

WOODLANDS PRIMARY SCHOOL
Board Meeting Minutes



Meeting:	2024 Meeting #1
Time and date:	6:00 pm Tuesday 27 February 2024
Location:	School Conference Room

Attendees	Position	Present
Helen Mc Shane	Board Chair - Parent Representative	Y
Laura O'Hara	Principal	Y
Marisa Phoebe	School Representative	Y
Samantha Harvie	School Representative	Y
Michelle Edwards	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.	Welcome & Apologies	Acknowledgement of Country – Laura O'Hara, Principal 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.	Introductions	Laura welcomed Steve to the Board as a Parent Representative who has been appointed to a 3 Year term. The Board introduced themselves. Michelle <ul style="list-style-type: none"> • Works at Perth Modern. In charge of years 7-9, Wellbeing area • I have 3 boys (3-, 8- and 10-year-olds) Helen	

WOODLANDS PRIMARY SCHOOL
Board Meeting Minutes



	<ul style="list-style-type: none"> • Social justice • Try to bring community voice to the table • I have 3 boys (3, 7, 9) <p>Steve</p> <ul style="list-style-type: none"> • 30 Years in IT • Sales, marketing, and management • Semi-retired <p>Minesh</p> <ul style="list-style-type: none"> • 30 Years in IT • Sales, marketing, and management • Semi-retired • I used to be on the school board when my daughter was at Woodlands. I thought it was important to rejoin. 	
3.	Conflicts of Interest	n/a
4.	Terms of Reference	<p>Role of the Board</p> <ul style="list-style-type: none"> • Information sheet provided to members • Advisory body <p>Suggestion: Could attach this information flyer on a board communication. School website will be a good place to post this so the community can read it.</p>
5.	Previous Minutes	<p>Board Chair Election</p> <ul style="list-style-type: none"> • No one nominated for the Board Chair position at this meeting • It was agreed that a Board Chair could nominate out of session. • Laura can send information about the Board Chair's role.



	<p>Actions Arising</p> <ul style="list-style-type: none"> • Steve may be interested in 2025 as Board Chair, but would prefer to get a year experience first • Michelle will consider being board chair. • Helen would continue if no one else nominated this year. • Any Board member can nominate for the Board Chair position. • ACTION: 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. <p>Accept & Sign Previous Minutes</p> <ul style="list-style-type: none"> • Yes – Accepted and signed by Helen McShane and Laura O'Hara. <p>Community Representative</p> <p>2023 Action: Discuss community representation at first meeting in 2024.</p> <ul style="list-style-type: none"> • Community reps are not selected. They are nominated by the board. • Being the 60th anniversary year, what do we need for this year? • Charlie C: was the chair when the school celebrated its 50th anniversary. He lives locally. Minesh to discuss with Charlie to gage a level of interest. • More cultural diversity would be beneficial for the board. • Marisa to try contacting the Stirling City Council to see if their Aboriginal liaison officer is available. • Somebody from Zero 2 Hero. • RAP, Wellbeing, 60th Anniversary are priorities
<p>6. Board Chair</p>	<p>Update on Children's Crossing</p> <ul style="list-style-type: none"> • The school has been approved for both crossings.



	<ul style="list-style-type: none"> • The crossing on Bentwood/ Teakwood is easier to install a crossing. • The other area may take 1-2 years to be installed. They will have to do roadworks. • Is the board comfortable for Helen to manage this project? It is our role to navigate the funding. • Actions from the email included: remove it from WA Police agenda, City of Stirling to develop a process of drawings. • The board will need to encourage The City of Stirling to move as quickly as possible. City of Stirling will need to engage in the community. • We could get a community rep that is able to assist us with this process. • Next steps to pull together a group of people to support this process. • Ash or Shane Pope may be able to share some information considering their work with the City of Stirling. • Minesh will speak informally to an employee from City of Stirling about safety. • There may be some out of session emails about this. • ACTION: Helen to draft a Compass notice about the crossings as well as an individual email to those who volunteered. 	
<p>7.</p> <p>Principal's Report</p>	<p>Board to note 2024 WPS Budget</p> <ul style="list-style-type: none"> • The front page includes a screenshot of the dashboard. A draft budget was shown to the Board which shows the current budget amounts. • Funding is released to schools in late March which is why the Salaries box is red. • Comparative (Operational) Budget was shared with Board to demonstrate that the funding is being directed to the Business Plan Priority areas. • The P&C committed to pay the Master Rental Agreement for 3 years, which finishes at the end of 2024. • Budget noted by the Board. <p>Principal's Report</p> <ul style="list-style-type: none"> • We have a temporary relief chaplain for term 1. 	<p>7:30 pm</p>

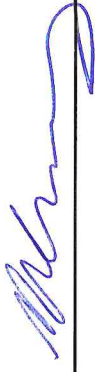


		<ul style="list-style-type: none"> • No new staff at the school for 2024. • Enrolments continue to come in. • Sounds Write is being implemented in years 1 and 2 as the whole school approach to teaching synthetic phonics. The school has trained a total of 9 school staff in SoundsWrite. • Students are expected to complete the Sounds Write program by the end of year 2. Past Year 2, it can be used as an intervention program. • Choir is now run before school. Allocation of teaching and learning time at the school was carefully considered. Literacy blocks, numeracy blocks are priority. In 2023, there was some push back from parents whose children opted out of the choir during school hours. The school decided to make choir optional and use the additional hour per week in grades 3-6 for priority instructional time. • Discussion of the change in school communications (Compass/WhatsApp), choir time and student enrolment numbers. • Discussion of intervention programs and what diagnosed disabilities receive funding. • Discussion of the Educated by Nature lessons for all students K-6 during term 2. Five x 1-hour workshops. Each year level will explore a different topic. There will also be a free parent information session. 	
8.	<p>Other Business</p> <p>60th Anniversary</p> <ul style="list-style-type: none"> • An open afternoon with photos and school tour in the first half of the year. • In Term 4 the P&C will organize a sundowner. There will be a band, food trucks. Focused on community coming together. • Promo photos, they will take a whole school photo with students in the shape of the number 60. <p>Major review of PBS Program</p> <ul style="list-style-type: none"> • At the end of 2023, the school did a review. • The school added 'discrimination e.g., race, gender' 		

WOODLANDS PRIMARY SCHOOL
Board Meeting Minutes



		<ul style="list-style-type: none"> • The U R Strong program will support this. • We can't lose sight of the importance of inclusion. • Discussion of the school communicating messages about Harmony Day and diversity to the community. 	
9.	<p>Close Next meeting: Tuesday 14 May 2024 6:00pm</p>	<p>Laura thanked the Board again for their good work towards the school crossings, which was successful in getting both applications approved.</p>	8:33 pm



Board Chair



School Principal

14.5.2024