

WOODLANDS PRIMARY SCHOOL
Annual Open Board Meeting Minutes



Meeting:	2023 Meeting #8
Time and date:	6:00 pm Tuesday 21 November 2023
Location:	School Library

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
Reuchlin Teo	Community Representative	Apologies
Michelle Edwards	Parent Representative	Y
Minesh Hirani	Parent Representative	Y
Amy Botterill	Parent Representative	Y
Stef Kirk	Secretary	Y

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.	6:00pm
2.	Conflicts of Interest	- Nothing to add.	
3.	Previous Minutes	<ul style="list-style-type: none"> Accept Previous Minutes – Minesh and Marisa Sign Previous Minutes 	



	<p>Actions Arising</p> <ul style="list-style-type: none"> • Action: Board to draft some feedback for OSH regarding parent feedback on new terms and conditions. Amy to forward a draft to Laura and Helen. Amy has drafted the information and sent it to Laura this week. • Action: Laura to put an announcement to the community to ensure they know about the cameras before they are installed. Compass notice has been made a few times. Also mentioned at the P&C. Questions were asked about where the cameras were pointing. The P&C wanted to know who has access to it. Camera access only to be done if Police require it. • Action: Helen to write the Board Chair's Annual Report. Complete. • Action: Run an election for board parent member(s) for 2024. There is one vacant position (the position Amy is currently holding). If you are not going to stay until the end of your term, it would be beneficial to tell Laura now so that we only need to run one election. • Action: Current members to advise if they will continue on the Board or finish their term early to allow for timely elections for 2024 positions. 	
<p>4.</p>	<p>Board Chair</p> <ul style="list-style-type: none"> • Overview of how the Open Board meeting operates. • Board Chair Annual Report 2023 - Welcome to Open Board Meeting - Helen thanked the board members (school staff, parent meetings and community members). - Thank you for your time and contributions as well as your work between meetings. - Focus of continual improvement (attended training at Churchlands). - Helpful to learn what the board does and does not do. This has led to improved processes (conflict of interest register, agenda minutes and filing). - The Board were given a range of updates about things happening at the school. - Board members were included in the photo provider and school holiday program provider selection processes. This was appreciated amongst the community. - The children's crossing has progressed. Continued work from previous board. Lots of parent involvement to survey the traffic and pedestrians. We don't have a result yet, we are hopeful to know by the end of year. 	



	<ul style="list-style-type: none"> - Thank you for the swift action when concerns have been raised. - Range of presentations to the Board (Wellbeing survey, School Psychologist, School Chaplain) <p>Reflections:</p> <p>Michelle: School crossing – we seem closer to a result</p> <p>Minesh: The Claire Orange session was great for parents. Child welfare safety being a priority. There is information that there is more to the school than what meets the eye.</p> <p>Laura: The work the Board completed as a team for school photography service and school holiday program selection processes was very valuable. Having board members collaborate with the school is beneficial. Also, the Board's work to get the applications in for a school crossing was an important project. It would be hard for the school to complete this without the Board's and community's support.</p> <p>Marisa: Clarity around people's roles. The meetings have run smoothly this year.</p> <p>Sam: It has been nice to have conversations from others.</p> <p>Stef: Parents are involved in the school board and take an active role.</p>	
<p>5.</p> <p>Principal's Report</p>	<ul style="list-style-type: none"> • Principal's Report - Screen shot of school finances included in report. The green box shows the school is in a good position. Finances are healthy. The school has spent 96% of the years budget. - 2024 School development days have been approved out of session. The days have been chosen based on presenter availability. - Retirement celebration of Jill Cassidy and Julie Ricciardone on 1 December 2023. These staff members will be welcomed back for relief in 2024. - Farewell to Gen Fitzpatrick, Philly Lumby and Jocelyn Coleman at the same event (1 December 2023). 	



