

School Board Meeting Minutes Oakwood Primary School

DATE:	25 Feb 2025	CHAIR PERSON:	<i>Nikki Fairhurst</i>
TIME:	7:00 pm	MINUTE SECRETARY:	<i>Monique Tennyenhuis</i>

ATTENDEES:	Will Davis-Oakwood PS Principal, Kerry Butterworth-Parent, Haylee Lewis-Parent, Kate Veljacich-Oakwood PS Teacher, Jacqui Norris-Parent Rep, Amy Walsh – Parent, Aimee Turner-Oakwood PS Teacher, Bashir Ahmaydyar- Community, Stacey Hope-Community, Denika Meehan- Community, Peta Whitfield-Staff
COMMUNITY ATTENDEES;	
APOLOGIES:	

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome Apologies Acknowledgment to Country	Nikki Fairhurst Denika Meehan	Welcome to our first board meeting for 2025. Thank you for everyone for being here. Apologies- See above. Acknowledgement to Country	
2.	Business arising from previous meeting minutes	Nikki Fairhurst	<ul style="list-style-type: none"> Minutes 29 October 2024 <ul style="list-style-type: none"> Will hasn't had a chance to send out the 10 elements, he will send out tomorrow. Results ready for next meeting. Short version. <p>Motioned, Haylee Second, Kerry</p>	<i>minutes signed by Chair</i>
3.	Principals Report	Will Davis	<ul style="list-style-type: none"> General Update- A valued staff member lost her husband in Jan to drowning while on family holidays. This has had a huge impact on our school community. School staff have been very supportive. <p>It has been a great start to the year for staff and students, been a calm purposeful start. We have had over 53 new students start as well as 107 kindy students.</p> <p>Luke George visited today, viewed classrooms during walkaround, Will was interviewed for a podcast. Luke presented at our SDD on Friday 31 Jan. Very worthwhile and staff enjoyed immensely, lots of good feedback.</p>	

