

WOODLANDS PRIMARY SCHOOL
Board Meeting Minutes



Meeting:	2023 Meeting #5
Time and date:	6:00 pm Tuesday 1 August 2023
Location:	Conference Room – Admin Block

Attendees	Position	Present
Helen Mc Shane	Board Chair - Parent Representative	Yes
Laura O'Hara	Principal	Yes
Marisa Phoebe	School Representative	Yes
Samantha Harvie	School Representative	Yes
Reuchlin Teo	Community Representative	Yes
Michelle Edwards	Parent Representative	Yes
Minesh Hirani	Parent Representative	Yes
Amy Botterill	Parent Representative	Yes
Stef Kirk	Secretary	Yes

No.	Subject	Notes	
1.	Welcome & Apologies	Acknowledgement of Country - Helen Mc Shane, 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. Apologies: n/a	6:02pm
2.	Conflicts of Interest	Draft register reviewed. No changes suggested by Board. No new conflicts of interest.	6:05
3.	Previous Minutes	<ul style="list-style-type: none"> Action: Marisa to send out an instruction sheet about how parents can register for JAMF parents and an instructional video about how parents can use the device management 	6:06pm



	<p>system. Completed Mid May</p> <ul style="list-style-type: none"> • Action: Laura to continue to reach out to Len Yarran, local Aboriginal elder, to him to see if he is interested in being a part of the school Board. Delete this action Len Yarran unable to help at the current time. • Action ongoing: Arrange a meeting with the OSH state manager at the beginning of term 3 to discuss the successes since the last meeting, and any opportunities for improvement, with the ultimate aim of the service continuing. The current discounted rent agreement is for one year and this will need to be reviewed towards the end of 2023. Marisa to ask Ryan for a report. Meeting to be set up with the regional manager and Laura for end of term 3 / start of term 4 to discuss rent in 2024. <p>Children's Week</p> <p>Discussion about ideas for celebrating 2023 Children's week.</p> <p>Open Classroom falls during Children's Week. They will be held on Monday 24 October 3:30 – 4:30pm.</p> <p>Parents to look at their children's work.</p> <p>Reviewed brainstorm from the previous Board meeting.</p> <p>If any Board members become aware of other Children's Week ideas, please share it back to the Board.</p> <p>Wellbeing Program</p> <p>At the previous meeting the Board suggested that the staff share with parents the strategies taught so it can be reinforced at home.</p> <p>CAB</p> <p>Laura has sent an email to the PLIS about how to investigate the CAB (Councils and Boards online platform) can be accessed and utilised by the Board. Board members need to access the platform to complete the training.</p>
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	<p>Compass Resources for Parents – Sam</p> <p>Parts of the platform have been opened to parents. Sam will work with the ICT leaders to work out the best way forward.</p> <p>Board Communication Formats</p> <p>Consider formats for Board updates for the community in school communications</p> <p>Potentially the Board could use a separate Compass notice for notices from the Board.</p> <p>Some items could be added into the weekly Principal update.</p> <p>Potentially give a Board update twice a year so parents are not overwhelmed with notices.</p> <p>Business Plan</p> <p>Laura emailed this to Board members.</p>	
4.	<p>Board Chair</p> <p>Update on Children’s Crossing Application</p> <ul style="list-style-type: none"> - The application has been processed - We will get a result in September - The WA Police called Laura to ask if there are any pupil free days (they will not collect data on these days). - The school applied for 2 crossings, with two separate applications 	6:10
5.	<p>Principal’s Report</p> <p>Financial Update</p> <ul style="list-style-type: none"> - Snapshot of the current financial status has been included in the principal report. <p>ICT Review</p> <ul style="list-style-type: none"> - DigiSocial has been rescheduled. - ICT Review is underway. The team (Dani Rees, Natalie Howard, Laura O’Hara) - Sam was involved in Compass and the school website 	6:36pm



	<ul style="list-style-type: none"> - Ali Collins was a part of the rollout of the BYOD Program. - Laura, Nat and Dani went to Churchlands SHS and met with the head of dept. He told them about the hardware and software at the high school, gave his expectations for students coming into high school - This has developed a closer connection with Churchlands SHS. They have offered for our year 6 students to visit multiple times during term 3 and 4 for orientation experiences involving ICT. - Dani Rees will be in contact with Newman High School to see what their expectations are of students entering high school. - The school will survey parents - Laura would like to set up some small group meetings with parents about the ICT program at Woodlands to gain feedback. <p>NAPLAN</p> <ul style="list-style-type: none"> - There will be no comparative data - The test is not able to be compared to previous tests - Testing is now conducted in Term 1 not Term 2. - We won't be able to compare data until 2025 - Woodlands will work with Elastik to analyse the NAPLAN data - Woodlands will continue to use PAT testing for longitudinal student achievement and progress data <p>School Sport Holiday Program</p> <ul style="list-style-type: none"> - Feedback and survey data on MBA Sports trial program provided. - Enrolment numbers were good. - Very positive feedback from the parents - The school will form a panel and invite P&C and Board members. We would like to
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	<p>interview 3 companies to bid for the opportunity to run school holiday camp programs on the school site.</p> <ul style="list-style-type: none"> - Potential additional company: Corrie from Kidz n Sports - Host the interviews next week with a small panel. Amy and Michelle to send their availability through to Laura <p>Open Classrooms</p> <ul style="list-style-type: none"> - Details listed on Principal report. - The school will encourage conversations between students and their parents. 	
6.	<p>School Uniform Discussion</p> <p>Thank you for emailing your votes to Helen.</p> <p>The uniform shop will order more Hakea shirts in the current colour, as they were not happy with the samples of yellow (too orange).</p> <p>At this stage we will not change the shirt, they have ordered more of the same.</p> <p>Consider a change next year when they run out of stock.</p>	7:06pm
7.	<p>Other Business</p> <p>Selection process for school photography service 2024</p> <ul style="list-style-type: none"> - The panel listened to 2 presentations; one company was not able to attend. - One company was significantly more expensive, so it was narrowed down to 2 companies. - Sample of photos were shown to the Board - Neither of the companies show samples of the photos before ordering - The Board voted went to the company A in relation to photo quality (style) - The Board voted for company 3 in relation to the price - Both companies will include the graduation pack, photo album, digital photos for school use. 	7:20pm



	<p>Plan Open Board Meeting</p> <ul style="list-style-type: none"> - Last year the open meeting was held at the end of year. It could be earlier this year. - All meetings are open, however we must advertise a minimum of 1 meeting - What topics will be interesting for the open Board meeting - The first meeting of term 4 (week3) will be the open meeting (Children's week) - Helen to pull together a list of key items to share at the open meeting - Could be a meet and greet as well as a short meeting <p>Children's Safety</p> <ul style="list-style-type: none"> • Update on Claire Orange DigiSocial presentation – 10 August (see Principal report minutes) • Selection process for school holiday sport camp provider in October school holidays (see Principal report minutes) • Discussion of whether the school should investigate applying for installation of a school fence to increase student safety. 	
<p>8. Close Next meeting: Tuesday 29 August 2023</p>		<p>8:34pm</p>

Principal _____

Sandra O'Hare

Board Chair _____

JMS Stone