

# WOODLANDS PRIMARY SCHOOL

## Board Meeting Minutes



<b>Meeting:</b>	2024 Meeting #3
<b>Time and date:</b>	6:00 pm Tuesday 13 August 2024
<b>Location:</b>	School Conference Room

Attendees	Position	Present
Michelle Edwards	Board Chair - Parent Representative	Y
Laura O'Hara	Principal	Y
Marisa Phoebe	School Representative	Y
Samantha Harvie	School Representative	Y
Helen Mc Shane	Parent Representative	Apologies
Minesh Hirani	Parent Representative	Absent
Steve Floyd	Parent Representative	Apologies
Stef Kirk	Secretary	Y
TBA	Community Representative	
TBA	Community Representative	

No.	Subject	Notes	
1.	<b>Welcome &amp; Apologies</b>	Acknowledgement of Country – Michelle Edwards, Board Chair 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.	6:00pm
2.	<b>Conflicts of Interest</b>	Nil	
3.	<b>Previous Minutes</b>	<ul style="list-style-type: none"> <li>Accept Previous Minutes – Marisa Phoebe &amp; agreed by all present.</li> <li>Sign Previous Minutes - Signed</li> </ul>	



	<p><b>Actions Arising</b></p>	<ul style="list-style-type: none"> <li>• <b>ACTIONS:</b> <ul style="list-style-type: none"> <li>○ Community Rep –                             <ul style="list-style-type: none"> <li>▪ Minesh - Charlie C was the chair when the school celebrated its 50<sup>th</sup> anniversary. He lives locally. Minesh to discuss with Charlie to gauge a level of interest. <b>Pending</b></li> </ul> </li> <li>○ Children’s Crossing –                             <ul style="list-style-type: none"> <li>▪ Helen to email WA Police to find out if Woodlands Primary School can advertise the crossing attendant role. <b>Pending</b></li> <li>▪ Laura to inform the Board when she is meeting with the DoE representative. One Board member could attend to hear what he says. <b>Complete</b>. Informal site visit from DoE. No formal meeting planned.</li> </ul> </li> <li>○ Board Member Screening and Training –                             <ul style="list-style-type: none"> <li>▪ Laura to check which board members have a current screening number after they have sent the details above. <b>Pending</b> - All Board members need to send Laura their full name and date of birth ASAP to confirm the mandated Nationally Coordinated Criminal History Screening Check is current.</li> </ul> </li> <li>○ Business Plan Priorities –                             <ul style="list-style-type: none"> <li>▪ Board members to mark each subsection of the three ESAT domains with ‘meeting’ or ‘working towards’ and email it to Laura before the end of term. <b>Pending</b> - Received from Steve Floyd and Michelle Edwards. Could other Board members please provide their reflection on the School Business Plan to Laura by Friday 30 August?</li> </ul> </li> </ul> </li> </ul>
4.	<p><b>Board Chair</b></p>	
5.	<p><b>Principal’s Report</b></p>	<p><b>Principal’s Report</b></p> <ul style="list-style-type: none"> <li>• Copy of budget provided. The budget is in surplus and school expenditure is on track.</li> <li>• 2025 budget preparations have begun.</li> </ul> <p><b>Children’s Crossing</b></p>



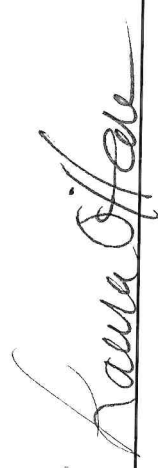
<ul style="list-style-type: none"> <li>• City of Stirling is managing the Teakwood/Bentwood crossing. See Principal's report for the email response from the City of Stirling.</li> <li>• The Bentwood and Sadoc crossing is being managed by the Department of Education (DoE).</li> <li>• DoE project officer looked at the car park site on 30 May 2024. The school was told there are many schools in the same position or worse. This project is on the Department's list, and they will prioritise projects for funding. There is no expected start date for the project.</li> <li>• Laura spoke with City of Stirling Councilor, Elizabeth Re, after the Week 4 assembly. She is aware of the school's plans and needs.</li> <li>• The staff car park gate was activated on Monday 13 August. It was installed to improve student safety. Many parents were parking in the staff car park and children were walking through the car park and between cars. Reminders have been sent to parents on Compass to encourage students to walk along the paths for safe entry to the school grounds.</li> <li>• Question: Is the installation of the carpark gate, using school funds, a part of the bigger picture of the staff carpark upgrade and children's crossings installations? Answer: The carpark gate installation is part of the operational planning and funding at the school and was installed as a preemptive measure for student safety. The children's crossings are part of a bigger strategic plan and is not funded by the school. At this stage, there is no connection between the two projects, although there may be in the future.</li> <li>• Question: Is there anything within Board Members' capacity to support the projects? Answer: Parents can speak about their personal opinions about the needs at their children's school. P&amp;C and Board members do not speak on behalf of or as a representative of the school to external agencies; they speak as a parent.</li> </ul>	<p><b>60<sup>th</sup> Anniversary</b></p> <ul style="list-style-type: none"> <li>• Alumni event went well. Around 120 previous staff, parents and students attended.</li> <li>• Thank you to Nicky Zissiadis, Jenny Russell, Maria Neumann and Heather Whitehead who set up the school archives for display in the library. Thank you to Marisa Phoebe and Stef Kirk for advertising the event and planning the catering. There has been a lot of positive feedback about the event. The next event is the P&amp;C 60<sup>th</sup> anniversary event on November 2<sup>nd</sup>.</li> </ul>
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	<p><b>After School Care EOI for 2025 contract</b></p> <ul style="list-style-type: none"> <li>• Submissions for EOIs are closing on Friday 16 August. The panel will assess each application and select the best fit for the school.</li> </ul> <p><b>Projected 2025 student numbers</b></p> <ul style="list-style-type: none"> <li>• The school has 378 projected enrolments for 2025.</li> </ul> <p><b>Public School Review</b></p> <ul style="list-style-type: none"> <li>• The school's Public School Review is scheduled for Term 1 2025.</li> </ul> <p><b>NAPLAN</b></p> <p>Students' individual reports have been sent home. Whole school achievement scores have not been released yet. These will appear on Schools Online when they are provided by the Department of Education.</p>	
6.	<b>Other Business</b>	
7.	<p><b>Close</b></p> <p>Next meeting: Tuesday 5 November 2024 6:00pm</p>	6:41pm

  
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**Board Chair**

  
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**Principal**