

WOODLANDS PRIMARY SCHOOL
Board Meeting Minutes



Meeting:	2023 Meeting #4
Time and date:	6:00 pm Tuesday 6 June 2023
Location:	Conference Room – Admin Block

Attendees	Position	Present
Helen Mc Shane	Board Chair - Parent Representative	Y
Laura O'Hara	Principal	Y
Marisa Phoebe	School Representative	Absent
Samantha Harvie	School Representative	Y
Reuchlin Teo	Community Representative	Y
Michelle Edwards	Parent Representative	Absent
Minesh Hirani	Parent Representative	Y
Amy Botterill	Parent Representative	Y
Stef Kirk	Secretary	Y
Julie Ricciardone	Acting Deputy	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. Apologies: Michelle, Marisa	6:00pm
2.	Conflicts of Interest	Sam – MBA Sports. I am married to Mitch who works for MBA Laura – My daughter went to school with Mitch from MBA Amy – I have a business relationship with Telethon Kids Institute	
3.	Previous	Action - Board members to return copies of Seesaw guidelines with any feedback. Complete	6:05pm

Minutes Actions Arising	
	<p>Action - Minesh to send out a YouTube video to the board members about the impact of Chat GTP (AI). Complete</p> <p>Action – Woodlands Primary School to host a Digiil social workshop for parents and to use this as an opportunity to highlight all of the work the school is doing in relation to ICT student safety. This needs to be rescheduled due to the cancellation of the scheduled session. When the forum is rescheduled, request that parents can attend online as well as in person. On-going</p> <p>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 system.</p> <p>Action: Jodie to share some of the key takeaways from the wellbeing survey. Complete. Laura shared the main findings in the meeting.</p> <p>Action ongoing: 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. David Todd (RAP Coordinator) to liaise in the future when an opportunity arises.</p> <p>Action: 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 Term three 2023 – Amy and Marisa</p> <p>Action ongoing: Laura to reactivate traffic flow data collection and application for a crossing guard at Teakwood and Bentwood Avenues post-COVID. Application complete, awaiting outcome of application.</p> <p>Action: The school board to take lead in collecting the required data to progress the application for a crossing guard during term 2. Complete, awaiting outcome of application.</p> <p>Action: Minesh to seek Churchlands SHS calendar to share with the Board so inform suitable dates for the traffic counting. Complete</p> <p>Action: Suitable dates to collect the traffic data to be agreed by the Board by 19 May 2023. Complete</p> <p>Action: Helen to coordinate recruitment of volunteers for traffic collection. Complete</p>

		<p>Action: Laura to add communication in Compass update about seeking parent volunteers to collect the traffic data. Complete</p> <p>Action: MBA Sports - the school will trial MBA sports program in the July school holidays. If there is sufficient interest in the program, it will be considered as an on-going option. Tuesday and Thursday booking are the most popular. Complete</p> <p>Action: Develop ideas about what / how we can celebrate 2023 Children's week to be discussed at the next meeting. For example:</p> <ul style="list-style-type: none"> • Children's week (display in the undercover area)? • Constable care incursion? • Learning journey? • "I feel safe when..." "I am grateful for..." "I feel happy when..." display • ThinkUknow, AFP • Last week of October (23/10/23) 	
4.	Principal's Report	<p>Includes: Financial Update, school updates</p> <ul style="list-style-type: none"> • Financial figures included. Still in the green • Wellbeing survey questions and results (shared in Principal update) • Action: Wellbeing program (emotional regulation) – staff to share with parents the strategies taught so it can be reinforced at home. <p>MBA Sports</p> <ul style="list-style-type: none"> • Board agreed to trial this program during the July school holidays for Woodlands Primary 	6:25pm



	<p>School students.</p> <p>Traffic Assessment</p> <ul style="list-style-type: none"> • Grateful for the school board for organising the data collection. • After data collection, Laura and Helen to meet to discuss the next steps. <p>Action: Laura to email Shane Pope (City of Stirling), Mark Irwin and other relevant stakeholders to update them about the data collection and application process. Complete</p>	
<p>5.</p> <p>School Board Training Reflections</p>	<ul style="list-style-type: none"> • Recap that there are three items the board approves: uniform, contributions and charges, religious education. • Online dashboard for school boards (CAB). • Action: Laura to investigate how the CAB can be accessed and utilised by the board. • Accountable and Ethical decision-making PD. • Action: Laura to investigate how board members can access this to complete the training. • Laura expressed her gratitude for all board members who attended. It was nice to do it as a team and as a network. • Good to reinforce what the role is or isn't. • Tip to include the conflict of interest in each meeting. 	<p>7:00pm</p> <p>**</p>
<p>6.</p> <p>Other Business</p>	<p>Children's Week Actions:</p> <ul style="list-style-type: none"> • School to decide what is happening to the learning journey / open classroom • Board members to think about ideas for Children's Week 	<p>7:20pm</p>



<p>7. Close Next meeting: Tuesday 1 August 2023</p>	<ul style="list-style-type: none"> • Circulate links with online safety programs/ information to all board members • Circulate links about mental health programs/ Information to all board members • Regularly share information in the Principal Compass Update <p>• Action: Sam to find out whether there is a place on Compass for parent resources where online safety information can be saved.</p> <p>• Action: Consider formats for board updates for the community in school communications School Board Meetings</p> <p>* A discussion around the frequency of board meetings was held. Currently the board meets two times per term however the minimum requirement is only to meet twice per year.</p> <p>* Laura asked board members to let her know if they would like to attend another school's board meeting for interest and learning opportunities.</p> <p>* Laura asked the board to consider whether 6pm on a Tuesday suits members to meet..</p> <ul style="list-style-type: none"> • Action: Business Plan to be emailed to board members 	<p>7:30pm</p>
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Sam O'Farrell
19.9.23

Jim Stewart
19.9.23

