

School Board Meeting Minutes Oakwood Primary School

DATE:	25 March 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, Aimee Turner-Oakwood PS Teacher, Stacey Hope-Community, Danika Meehan-Community, Peta Whitfield-Staff, Shannon Wright-Community Member, Shibu Shandhu-Parent Rep, Brad Heggs-Parent Rep
COMMUNITY ATTENDEES;	
APOLOGIES:	Haylee Lewis-Parent, Jacqui Norris-Parent Rep, Amy Walsh – Parent, Bashir Ahmaydyar- Community, Nikki Fairhurst- Community Rep.

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome Apologies Acknowledgment to Country	Nikki Fairhurst Denika Meehan	<p>Welcome to our board meeting and our new members, Shibu and Brad. Re-elected Hayley and Kerry, Aimee, Peta and elected as staff Denika.</p> <p>Shibu-originally from UK. 23/24 years in mental health. Currently work in disabilities NDIS. Aust 11 years.</p> <p>Brad-Currently chair at Secret Harbour PS with yr 6. Just move to Mandurah and Kindy in Oakwood. Work in fraud and intelligence.</p> <p>Shannon Wright- City Councillor, and School Principal. Work with DoE and Centre of excellence.</p> <p>Thank you to everyone for being here. Welcome to everyone tonight.</p> <p>Apologies- See above.</p> <p>Acknowledgement to Country</p>	
2.	Business arising from previous meeting minutes		<ul style="list-style-type: none"> • Minutes 25 February 2025 <ul style="list-style-type: none"> - Expression of interest-Will - Community Board position-discussed on Agenda - 10 Elements survey-discussed on agenda <p>Motioned, Peta Second, Aimee</p>	<i>Previous minutes signed by Chair</i>

3.	Principals Report	Will Davis	<ul style="list-style-type: none"> • General Update- have completed NAPLAN. Got all students through the testing. Confident data will show good progress. Our decile went up in 2024 and still had good results. FISH day is tomorrow, community event. (Kindy celebrated today) specific activities for the students to complete. • Student Numbers- 980 current numbers. Will is aware some parents don't give the correct address. Last week received and application for enrolment with a stat dec of an address in area. Parent also enrolled to Lakelands PS. Will received proof and followed process and cancelled the enrolment. This family went to Lakelands PS. • Staffing Update- R Curwood will be starting to work at statewide services with Grad teachers, she will be commencing 9mth contract next term. This week interviewed teachers to appoint a teacher. SNEA pool will be completed soon. 3 pregnancies and • Term Planner- Fish day tomorrow, Yr 5 camp week 9, Principal lunch week 10, ANZAC Thurs 10th. 																										
4.	Finance Update	Monique Tennynehuis	<ul style="list-style-type: none"> • Voluntary Contributions update and comparison. <table border="1" data-bbox="768 536 1447 727"> <thead> <tr> <th></th> <th colspan="2">Student numbers and total payable</th> <th colspan="2">Total paid to date</th> </tr> </thead> <tbody> <tr> <td>Kindy</td> <td>107</td> <td>\$5350</td> <td>\$3000</td> <td>56%</td> </tr> <tr> <td>Pre Primary</td> <td>101</td> <td>\$5050</td> <td>\$2050</td> <td>40%</td> </tr> <tr> <td>Primary (1-6)</td> <td>772</td> <td>\$38,600</td> <td>\$16,050</td> <td>41%</td> </tr> <tr> <td></td> <td>980</td> <td>\$49,000</td> <td>\$21,100</td> <td>43%</td> </tr> </tbody> </table> • Schools resourcing System is locked until 1 April so unable to provide reports. No changes to the preliminary Salaries or Cash Plan as received at previous meeting. • Playground update- we have submitted a request to the P&C for some funding for the shade over the extension. I can't obtain quotes for this until the playground is complete. As previously mentioned, we would receive \$35,000 from the recent election. Will has been informed that he will need to apply for this through a grant when this becomes available to do so. At the moment works are on hold. 		Student numbers and total payable		Total paid to date		Kindy	107	\$5350	\$3000	56%	Pre Primary	101	\$5050	\$2050	40%	Primary (1-6)	772	\$38,600	\$16,050	41%		980	\$49,000	\$21,100	43%	
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5.	Community Board Position	Will Davis	<ul style="list-style-type: none"> • 1 position vacant, we had 2 potential applicants. We had 5 submissions for our 4 community positions. Received an application from Megha Jensen, Will would like to call a vote to have her join. Megha works in the. Members voted in favour of Megha. Vs Ahmed. Will to invite to next meeting. 																										
6.	10 Elements of Board Effectiveness Survey Feedback	Will Davis	<ul style="list-style-type: none"> • Will sent out. This is a very short survey. The alternate survey is very long. • The 10 areas- a couple of area results are medium, possibly new members will add to this. • Suggest a survey that will combine questions of both so that we can conduct one each year, with a 5 point scale and room for comment. • Strongest results we have had. 																										
7.	NQS Verification Process and Report	Peta Whitfield and Aimee Turner	<ul style="list-style-type: none"> • In WA it is a guideline for best practice in Education K-2. Presented a short video to summarise NQS in WA. At OPS we use this across the school, not just K-2. We had a verification last year. There are QR codes around the school where staff can scan and upload videos, photos and info relating to the areas, as well as questions and queries. 																										

