WEMBLEY PRIMARY SCHOOL
SCHOOL BOARD MINUTES

Meeting No.1: 5:45 pm on Tuesday 20 February 2024 held in the Library

1.0	**Welcome and Apologies**	**Actions**
1.1	Open and welcome "Kaya. I respectfully acknowledge the Whadjuk people of the Noongar nation as the traditional owners and custodians of the lands upon which we work and live (Boorloo) and pay my respects to the Elders, past, present and emerging. Sovereignty was never ceded."	
1.2	In attendance - Staff Members: Milani Grace (MG), Jemma Bryan (JB), Naomi Bell (NB) - Additional Staff: Debbie Humphries (DH), Natalie Mueller (NM) and Lisa Evans (LE) - Parent Members: Tama Leaver (TL), Jeff Gidman (JG), Scott Crawley (SC), Vimalan Sivasubramanium (VS), Lissette Salazar Rodriguez (LS), Rachel Clay (RC), Sara Tuohy (ST) and Chatarina Brady (CB) Apologies/absentees - Staff Members: Leila Sugden (LS) - Parent Members: Kellie Pearcey (KP)	
1.3	Confirmation of agenda - Confirmed	
2.0	**Disclosure of Interests**	
2.1	Real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda - No disclosures	
3.0	**Business Arising from Previous Minutes**	
3.1	Review of previous meeting minutes. - The Board accepted and endorsed the minutes of the previous meeting. - Accepted in 2023 via circular - The minutes to be circulated within 1-2 days and approved. To be posted as soon as possible.	
3.2	Actions - No actions arising	
4.0	**Principal's Report**	
	- Welcome to DH and LE - School Development Days focused on Writing, Numeracy, classroom time, Hub planning time and the Cultural Survey (CS) Data from 2023. - Cultures of Excellence has been employed to help devise plans with Administration to address data from CS data. - 785 students enrolled currently, however this number is changing daily - Most year levels are almost full, with Year 1 having extra students. Visa rules have changed so we expect enrolments. Staffing: hired additional Special Needs Education Assistants (SNEA) to meet student needs, Administration team are all full time, DS to return to substantive role in Term 2, 2024, which will lead to changes in Deputy Principals. DS has been involved in Term 1 planning and development days. LE to move to an Instructional Coaching role in Term 2. - New staff: • Michelle Dempster (Year 5/6 Teacher)	

	• Tulley Breman (SNEA) • Casandra Knights (SNEA) • Vynka Botica (SNEA) • Nat O'Neill and Taylor (wellbeing dog) - Mathematics Enrichment will begin in Term 2. School priority areas 2024 - High impact teaching and learning - Instructional Coaching model - Whole school instructional model - Data informed practice - New metrics from the Melbourne Assessment Committee for assessing. - Student Voice through the Student Representative Council (new school creed) - Culturally responsive - HASS curriculum - Student Services Team (refining processes including referral) - Positive parent partnerships - Strengthening parent understanding of student progress School Board Parent Representative terms - Re-election is possible for those stepping down, and four open board positions for Parent representatives will be advertised in the newsletter for parents to nominate - SC no longer has students at the school School Grounds Improvements - Actioned the decked seating around the trees on the oval and plant 3 trees along the pathway in the quad. Both planned for April school holidays	
5.0	**Use of Resources**	
5.1	WPS Financial Summary (DH) - Student centred funding • Each year level has a different funding amount allocated - Additional funding: • Disability students • English as an additional language • Aboriginality • Social disadvantage • Targeted initiatives - Total is $8 352 929 - Salary budget is $7 642 625 - Cash budget is $710 308 with a budgeted expenditure of $653 934 - Unallocated funds are $56 374 - Cash budget has been approved by the Finance Committee.	DH to email the 2024 Budget to JB for circulation with the Board. To be endorsed at Meeting 2, 2024.
6.0	**Relationships and Partnerships**	
6.1	Schools Grounds Master Plan (JG) - Funding has been approved to support the School Grounds Master Plan - Engagement with landscape architects organised with site visit TBA - Purpose of landscape architect is to create a plan for the school spaces into the future and ensure functionality of spaces - Quote has been received for the security cameras. The school is needing to look further into this due to cables and wifi connection	DH and MG to follow up on security cameras for funding and installation
7.0	**Learning Environment**	
7.1		
8.0	**Leadership**	
8.1	Board Chair Nomination 2024	JB to update the

	- Nominations for School Board Chair 2024: TL nominated by SC - Approved by SC and seconded by SL - TL appointed as School Board Chair. Community Member Nomination - SC nominated by TL and seconded by CB. SC appointed as Community Member for 12months. Terms of Reference 2024 - Recirculation - Approved Statement of Expectation 2021 - 2024 to be noted by Board - Noted by members of the Board present WPS Board Policy and Procedures Review Cycle Review - Add in annual dates for policies Behaviour (Good Standing, Violence in Schools, Non-school Provided Mobile Devices), Bullying, SAER, New Member Induction, Business Plan, - Add 1 to Term 2 Meeting 3 and add 2 to Meeting 4 (Behaviour) Board Planner - Move NAPLAN data to Meeting 6	WPS Board Policy and Procedures Review Cycle Review JB to update the Board Planner
9.0	**Student Achievement & Progress**	
9.1		
10.0	**Teaching Quality**	
10.1	Professional Learning Plan – Term 1 - Plan devised to cater for Kindergarten to Year 2 and Year 3 to Year 6. - Directive from the State Teacher's Union WA states that members are not to attend before school, after school or during break time meetings. Staff will be provided with handouts from the meetings. This directive is in place until further notice. - Balanced approach between Literacy and Numeracy, Digital Technologies, and Health and Wellbeing - Identified area for school is Cultural Responsiveness, so we are looking at how to connect with Aboriginal communities using the VR goggles	
11.0	**General Business**	
11.1 11.2	Parent Interviews - Year 2-6 Parent Interviews have shifted to Week 2, Term 2 Tuesday afternoon/evening and Wednesday half day school closure. - K- Year 1 Parent Interviews will occur in Week 6-8, Term 1. This is due to data from On Entry being relevant. - Rooms 4, 19, 20, 26 will run interviews before the end of Term 1. - Booking system will be launched for the whole school prior Week 6 interviews. - Interviews will be 10mins - Splitting the school for interviews will be trialled in 2024 Out of Hours School Care (OHSC) - Community feedback is that YMCA do not currently have enough places for our school community. Spaces are 42 students per session, servicing a community of 783 students. - School is looking into providing OHSC. Process to be supported by Department of Education. Factors to determine include weather, storage, location, canteen usage etc - Concerns raised are playground use afterschool by families, spaces already being used by the school, use of canteens	MG to add info about Parent Interviews to newsletter to community on 21/2/24 MG and DH to follow up on OHSC tenders. Communicate outcome with the School Board.
12.0	**Next Meeting**	
12.1	**Meeting closed** Meeting closed by TL at 7:01pm.	