

WOODLANDS PRIMARY SCHOOL  
Board Meeting Minutes



<b>Meeting:</b>	<b>2023 Meeting #6</b>
<b>Time and date:</b>	6:00 pm Tuesday 29 August 2023
<b>Location:</b>	Conference Room – Admin Block

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

No.	Subject	Notes	
1.	<b>Welcome &amp; Apologies</b>	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: Marisa, Reuchlin, Minesh, Amy	6:00pm
2.	<b>Conflicts of Interest</b>	-	6:05
3.	<b>Previous Minutes Actions Arising</b>	<b>Accepted</b> – all board members accepted. Michelle accepted. Sam seconded. <b>Action: Board access to online training - CAB</b>	6:06pm

	<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> <ul style="list-style-type: none"> <li>- The CAB platform has requested driver's license and passport numbers. Board members should consider if they are happy to share that information.</li> </ul> <p><b>Action: Board Communication Formats</b> - Consider formats for board updates for the community. in school communications</p> <ul style="list-style-type: none"> <li>- The board could put an update on the school website (a few times per year).</li> <li>- Other news could be posted onto news feed (Compass) or in the Principal update.</li> <li>- Advertise the open board meeting.</li> </ul> <p><b>Action:</b> Helen to draft a notice for the open board meeting and advertising for future board positions as well as any relevant updates.</p> <p><b>Action:</b> 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.</p> <ul style="list-style-type: none"> <li>• Marisa to ask Ryan for a report.</li> <li>• 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.</li> </ul>	
<p>4.</p>	<p><b>Board Chair</b></p> <p><b>Update on Children's Crossing Application</b></p> <ul style="list-style-type: none"> <li>- Helen and Laura received an email about the crossing application.</li> <li>- <b>Action:</b> Email to be sent to all board members.</li> <li>- We met the threshold for pedestrian traffic.</li> <li>- Helen has emailed the police for clarification of the email.</li> </ul>	<p>6:10</p>



	<p><b>Open Board Meeting</b></p> <ul style="list-style-type: none"> <li>- Week 3 Term 4</li> <li>- Brainstorm of what will be most useful to discuss at the open board meeting</li> <li>- Previously, not many other parents have attended the open meetings</li> <li>- The purpose is to share the work the board is doing and highlight programs and actions</li> <li>- Potentially: a wellbeing presentation, SAER presentation, curriculum or teaching and learning program, whole school approaches of literacy and numeracy, data driven programs</li> <li>- Week 3 will be Children's week, wellbeing week, open classroom and the open board meeting</li> <li>- Children's week – newsletter for families, talk to staff about reporting, protective behaviours for students</li> </ul> <p><b>Action:</b> Helen to draft a notice for Children's week to send to Laura.</p> <p><b>Action:</b> Investigate for the Triple P program to run at Woodlands Primary School.</p>	
<p>5. <b>Principal's Report</b></p>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- See attachment, budget is in the green.</li> </ul> <p><b>2024 planning</b></p> <ul style="list-style-type: none"> <li>- Kindergarten numbers are low for 2024</li> <li>- MCS and Laura O'Hara have started planning</li> <li>- Laura opened kindergarten enrolments to out of area for 2024</li> <li>- Woodlands is looking at 2 kindergarten classes for 2024</li> <li>- Looking at potential class sets ups for 2024</li> </ul>	<p>6:36pm</p>



	<ul style="list-style-type: none"> <li>- Staff have submitted a preference form for 2024</li> </ul> <p><b>School Holiday Sports program</b></p> <ul style="list-style-type: none"> <li>- MBA has been selected.</li> </ul> <p><b>School Photography selection panels</b></p> <ul style="list-style-type: none"> <li>- Results have been communicated with the community.</li> <li>- Kapture will continue working with Woodlands Primary School</li> </ul> <p><b>ICT Review</b></p> <ul style="list-style-type: none"> <li>- Aim to complete it by the end of term</li> <li>- Dani, Natalie, Sam and Ali have been contributing to the review</li> <li>- A survey will be sent to parents</li> </ul> <p><b>PBS Program</b></p> <ul style="list-style-type: none"> <li>- Currently undergoing a review of the expectations</li> <li>- Feedback from staff is the documents is too wordy.</li> <li>- The documents will ensure there is consistency between classes</li> <li>- Perhaps time to update the mascots</li> </ul> <p><b>Peace Pole Ceremony</b></p> <ul style="list-style-type: none"> <li>- 21 September at 2:00pm</li> <li>- Jeremy Wood will be at the service</li> </ul>	
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		<ul style="list-style-type: none"> <li>- Christine Tonkin will be attending (Peace keeper in Darfur region of Sudan, Africa)</li> <li>- City of Stirling representative – could speak about multiculturalism in the city of Stirling</li> </ul> <p><b>Year 5 Social Skills and Leadership Program</b></p> <ul style="list-style-type: none"> <li>- Identified a need to support their social skills</li> <li>- Stef and Laura have been running an 8 week program to address this</li> <li>- Jodie recommended the program U R Strong</li> <li>- 5-week trial of the program with the year 5 classes</li> <li>- 3 weeks will be focused on leadership skills and the roles at WPS</li> </ul>	
6.	<p><b>Other Business</b></p>	<p><b>Action:</b> Laura to organise previous minutes for chair to sign.</p> <p><b>Wellbeing Program</b></p> <ul style="list-style-type: none"> <li>- The Phase of Learning Team will be asking their teams to give their parents information about the wellbeing program developed by the wellbeing</li> <li>- Self-regulation was the focus for middle and upper primary</li> <li>- We are all different and valued is the focus for lower primary</li> </ul> <p><b>Fence / Security</b></p> <ul style="list-style-type: none"> <li>- The school is looking into it; however, Woodlands PS is unlikely to be a high priority</li> <li>- <b>Action:</b> Laura to ring Doubleview to discuss how they got their fence</li> <li>- Laura will be investigating security cameras with John Marrapodi</li> </ul>	7:10pm
7.	<p><b>Close</b></p> <p>Next meeting: Tuesday 24</p>	<p>This will be the annual Open Meeting held in the library.</p>	7:22pm

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October 2023		
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McDermott 21/11/23

Board Chair

Paula O'Hara 21/11/23

School Principal