			<ul style="list-style-type: none"> • Student Numbers- 974 at census last week. At 1000 the drinks are on Will, however Will is confident we will start to reduce next year although slightly bigger than last year. Our biggest cohort of year 6 with 140 are leaving this year. Only 1 class is over numbers by 1 student, due to an out of area appeal, DoE upheld the appeal. All other class numbers are tight • Staffing Update- 6 new staff commenced this year. Settled in well. Varied experience. Bec Curwood will be going to work as a grad coach for 9 months. Advertising position. 2 new staff in the office. Beth Foster is filling DP position on a Monday for this year. • Term Planner- NAPALN in week 7, staff wellness week, Principals lunch. Board meeting week 8, Yr 5 camp, ANZAC, Fish Day, summer carnival. Please attend any of these if you are available. SDD T2-big day out, 14 schools gathering for PL for the network. • School Review update- Malisha Sands called to say the Karnup network has been recognised and doing great things. Will was asked for one of the network Principals to come and speak with the big wigs as Oakwood is in the focus and there is recognition of this. Will expressed that he doesn't want to participate in this. Oakwood PS has recently been invited to be an intern school to be one of the schools at The Centre of Excellence to learn to become a centre of excellence school. This would create a lot of work for our staff and admin. Will respectfully declined for this reason. 																																																																																											
4.	Finance Update	Monique Tennyenhuis	<ul style="list-style-type: none"> • Voluntary Contributions update and comparison. 2025 data at 24 Feb <table border="1" data-bbox="766 721 1933 924"> <thead> <tr> <th></th> <th colspan="2">Student numbers and total payable</th> <th colspan="2">2025 Office Works PIL - 338</th> <th colspan="2">2025 Direct to School - 596</th> <th colspan="2">Total paid to date – 397.6</th> </tr> </thead> <tbody> <tr> <td>Kindy</td> <td>107</td> <td>\$5350</td> <td>\$2400</td> <td>44%</td> <td>\$450</td> <td>8%</td> <td>\$2850</td> <td>53%</td> </tr> <tr> <td>Pre Primary</td> <td>101</td> <td>\$5050</td> <td>\$1650</td> <td>32%</td> <td>\$350</td> <td>6%</td> <td>\$2000</td> <td>39%</td> </tr> <tr> <td>Primary (1-6)</td> <td>770</td> <td>\$38,500</td> <td>\$12,850</td> <td>33%</td> <td>\$2180</td> <td>5%</td> <td>\$15,030</td> <td>39%</td> </tr> <tr> <td></td> <td>977</td> <td>\$48,900</td> <td>\$16,900</td> <td>34%</td> <td>\$2980</td> <td>6%</td> <td>\$19,880</td> <td>40%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • 2024 data at 19 Feb <table border="1" data-bbox="766 991 1933 1193"> <thead> <tr> <th></th> <th colspan="2">Student numbers and total payable</th> <th colspan="2">2024 Office Works PIL – 343 students</th> <th colspan="2">2024 Direct to School - 74</th> <th colspan="2">Total paid to date - 417</th> </tr> </thead> <tbody> <tr> <td>Kindy</td> <td>85</td> <td>\$4250</td> <td>\$1700</td> <td>40%</td> <td>\$450</td> <td>10%</td> <td>\$2150</td> <td>48%</td> </tr> <tr> <td>Pre Primary</td> <td>103</td> <td>\$5150</td> <td>\$2150</td> <td>41%</td> <td>\$150</td> <td>2%</td> <td>\$2300</td> <td>48%</td> </tr> <tr> <td>Primary (1-6)</td> <td>759</td> <td>\$37,950</td> <td>\$13,300</td> <td>35%</td> <td>\$3,100</td> <td>8%</td> <td>\$16,400</td> <td>45%</td> </tr> <tr> <td></td> <td>947</td> <td>\$47,350</td> <td>\$17,150</td> <td>36%</td> <td>\$3,700</td> <td>7%</td> <td>\$20,850</td> <td>46%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • 2025 Cash and Salaries Budget presented, approved by FC 25 November 2024, Preliminary Salaries and Cash Plan presented and noted. Schools resourcing System is locked until end of March, first gateway 25% received in the bank this week. • Census update- Census on Friday 21 Feb 2025. 974 students, 1 not funded as fee-paying visa. • Senior Playground Update- Quotes received last week for 'King Kong' playground and Softfall. Total cost \$85,000. Currently have \$75,000 budgeted. Rhys Williams has committed to donate \$35,000 if Labor wins 		Student numbers and total payable		2025 Office Works PIL - 338		2025 Direct to School - 596		Total paid to date – 397.6		Kindy	107	\$5350	\$2400	44%	\$450	8%	\$2850	53%	Pre Primary	101	\$5050	\$1650	32%	\$350	6%	\$2000	39%	Primary (1-6)	770	\$38,500	\$12,850	33%	\$2180	5%	\$15,030	39%		977	\$48,900	\$16,900	34%	\$2980	6%	\$19,880	40%		Student numbers and total payable		2024 Office Works PIL – 343 students		2024 Direct to School - 74		Total paid to date - 417		Kindy	85	\$4250	\$1700	40%	\$450	10%	\$2150	48%	Pre Primary	103	\$5150	\$2150	41%	\$150	2%	\$2300	48%	Primary (1-6)	759	\$37,950	\$13,300	35%	\$3,100	8%	\$16,400	45%		947	\$47,350	\$17,150	36%	\$3,700	7%	\$20,850	46%	<p><i>Asked board members to send feedback regarding Officeworks and the service.</i></p> <p><i>2025 Cash and Salaries budget noted.</i></p>
