

WOODLANDS PRIMARY SCHOOL
Board Meeting Minutes



Meeting:	2023 Meeting #3
Time and date:	6:00 pm Tuesday 9 May 2023
Location:	Conference Room – Admin Block

Attendees	Position	Present
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
Helen Mc Shane	Parent Representative	Yes
Minesh Hirani	Parent Representative	Yes
Amy Botterill	Parent Representative	Absent
Stef Kirk	Secretary	Yes
Natalie Howard	Classroom Teacher / ICT Leader -guest	Yes
Jodie Bell	School Psychologist - guest	Yes
Philly Lumby	School Chaplain - guest	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: Amy Botterill	6:00pm
2.	Conflicts of Interest	Agenda Item to discuss MBA Prospects – Holiday Sports Camp <ul style="list-style-type: none"> Laura O'Hara – Daughter was a classmate of MBA Sports General Manager – Mitch Harvie Sam Harvie – Wife of Mitch Harvie from MBA Sports 	



<p>3. Digii Social and Jamf</p>	<p>Natalie Howard and Marisa Phoebe</p> <ul style="list-style-type: none"> • Digii Social is a cyber safety program that WPS has purchased for 2023. • Students can experiment with social media platform under teacher supervision in a safe environment. • Key words get flagged (eg kill, loser etc.) → the teacher gets a notification → discussion with the teacher and student occurs before they can access the platform again. • Students learn from online errors and teachers can give feedback as appropriate. • Year 1-4 students have teacher resources (not social platform). • Teachers will use the modules for years 1-4 in term 3 when addressing the digital technologies strand of the curriculum. • Claire Orange and Steve from Digii Social will be coming to present a parent information session at WPS. • Provided the Board with a draft copy of the overview and guidelines for Seesaw vs Compass communication. <p>Action - Board members to return copies of Seesaw guidelines with any feedback.</p> <p>Minesh asked the question about how ChatGTP is being used at Woodlands as there are privacy compromised. This was followed by a Board discussion which included:</p> <ul style="list-style-type: none"> • It is banned for all students (DoE) however, staff can access it. • There is no legislation in Australia that can protect people from Chat GTP or other AI platforms. • It is important to read the fine print about privacy elements. • It was suggested that WPS could give an overview of all the things that the school does around online safety as part of the Digii Social presentation (as there is a lot more than Digii Social happening at WPS). 	<p>6:05pm</p>
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	<p>Action - Minesh to send out a YouTube video to the board members about the impact of Chat GTP (AI).</p> <p>Action – Woodlands Primary School to host a Digi 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.</p> <p><u>Marisa – JAMF</u></p> <ul style="list-style-type: none"> • The Mobile Device Management System that WPS uses to monitor iPad use was explained. • Allows teachers to have control over what students can access at school / certain times of the day. • Teachers are able to do a daily lock-out. They can restrict students from apps daily. <p>As WPS has a whole school license, parents get complimentary at home JAMF for parents. This allows parents to limit when and what their child can access on the device (iPad) at home.</p> <ul style="list-style-type: none"> • In 2022 all parents were registered and sent login details. However, current year 2 parents still need to be connected to JAMF Parents. <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>4. Student Services and Wellbeing Survey</p>	<p>Marisa Phoebe, Philly Lumby (Chaplain) and Jodie Bell, (School Psychologist) Psychologist and Chaplain – Student Services Wellbeing Survey Results</p> <p><u>Marisa – Deputy Principal</u></p> <ul style="list-style-type: none"> • At the start of 2023, the school reviewed the SAER process. • A flowchart has been developed that was shared with the Board members (for internal use). • After teachers have identified students at risk they put in a referral. 	<p>6:15pm</p>



- Marisa Phoebe is overseeing SAER in 2023.
- Classroom teacher and Marisa (Deputy) discuss the needs of the student and follow the flow chart to put in the appropriate supports or referrals.

Jodie – School Psychologist

- Jodie asked the Board what parents want to know about the school psych service.
- What it is not: a private service in a school setting. It is more like a GP. The school psych looks at learning difficulties, disabilities, cognitive function, mental health, school-based observations. The school psych negotiates a service agreement with the principal.
- Generally, Jodie has 25-35 cases at any given time.
- Jodie can make recommendations to other services (for students and parents).
- The focus of the school psych is on how this may positively impact the child's educational outcomes.

Philly – School Chaplain

- Funding comes through Youthcare.
- Philly does not provide religious content unless the parents request it.
- Philly focuses on the Seasons for Growth Program (evidence-based program) – supporting children through a grief process (divorce, loss of a family member, loss of a pet etc).
- Gatekeeper trained – suicide or self-harm assessment program.
- Whole class or small group work, often on friendships.
- Staff wellbeing.
- Safe place for students, parents, staff to talk and seek support.