	<ul style="list-style-type: none"> - Action: Laura to thank and farewell Jocelyn at the junior and senior music assemblies. - Stef Kirk-Burnmand has been selected as Deputy Principal for 2024. Sarah McCormick will be on leave. - Airconditioning will be installed in the BER building over the holidays. - As part of the ICT review Laura has put out Compass notices. Some of this information has been included in the principal's report. - A group of teachers (middle leaders) have been involved in a professional learning program this year. Next year phase of learning teams will have a common DOTT and they will hold their meetings. - Submissions for cost centres have been completed. The finance team will review what we can afford and prioritize items. - I have indicated to the P&C that the school will need continued support for the ICT leasing cost. - This year the POL T teachers have been released for training 2 days per term. This cost will not continue in 2024. - This year 4 staff trained in Sounds Write (phonics program) being used for early intervention. In the January holidays 4 more staff will attend. - PAT results show 0.89 effect size in numeracy and 0.63 effect size in reading. The average effect size for 1 year's growth is 0.4. - Laura will share these results with the community. - P&C – list of funded items from 2023. There will be a teacher and parent survey about ideas for items that need to fundraise for. - Thank you for everybody's support with the children's crossing application. - Action: Laura to review on the concept maps that were drawn in 2020. (Kiss and drop/ staff car park sketches). - Action: First meeting in 2024 – discuss outcome of school cross application and staff car 	
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	park.	
6.	<p>Other Business</p> <p>Frequency of board meetings</p> <ul style="list-style-type: none"> - Proposed 1 meeting per term. - Vote: All members in favour. - It can be reviewed throughout the year. - Meetings will be held during week 5 each term. Tuesday's term 1-3, then Wednesday in term 4. <p>P&C Meetings</p> <ul style="list-style-type: none"> - They will reduce the number of meetings in 2024. Two meetings term 1 and 3, one meeting during terms 2 and 4. - There will be a community event on the oval for the 60th anniversary of the school. - There will also be an alumni event (perhaps on a Saturday). - The P&C is now a not-for-profit organisation. <p>Uniforms</p> <ul style="list-style-type: none"> - There are more and more students with long hair that isn't tied up. - Some staff have raised mermaid hair as several students have attended school with the mermaid braids. - Smart watches are being used. - Start of 2024, ensure parents are informed about processes for mobile phones and - Laura will update some of these policies and show the board before putting it out to the community. 	

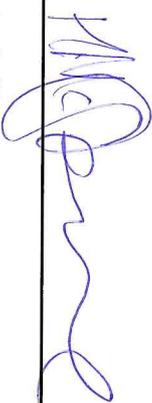


	<p>School Chaplain is leaving</p> <ul style="list-style-type: none"> - Investigated replacements - Anglicare offer Student Wellbeing Officer - The Chaplain service has a perceived link to religion, so some families opt out - Jodie Bell and Laura O'Hara met with the representative from Anglicare - It is a broader role and can access a wider range of services <p>Contributions and Charges</p> <ul style="list-style-type: none"> - Minor change to the cost of graduation. It is now \$60 instead of \$180. <p>Reuchlin Teo</p> <ul style="list-style-type: none"> - Has been on the board since 2018 - He had some health complications in 2022. He recovered and has been back to some meetings. - At this stage he needs to step down from his position. We thank him for all his contributions and value his knowledge that he has shared with the board and school community. - A community representative will need to be appointed. The board needs to review our needs. - Action: Discuss community representation at first meeting in 2024. - Action: Elect 2024 Board chair. 	
7.	<p>Close</p> <p>Next meeting: Tuesday 13th</p>	<p>7:30pm 8:19pm</p>

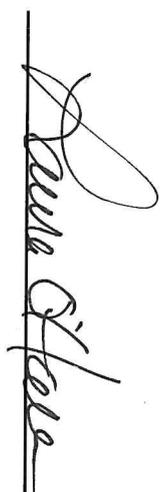
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February 2024 Week 5		
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Board Chair



School Principal

27.2.24

