

WOODLANDS PRIMARY SCHOOL
Board Meeting Minutes



Meeting:	2022 Meeting #2
Time and date:	6:00 pm; Tuesday 15th March 2022
Location:	Via WebEx

Attendees	Position	Present
Annabel Pizzata	Board Chair	Yes
Daile Cross	Deputy Board Chair	Apologies
Reuchlin Teo	Community Representative	Yes
Laura O'Hara	Principal	Yes
Marisa Phoebe	School Representative/Secretary	Yes
Alexandra Collins	School Representative	Yes
Michelle Edwards	Parent Representative	Yes
Helen Mc Shane	Parent Representative	Yes
Sarah McCormick	Ex-Officio	Yes

No.	Subject	Notes	
1.	Welcome & Apologies	Acknowledgement of Country I respectfully acknowledge the Whadjuk Noongar people as the traditional owners and custodians of this land on which I work and live and pay my respects to the Elders, past, present and emerging. Apologies	5 mins
2.	Minutes of prior meeting	Previous minutes - Omitted: Changes at school level need to be communicated more clearly (Helen)	5 mins
3.	General Business	<ul style="list-style-type: none"> • COVID update <ul style="list-style-type: none"> - 6 cases positive in our school, one teacher and 5 students. - Minor and low impact. - Smooth process today when a class was notified as close contacts. - School follows the Health Department Guidelines. - Question from Michelle regarding relief: Shortage of relief teachers, possibility of collapsing classes – no specialist classes, teachers paid back DOTT later or admin take classes. - Positive feedback: Involving students in health processes i.e. spraying hands - Annabel: Student Wellbeing query – how is student wellbeing with mask wearing? Not a heavy-handed approach with students. No concerns reported from parents or staff. 	20 mins



4.	Principal's Report	<p>Laura O'Hara – See attached</p> <ul style="list-style-type: none"> - Collaborative Meetings are continuing to assist with curriculum changes. - Staff Meetings are structured being mindful of the COVID pandemic and union directives to members not to participate. <p><u>Shirt Designs</u></p> <ul style="list-style-type: none"> - Interschool sport shirt designs and ripper skipper shirt designs presented. - Interschool team will be wearing design with number on bottom for students to loan when competing in interschool competitions. - Feedback on school shirts for students are they are falling apart – direct parents back to uniform shop so something can be done about it. - Discussion around consultation for shirt for interschool. <p><i>Action: Shirts approved for printing.</i></p> <p><u>ICT</u></p> <ul style="list-style-type: none"> - Installed and on budget. - Teachers enjoying seamless ecosystem of one platform <p><i>Action: Teachers to share their new screen in their parent communications.</i></p> <p><i>Action: Laura to communicate Board's acknowledgement and appreciation of P&C's excellent work in supporting the school-wide upgrade of ICT equipment and ecosystem</i></p> <p><u>Business Plan 2023-2025</u></p> <ul style="list-style-type: none"> - Board reviewed School Improvement and Accountability Framework to clarify their role in developing a school strategic plan (Business Plan) - Plans need to focus on student achievement, both academic and non-academic - Board discussed the consultation process and interest in in-depth involvement - The school's vision is due for review <p><i>Action: Laura and Annabel to meet and commence planning.</i></p>	40 mins
5.	'Open' Actions arising from	<ul style="list-style-type: none"> • Re: Traffic congestion, parking and Kiss n Drop Clicker count at Bentwood and Teakwood Streets. 	4 mins



	previous meetings	<p>Following this an application will be sent to the City of Stirling and Main Roads for assessment.</p> <ul style="list-style-type: none"> - COVID impacts on true numbers of traffic - Change in school finish time made a great difference to traffic around the school - DoE Kiss and Drop Plans most likely have been deferred <p><i>Action: Defer clicker count until COVID has subsided and traffic flow and community activity returns to normal.</i></p>	
6.		<p><u>School Website</u></p> <p>As part of a review of current communicate processes and platforms, the school website will be redesigned. The school is currently in the process of selecting a website designer.</p> <p><u>Discussion of School Communications</u></p> <ul style="list-style-type: none"> - Board minutes and messages from the Board Chair will be published on the school website. - Messages from the Board Chair can also be distributed through Compass notifications - School newsletter is not missed by Board members. More contemporary means of communication are more effective, ie notifications <p><i>Action: Daile to prepare a Compass notification to share with the community to introduce the new members of the board. Board photo to be taken?</i></p> <p><u>School Closure for Parent Meetings</u></p> <ul style="list-style-type: none"> - Cancelled due to COVID. Students attend as normal. <p><i>Action: Notification to be sent to parents on Compass</i></p> <p><u>Professional Readings</u></p> <ul style="list-style-type: none"> - Laura will share some professional readings on elements of effective schools <p><u>BYO iPad Review</u></p> <ul style="list-style-type: none"> - Survey feedback to be presented in T2 - Laptop program in year 6 to continue 	15 mins
7.	Close Next meeting: Tuesday 10th May 2022		1 mins