	<p>Additional School Psychologist allocated time is funded by WPS. New behaviour management policy (DoE) will be released in Semester 2 2023, school psych's will play a key role.</p> <p>The Board asked whether the P&C, in principle, is able to raise money for additional school psychologist time. It was agreed that this is a possibility moving forward if it is identified as something that is required.</p> <p>Wellbeing Survey</p> <ul style="list-style-type: none"> • The results from this survey will be circulated to Board members out of session. • Government is in the process of updating the endorsed programs list. • Staff – want check ins. We need to get a common understanding of what a check-ins are. • Early childhood – fixed mindset “I can make a difference to what I learn and how I can learn” <p>Action: Jodie to share some of the key takeaways from the wellbeing survey.</p> <ul style="list-style-type: none"> - WA will be introducing a state-wide wellbeing check. Unlikely to be in the next 12 months. - Wellbeing is one of the focus areas in the business plan is wellbeing. By having the data the wellbeing committee can plan actions to improve wellbeing for student, staff and community. <p>Laura explained:</p> <ul style="list-style-type: none"> • In Term 3 schools start to plan for the next year's budget. • High percentage of students at WPS who would benefit from additional support (wellbeing, 	
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	<p>diagnosed learning difficulties, imputed disabilities).</p> <ul style="list-style-type: none"> • Laura can speak broadly to the parent community about the needs of students / the school. <p>Helen noted the following:</p> <ul style="list-style-type: none"> • Thank you to Philly and Jodie for attending and sharing what you do with the Board. • Thanks to Jodie and Philly for their hard work at the school. 	
<p>5. Minutes of prior meeting</p>	<p>Previous minutes accepted by Michelle and Reuchlin. Review of previous actions:</p> <ul style="list-style-type: none"> • 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 future. • Update: Marisa met with Ryan from OSH. Numbers have improved. They are staffed for 20 students. If they have more students enrol, they can have up to 50. As long as they have 24 hours' notice they will be able to cater for more students. Mornings and Fridays have been quiet. They are at 44% capacity which is positive as previous percentages were as low as 19%. There appears to be a trend that at the start of each term the numbers are lower but they tend to grow throughout the term. • 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 2023. • Board screening numbers have been received. Thank you. • School Board training is happening at Churchlands Primary School on Monday 15 May. • Action ongoing: Laura to reactivate traffic flow data collection and application for a crossing 	<p>7:00pm</p>



	guard at Teakwood and Bentwood Avenues post-COVID.	
6. Principal's Report	<p>Laura O'Hara</p> <p>Principal Performance Review</p> <ul style="list-style-type: none"> • Laura shared her Principal Performance Review survey data, experience and letter of endorsement from the Director General. • On the SDD, Laura shared information about her data and Performance Management Meeting with staff. • Principals are reviewed on a three-year cycle. • 2024 will be the next public-school review for Woodlands Primary School. <p>Lawn Doctor Outcome</p> <ul style="list-style-type: none"> • WPS has decided to stay with the government contract with Lawn Doctor. If additional services are required, they can be accessed through Lawn Doctor for an additional cost. • Laura has shared this update with the P&C. • The P&C will put aside some money to support the lawn if needed. • 2022 Parent NSOS results were shared. • Financial update was provided. 	7:20pm
7. General Business	<ul style="list-style-type: none"> • Board training at Churchlands SHS Monday 15 May 2023 6.30pm. • TREK2School Telethon Kids Institute Survey <p>Year 5/6 students will participate (after consent given). Parents will also be surveyed. Door knocking to ask local residence how the traffic impacts them.</p> <ul style="list-style-type: none"> • There has been an increased number of parents concerned about local traffic, lack of a safe school crossing. 	7:15pm



	<ul style="list-style-type: none"> • With BikeEd there are more children crossing the road. • There was no crossing guard on Rosewood and Sadoc Streets. Laura contacted the Police. Police were having trouble getting staffing. There is now a crossing guard there. • TREK2School is important to gain support for the school's cause to get a cross walk. • Car and pedestrian traffic counting on Teakwood and Bentwood Corner is required before we can apply for a Children's Crossing Guard. <p>School Crossing Application Actions:</p> <ul style="list-style-type: none"> • Volunteers to collect data on two areas during busy periods (not during camp / Churchlands study week etc.) <p>Action: The school Board to take lead in collecting the required data to progress the application for a crossing guard during term2.</p> <p>Action: Minesh to seek Churchlands SHS calendar to share with the Board to inform suitable dates for traffic counting.</p> <p>Action: Suitable dates to collect the traffic data to be agreed by the Board by 19 May 2023.</p> <p>Action: Laura to add communication in Compass update about seeking parent volunteers to collect the traffic data.</p> <p>Action: Helen to coordinate recruitment of volunteers for traffic collection.</p> <p>ICT/BYO Review</p> <ul style="list-style-type: none"> • An ICT review will be conducted in 2023 reviewing the BYO iPad program, programs in classrooms, STEMSmart, Churchlands SHS feedback on Year 7 expectations, Dept of Education directions. <p>Nature Play Incursions moved to 2024</p> <ul style="list-style-type: none"> • Incursions have been moved to 2024 as they are only available when WPS is engaging in StemSmart. 	
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- Marisa is meeting with Nature Play later this week to plan for 2024.

MBA Prospects – School Holiday Camp at Woodlands

- MBA Sports offer school holiday programs and have offered to run a program at WPS in the July 2023 school holidays.
- The programs are run by qualified teachers with the same ratios as childcare.
- Flexible student enrolments, can select 1 day or 5 days per week for the school holidays. This is currently running successfully at North Beach and Dalkeith Primary Schools.
- This provides an opportunity for students and their families for a local activity during the school holidays, as well as an opportunity for WPS to receive some financial income for WPS through facility hire.
- The Board were supportive of trialling the program during the July 2023 school holidays.

Action: The school 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.

- **Helen - Children's Week (21 – 29 October 2023)**

- How can we utilise Children's Week as an opportunity to showcase the work WPS is doing to celebrate children and young people.
- Possible open classrooms.
- Creative space (eg Sculptures by the Sea concept) sharing opportunity.
- Don't want to create extra work for staff.

Action: Develop ideas about what / how we can celebrate 2023 Children's Week.



8. Close Next meeting: Tuesday 6 June 2023	Next meeting: Michelle – apologies Marisa – apologies	8:16pm
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Paula Stone 19.9.23

M. Stone 19.9.23