

WOODLANDS PRIMARY SCHOOL  
Board Meeting Minutes



<b>Meeting:</b>	2024 Meeting #2
<b>Time and date:</b>	6:00pm Tuesday 14 May 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	Y
Minesh Hirani	Parent Representative	Y
Steve Floyd	Parent Representative	Y
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.	6:04pm
2.	<b>Conflicts of Interest</b>	No conflicts of interest were raised.	
3.	<b>Previous Minutes</b>	<ul style="list-style-type: none"> <li>Accept Previous Minutes – all members</li> <li>Sign Previous Minutes – Michelle signed</li> <li>Board Chair to sign Funding Agreement (copy provided each to Michelle and Steve)</li> </ul> <b>ACTION:</b> Board Chair to note and sign the Funding Agreement by the end of Term 2 (28 June) and return to the Principal.	



	<p><b>Actions Arising</b></p> <p><b>ACTION:</b> Minutes to be sent out earlier (shortly after the meeting). <b>Complete:</b> Term 1 minutes were sent to Board members on 5 March, 6 days after the Board meeting. Minutes were resent on 13 May with the Term 2 Agenda.</p> <p><b>ACTIONS FROM PREVIOUS MEETING:</b></p> <ul style="list-style-type: none"> <li>• Laura to send out description of board chair. People to nominate before the end of week 8. If there is more than one nomination Laura will circulate the nominees. <b>Complete. Michelle Edwards nominated and accepted the position.</b></li> <li>• Community Rep –             <ul style="list-style-type: none"> <li>▪ Charlie C was the chair when the school celebrated its 50<sup>th</sup> anniversary. He lives locally. Minesh to discuss with Charlie to gage a level of interest.</li> <li>▪ Marisa to try contacting the Stirling City Council to see if their Aboriginal liaison officer is available. <b>Complete:</b> Marisa has followed up with the Aboriginal Engagement Officer at City of Stirling (Shana) and is still waiting for a response.</li> <li>▪ Michelle followed up with zero to hero. Nobody has responded to the information sent through.</li> </ul> </li> <li>○ Children’s Crossing             <ul style="list-style-type: none"> <li>▪ Helen to draft a Compass notice about the crossings as well as an individual email to those who volunteered. <b>Completed</b></li> </ul> </li> </ul>
4.	<p><b>Board Chair</b></p>
5.	<p><b>Principal’s Report</b></p> <p><u>Staffing Changes</u></p> <ul style="list-style-type: none"> <li>▪ Claire Keenan – replaced by Cindy Brown</li> <li>▪ David Todd – replaced by Dixee Poh for music and Gemma Roberts for Pre-Primary</li> <li>▪ Natalie Howard – to be confirmed once process is finalised</li> <li>▪ Stef Kirk-Burnnand (LSL) – Sam Harvie</li> <li>▪ Sam Harvie (acting Deputy) – replaced by Cindy Brown and Julie Ricciardone</li> </ul> <p><u>Financial Update</u></p> <ul style="list-style-type: none"> <li>▪ Looking to spend 96% of funds each year</li> </ul>



