Finance committee have approved both at last meeting. Vol Cont will stay at \$50 per child. Office Works have been selected to provide PIL for 2024 and will collect Vol Cont on behalf of school to pay in Feb 2024. Board approved and noted. Motion by Kerry Butterworth second Aimee Turner.</li> </ul>	<i>Board approved and noted 2024 Vol Cont &amp; Charges schedule and PIL.</i>										
7.	<b>School Development days 2024</b>		<ul style="list-style-type: none"> <li>• We will be using the new whole school approach to phonics for UFLI, staff will attend on 25 Jan 2024, as trade-off for the end of the year (Fri 13 Dec 24). K-2 will complete UFLI foundation, 3-6 whole class lessons and how we can make it consistent over the years. We will still use Heggerty in P/1. Some staff are currently trialling UFLI in classes.</li> <li>• 28 &amp; 29 Jan 2024 SDD-mandated days. One of the days is for classroom time (work related matters). We also have 13 staff attending TeachWell over the 2 days. Tues afternoon classrooms open 2 – 2.55pm where students .</li> <li>• Other SDD for 2024 are first day of Terms 2, 3 &amp; 4. 15 April, 15 July and 7 October.</li> </ul>											

8.	<b>School Board Profiles for website</b>		<ul style="list-style-type: none"> <li>Update profiles- members were allocate time now to complete this now. Members asked to write to introduce themselves. Please email to Monique for publishing on website. With photo.</li> </ul>	<i>Board members to complete profiles and email to Monique</i>
9.	<b>General Business</b>		<ul style="list-style-type: none"> <li>School survey- Qu: is there option to have multiple year groups. An; results are generated by National survey. We have in previous years had good feedback and comments eg: shade over EC playground. Reminder in a couple of weeks. Paper copies are avail if required. Kerry suggested she can put it on FB, P&amp;C post on their FB page.</li> <li>Nathan-apologies for not attending the info table on open night, as the weather was very poor and undercover area and library was at capacity, the Board info table was not attended. Monique also apologised for not setting up the table for Board as had a broken foot and not at work that week. Whilst open night was a success it wasn't missed.</li> <li>Jacqui-Term calendar has worked very well, events are spread well. 28 Nov volunteers morning tea-8.45am to say thanks to the contribution to our school, please come if you can make it.</li> <li>Will and Nikki - thank you to our Board members for your contribution, dedication and commitment this year for our last meeting for 2023. See you next year.</li> </ul>	

<b>NEXT MEETING:</b>		<b>MEETING CLOSED:</b>	8.34pm	<b>SIGNED:</b>		
					<b>CHAIRPERSON</b>	<b>DATE</b>