			<p>Enables other staff to reflect, see what staff are doing. This has been a good source of evidence for the verification. All schools must submit their audit but not compulsory to request a review. OPS will request every 3 years to align with the school review.</p> <p>You received the report from review. Our results were very good. DOE approached 4 staff from our school and we have Linda as a Lead verifier.</p> <p>Brefly discussed the recommendations and how OPS is working towards this and implemented.</p> <p>EC is the foundation to education, and we take this seriously. We now have other schools wanting to come and view.</p> <p>Discussion around the table about the report and acknowledge the hard work and outcome.</p> <p>Thank you to Peta and Aimee for presenting this valuable and informative.</p> <p>Do they ask questions- reviewers ask kids, staff and while teaching a class. If they needed clarification they would ask at the time. Overall, a positive experience.</p>	
8.	School Review Items	Will Davis	<p>Student and parent survey-</p> <ul style="list-style-type: none"> • Survey was sent out at the start of this year. This info is a key part of the annual report. There was student questions highlighted and in the business plan. • All of the target questions were achieved at 4 or above except Q6 'I can talk to teachers about concerns' (3.9) and Q10 Taking student opinions seriously (but this did go up by 0.33 this year). Overall, the survey results are positive. We will continue to focus on fairness and consistency being visible and ensuring student voice is included regularly in our school. Q3 'fairness' improved in 2024, back up to 4.0. When analysing the written responses, the majority of comments were positive about the school's ethos, environment and the caring nature of the staff. 34 of the written responses said the school has lots of caring people, 19 others said friends were a strength, 16 said they have good teachers. Sport, liking school, their learning, having fun and playgrounds were all answers that had 10 responses. • 180 parents completed, most to date and stronger results. <p>The strongest areas are liking school (Q4), can talk to teachers about concerns (Q6), teachers are good teachers (Q19), feeling safe (Q5), caring, good teachers (Q19 and Q20), leadership (Q16) and I would recommend the school (Q18). The context of the school has changed dramatically in the last four years having nearly doubled in size and there is evidence that despite the increase in numbers that the school has continued to implement approaches and practice that leads to parents feeling positive about the school, staff and quality of education. This shows the school has continued to build and maintain the positive school culture that it aspires to.</p> <ul style="list-style-type: none"> • Denika offered to post info about bullying through the SWO role for parents. • Can this also be involved in PBS? • Are there home readers that are about bullying? Social media and different levels throughout years. This would be a question for Bree as she • Resources available to staff from library. • Will suggests Lit Pro would have some available. 	
9.	General Business		<ul style="list-style-type: none"> • Will- Impact report 2024, from and case study about the network with particular reference and data from OPS. from the principal network, 14 schools were mentioned in the teach well impact. This has reached central office. This will be shared with parents and community. 	

			<ul style="list-style-type: none"> We have schools visit our school. Aspiri PS visited yesterday to view EC and safety bay next week to view Maths. 			
10.	Attachments		<ul style="list-style-type: none"> Minutes of 25 February 2025 meeting Agenda for 25 March 2025 meeting School Review Items – Parent carer Survey feedback 2024, Student Survey feedback 2024, 10 elements of board effectiveness results. NQS Verification Report MCS Update 			
NEXT MEETING:		MEETING CLOSED:	8.42	SIGNED:		
					CHAIRPERSON	DATE