	<ul style="list-style-type: none"> <li>▪ We are in the green, the budget is in surplus</li> <li>▪ Budget is for staffing and operational expenses</li> <li>▪ Each month the principal needs to certify the budget and spending</li> </ul> <p><u>Sounds-Write Program</u></p> <ul style="list-style-type: none"> <li>▪ Several staff are trained in Sounds-Write.</li> <li>▪ Sounds-Write is run in in years 1 and 2 classrooms.</li> <li>▪ Starting in term 2, we have commenced 2 before school intervention programs.</li> <li>▪ Parent engagement was essential for the program. Parents have been supportive, sending students daily and completing the at homework.</li> <li>▪ At the end of this year, we will test students ready for intervention groups next year.</li> <li>▪ Ali Collins gets additional DOTT time for planning and assessment.</li> </ul> <p><u>Educated by Nature</u></p> <ul style="list-style-type: none"> <li>▪ Overview of the programs was outlined the Compass newsfeed item.</li> <li>▪ Kindy – Year 3 have had their 5 sessions, next week the program will commence for years 4-6 as well as the second Kindy class.</li> <li>▪ Feedback has been positive from staff and students</li> <li>▪ Have noticed year 3 students playing with nature during breaks</li> <li>▪ The free parent workshop was held last week, there was a low attendance rate, however it was very interesting. They explored the importance of safe risk taking.</li> <li>▪ They used an example of potato peelers to show the risk versus the skills gained.</li> <li>▪ The talked about the importance of kids having unstructured time alone.</li> </ul> <p><u>Children's Crossings</u></p> <ul style="list-style-type: none"> <li>▪ Teakwood and Bentwood crossing is likely to come in halfway through the budget year for the design. Construction will be after they get the budget, possibly in 2025.</li> <li>▪ The more complex crossing is being handled by DoE. The representative will come out to site to inspect. They have been unable to give a timeline.</li> <li>▪ The fact that the application was approved does not guarantee that it will be done.</li> <li>▪ The next step is for Laura to meet with the DoE representative.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Car park design will need to happen first The previous concept drawings were based on moving the Kiss and Drop. There will need to be new concept drawings.</li> <li>▪ WA Police have said it is approved.</li> <li>▪ There is often no attending on crossing at Rosewood.</li> <li>▪ <b>ACTION:</b> Helen to email WA Police to find out if Woodlands Primary School can advertise the crossing attendant role.</li> <li>▪ Elizabeth Re and Stephanie Proud and local members.</li> <li>▪ The school needs to keep the ball rolling with this as the community wants the crossings to go ahead.</li> <li>▪ <b>ACTION:</b> Laura to inform the Board when she is meeting with the DoE representative. One Board member could attend to hear what he says.</li> <li>▪ Cars are getting stuck in the sand when parking along the verge near Lombardy Street.</li> <li>▪ Helen suggested a round table discussion with the stakeholders. What are the barriers and what can we do?</li> <li>▪ Helen - DoE has authority to approve works (they don't need to go to the City of Stirling)</li> </ul> <p><u>Board member screening and training</u></p> <ul style="list-style-type: none"> <li>▪ Laura needs the details of each board member (name and date of birth)</li> <li>▪ <b>ACTION:</b> Laura to check which board members have a current screening number after they have sent the details above</li> <li>▪ Marisa confirmed screening is valid for 3 years.</li> </ul> <p><u>60<sup>th</sup> Anniversary Woodlands Primary School Events</u></p> <ul style="list-style-type: none"> <li>▪ Friday 7 June – Drone photo on the school oval</li> <li>▪ Saturday 27 July 10:00am – 2:00pm Alumni event</li> <li>▪ Saturday 2 November 2-5pm – P&amp;C Community Celebration on school oval</li> </ul> <p><u>School policies</u> are being updated e.g., PBS Handbook, behaviour, communications in line with updated DoE policies</p>
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<p>6. <b>Review of School Business Plan Priorities</b></p>	<p>The board reviewed 3 domains of the School Business plan (Leadership, Relationships and Learning Environments).</p> <p><b>ACTION:</b> Board members to mark each subsection of the three domains with 'meeting' or 'working towards' and email it to Laura before the end of term.</p> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Distributed Leadership (changed structure. Now have POLT leaders. In 2023 6 teachers were trained as POLT leaders, DOTT timetable has been created so all POLT have common DOTT).</li> <li>• Whole school staff worked on defining culture and expectations at the school.</li> <li>• There are several aspirant leaders.</li> <li>• 2 teachers achieved Level 3 Classroom Teacher status.</li> <li>• Student leadership – giving students a voice, year 5 program to prepare them for year 6 leadership, now all year 6 students go to the leadership conference, meetings fortnightly with Stef Kirk and Jeremy Wood Rotarian</li> </ul> <p><b>Learning Environment</b></p> <ul style="list-style-type: none"> <li>• Educated by Nature, new bench seating (P&amp;C funded)</li> <li>• PBS has been in place for a very long time at WPS. Last year they completed a major review of the policy and program.</li> <li>• Sustainability – paper recycling, Containers for Change, Assembly items, garden</li> </ul> <p><b>Relationships and Partnerships</b></p> <ul style="list-style-type: none"> <li>• National School Opinion Survey every two years (the site is now shut down)</li> <li>• Celebrated Harmony Day this year</li> <li>• Lynette asks scientist and parents to come in to speak (beekeeper, artists,</li> <li>• Artist (Olive Chang) will be completing a mural with year 6 students on the wall at the side of the oval</li> <li>• Gemma has asked the community to volunteer time to create displays for the library</li> <li>• Photographers doing workshops with year 4 students</li> <li>• Aboriginal elder Roma Winmar attending NAIDOC events.</li> <li>• PEAC, coding clubs, IMSS, Connections to CSHS</li> </ul>
<p>7. <b>Other Business</b></p>	<p>Broad discussion of high school transition. Challenges to students include:</p>

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		<ul style="list-style-type: none"> <li>▪ How to plan a project</li> <li>▪ Use of ICT instead of handwritten notes</li> <li>▪ Organisational skills</li> <li>▪ Completing homework on time</li> <li>▪ Managing time</li> </ul>	
8.	<p><b>Close</b> Next meeting: Tuesday 13 August 2024 6:00pm</p>		7:59pm

Laura O'Hara      Laura O'Hara      13.8.24  
Michelle Edwards      M Edwards      13/8/24