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			<p>election. We will wait until after election to commence build. Proposed shades for future development. Possible P&C wish list item for later in the year. (no quotes requested to date).</p> <ul style="list-style-type: none"> Schools resourcing System is locked until end of March. 	
5.	Board Membership and Elections	Nikki Fairhurst	<ul style="list-style-type: none"> There are a number of tenures coming up for election. Early resignations; Nathan Jolly, Michael Welshman End of tenure; Haylee Lewis and Kerry Butterworth, Andrew Mc Kerrell, Nikki Fairhurst, Kate Veljacich, Aimee Turner, Peta Whitfield Denika is no longer eligible to be a community rep as she is now a staff member. Will to send out EOI for board nominations. Wont stagger tenures as this hasn't been helpful due to people resigning. Did anyone have people that they would like to ask to join the Board. Kerry suggested Lisa Kelly-local business owner, involvement in the school through library volunteering, strong community connections and presence. Will informed that he has been approached by Shannon Wright-Greenfields Principal and Ahmed Zalani North ward councillor. Will discussed options. Who do we want to have on the Board and what can they bring to the school and board to enhance and support the school board. What can they bring to the school, support the business plan? Give guidance, ask questions, what can we do beyond. Put this on the next meeting agenda. Do we want to fill any, none or one. Can we wait for the parent election? Can we improve on the application form? Noted; members voted; All but one member voted in favour to fill one community member now and wait to fill second later. Board voted on the three people presented, board voted in favour of Inviting Shannon Wright to the Board as a member. Parent, community and Staff votes to be held and invited to next meeting. 	<p><i>Will to send EIO to join Board to staff, community.</i></p> <p><i>Will to invite Shannon Wright to join Board.</i></p> <p><i>Agenda item at next meeting.</i></p>
6.	Statement of Expectation and Business Plan	Will Davis	<ul style="list-style-type: none"> SOE set by DG in 2022, no new one to be signed, stays as current. Business Plan-school review was meant to be this month and pushed to next year, as review outcomes are reflected and set in the business plan we will wait until then to develop the new Business Plan. Will contacted Gumption to adjust the year date on the current Business Plan. 	
7.	School Review Items	Will Davis	<ul style="list-style-type: none"> 2024 Attendance 74.4%, 80% not achieved and never been achieved. Vacations are the biggest disadvantage. How do we change this? Discussed. We do a draw at the end of term. Will to bring the data for like schools and in area to compare attendance rates. Will understands the human context. Peta informed there is a lot of extra work and catch up for those away. These are not the same families each year. Reports-This data is very pleasing and very similar to last year's data. It clearly shows that although the school has further increased in size in the last year that the Attitude, Behaviour and Effort indicators have maintained above 90%. The overall percentage is up on last year and well above our target. Arts, Spanish and Physical Education Effort Grades; With 98% of students demonstrating this level of effort in these subjects, it is clear to see that specialist programs are ensuring that we are meeting the goal of enabling successful learners. PBS and behaviour- Overall PBS continues to support the creation of a positive learning environment. A total of 285,710 positives given. School Based Assessments December 2024-Whole school assessments have been completed throughout the year including On Entry, Cracking the Code, Mental Maths, DIBELS, Brightpath Writing, Brightpath 	<p><i>Will to bring the data for like schools and in area to compare attendance rates to next meeting.</i></p> <p><i>Will to present Aboriginal attendance data at next meeting.</i></p>

			<p>Maths, Reading assessments, NAPLAN, Best Performance assessments, Spelling Mastery Placement Test and our Oakwood PS Spelling Test.</p> <ul style="list-style-type: none"> • The Brightpath Maths Test used this year changed to the General Test so that we could get an assessment that mirrors other standardised tests such as NAPLAN. This is the first year a General Maths Test has been available in Brightpath. • Our data for Spelling Mastery also demonstrates progress and improvements. This year, we trialled having the Year 2s complete Spelling Mastery due to their positive achievement in synthetic phonics. Based on teacher feedback, the Year 2s who completed Spelling Mastery Book B, were taken off it in Term 2 and completed UFLI instead. 83% of Year 2 students increased their Spelling Mastery level when completing the placement test at the end of 2024. We also had 80% of Year 3 to 6 students that increased their Spelling Mastery level in 2024. It is important to note; next year we will have 26 Year 2 students, and 1 Year 1 student who will be moving onto Spelling Mastery Book C. This is an increase of 3 students from this time last year. The introduction of UFLI has supported this improvement. • Brightpath Writing Progress and Analysis 2024- Most Year groups have a mean score at or above the expected standard in most genres. Year 2 Persuasive progress was lower than expected, but the achievement was over 20 points above the expected mean so not a major worry. • DIBELS 2024: This year we introduced DIBELS for all students in Pre-primary to Year 6. DIBELS is a set of sub tests that measure the acquisition of literacy skills. At the End of Year test, our Pre-primary, Year 2 and Year 5 met the expected standard. Year 1, Year 4 and Year 6 almost met the expected standard. Next year we will have comparison data. • PAT Reading Years 1 – 6- This was the first year we have completed PAT-R testing in years 1 and 2, so there is no progress data for years 1 – 3. Each year group in years 4 – 6 has demonstrated higher than expected progress in 2024. It is pleasing to see that the approaches in reading are enabling students to progress well overall. This is positive and we will continue to monitor year on year progress in this way. • Cracking the Code: We continued to make good progress in our Cracking the Code assessments in 2024. With daily Heggerty lessons, we have observed that the students are picking up on concepts with a deeper understanding. Our target was for the students to achieve 80% in the Syllable and Onset-rime aspects. 62% (60 students) of our students achieved 80% for Syllable, 68% (66 students) of our students achieved 80% for Onset-rime. It is important to note that, the current Kindy cohort, had lower results at the beginning of the year. 2024 • On Entry 2024: This year we have met the median for both Public School and Like Schools for Writing and Reading. However, we didn't meet the median for Reading. With the introduction of Whole Class Reading in Kindy this year, we are hoping to meet the Reading median in 2025. • Swimming Lesson-from advice from regional was to consider the impact of a drowning of a student. Hayley disagrees greatly against swimming lessons due to her professional opinion and experience. 	
8.	General Business	Nikki Fairhurst	<ul style="list-style-type: none"> • Denika- went to world languages café on Friday, so much positive feedback about our students that attended, engage and respectful students. A lot of our parents and students attended (in uniform) • Paint Manjagoordup Red-Jaqui informed, through Mandurah ECE. Bree is involved. Currently in the community. • Mandurah homeless action plan launched-new strategy, lots of agencies that exist, Jaqui will share the link. 	<p><i>Suggest to have info in the newsletter and possibly website.</i></p>

			<ul style="list-style-type: none"> • Denika’s new role is now developing and contacts. Breakfast club starting week 5. Making a lot of new contacts. Happy to receive donations for families and pass on. Make a section in the newsletter and website. • Down South Therapy have been invited to present and hold breakout groups at the network SDD term 2 Big Day Out. In previous years a lot of school Principals were not wanting to have therapists in schools but realise now that it is beneficial. • Jaqui-Grow it local- community gardens available and opportunity to go to events. • Nikki request that if any members have community info and events to be included in the Board report. Or Will informed to send this to the office to put on our FB page. 	
9.	Attachments		<ul style="list-style-type: none"> • Minutes of 29 October 2024 meeting • Agenda for 25 February 2025 Meeting • Statement of Expectation • Business Plan 2022 – 2025 • School Review Items – Attendance Data 2024, School Based Assessments, Reporting to Parents data, PBS Data. • MCS Update • Playground quotes x 2 • Preliminary Cash and Salaries Plan reports 	

NEXT MEETING:	25 March 2025	MEETING CLOSED:	8.55pm	SIGNED:		
					CHAIRPERSON	DATE