WEMBLEY PRIMARY SCHOOL
SCHOOL BOARD MINUTES

*Wembley School Board meeting at **5:45 pm on Tuesday 19 March 2024** to be held in the Library*

	Meeting No. 2	**ACTIONS**
1.0	**WELCOME AND APOLOGIES**	
1.1	Meeting opened at 5:51pm 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), Leila Sugden (LS) - Additional Staff: Debbie Humphries (DH), Natalie Mueller (NM) and Lisa Evans (LE) - Parent Members: Tama Leaver (TL), Jeff Gidman (JG), Scott Crawley (SC), Vim Siva (VS), Lissette Salazar Rodriguez (LSR), Rachel Clay (RC) and Kellie Pearcey (KP) Apologies/absentees - Parent Members: Chatarina Brady (CB), Sara Tuohy (ST)	
1.3	Confirmation of agenda - Agenda confirmed	
2.0	**DISCLOSURE OF INTEREST**	
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 via circular and seconded via circular	
3.2	ACTION/S: - DH to email the 2024 Budget to JB for circulation with the Board. To be endorsed at Meeting 2, 2024. 1. DH has circulated to Board members. - DH and MG to follow up on security cameras for funding and installation (minus maintenance) 1. Crown Security approx. $13 000 2. Secure X aprox. $23 000 3. Holding off as it will become a part of the Grounds Master Plan and incorporate into the upgrade to the assembly area. 4. Used the CUA to gather quotes on the cameras so further research to be completed around recording and camera quality. 5. Recent incident reported on in the local paper around an assault on school grounds after hours. 6. Revisit the need for cameras in Term 2, as small changes have already led to less older students on school grounds - JB to update the WPS Board Policy and Procedures Review	

	Cycle Review - JB to update the Board Planner - MG to add info about Parent Interviews to newsletter to community on 21/2/24 1. Completed 2. Write an end of term compass notice to remind families about April 15 being the first day of Term 2 for students, due to change in School Development Day. - MG and DH to follow up on OHSC tenders. Communicate outcome with the School Board. 1. Parent survey has gone out and 86 responses, with 77 families indicating that they would use the service 2. The next step is for tenders to be put out in Term 2.	
4.0	**PRINCIPALS REPORT**	
	Year 3 and Year 5 NAPLAN - Main testing days completed with only catch up to remain. - No date for the data to be returned Before School Program - NM and LE have been organising. - Starts Week 3 Term 2 with SNEAs - Notes will go home before the end of the term, after students have been identified through data. Instructional Playbooks - Launched in Term 2 for English and Maths - Comprehensive unified framework for effective teaching and learning Drop Ins - Leadership team have been dropping into classrooms for 10-15mins and providing feedback teachers on instructional model - NB and LS have reported back on positive experiences with the drop ins - The feedback is timely to address cultural survey feedback Staffing - Donna Snow will return as Principal, Milani will return to her deputy role and Lisa will return to her instructional leader role. - Liz Chadwick on maternity leave and Nives Love is returning from leave to cover maternity leave. - Ellen Lawless will continue to teach Room 20 - Kate McWilliams is on leave for Term 2 Board Parent Rep - 7 nominees have volunteered. - Previous system for voting has been decommissioned and other options are not up and running. MG and TL sourced the service Election Runner. - VS raised that you need to vote for 4 candidates rather than being able to vote for any number of candidates up to 4. This is something to consider for future elections. - Election closes on Monday March 25 at 4:30pm after being open for 7 days. - All candidates will find out the results afterwards and are then required to complete paperwork. Plan is to announce for Term 2. - NB has finished her term on the Board. Shona Gilfillan will be commencing her term on the Board in Term 2.	

	Grounds Master Plan - Walk around has been completed and will be shared soon - Looking into heating and cooling for the under covered area (quotes to be supplied for fans, air cons etc) - The school would be looking into options to fund the quotes	
5.0	**USE OF RESOURCES**	
5.1	Financial Statements- One Line Budget/Annual Budget - Budgets were provided to the Board. - School is paying half of oval decking. - New photocopiers due - VR googles have been purchased. These are for Year 3-6 students as we would be monitoring the usage due to motion sickness etc. - Classroom allowances have been done slightly differently this year to be more equitable. - Teachers can place submissions to the Finance committee throughout the year if further funds are required. - 3-year funding plan has been created - Samba drums were noted on budget to support a boys program delivered by the Chaplain. This is on hold to determine other programs and navigation of the best implementation of an approach. - LS has raised feedback about the payment of volunteer contributions payment as a plan or part payment option is needed. JG discovered a way to select an amount for payment on Compass App. - RC raised question around purchasing more solar panels due to large amount of funding assigned to electricity. JG and MG have noted that this is part of the School Grounds Master plan. DH to locate the solar panel reader so that this can be tracked and monitored. Students link this into curriculum. - TL and MG have ratified the School Cash Budget. Financial Report - Reserve planning $487 721. - Voluntary contributions (P&C are at 70% paid, School is at 74% paid). - School Budget to be bought to Meeting 3 as it will be released on March 26. - Ground plans are in place for decking on the oval and planting trees in the quad. - RC: is there are option to extend the current size of the under covered area? Conversation around how this would work and any factors needing to be considered.	DH to use parent view to determine payment options on Compass. DH to locate the solar panel reader so that this can be tracked and monitored.
6.0	**RELATIONSHIPS & PARTNERSHIPS**	
6.1		
7.0	**LEARNING ENVIRONMENT**	
7.1	School Grounds Master Plan update - Already discussed in other sections of agenda	
8.0	**LEADERSHIP**	
8.1		
9.0	**STUDENT ACHIEVEMENT & PROGRESS**	
9.1	Attendance Summary Report - KP: How do we increase attendance, if some absences are due to families being on holidays? Conversation around following up the absences we have an ability to increase (school refusal,	JB to categorise attendance data into absence codes for further discussions.

	anxieties etc). Utilising Nat O'Neill and Taylor the wellbeing dog to support this, as well as an increased support for identified and the case management of students. - The school is looking into providing a kiosk in Early Childhood for signing students in and out. - SC requested for attendance data to be further categorised to identify these areas. - Messaging from teachers around absences as some students are overly worried to come to school with any symptoms. This has been a carry over from COVID restrictions and persistent messaging about staying at home if unwell. Business Plan 2023-2025 Update - Admin team have reflected on the strategies and ranked progress for the High Impact teaching pillar. This was difficult and the tool requires further refining - Developing the whole child and building on creativity as it is currently sport orientated. This is being problem solved by Admin and will hopefully help support positive relationships and interactions. Possible options suggested have been lunch time clubs and researching into how girls and boys utilise the playgrounds, and the transition from PP to Year 1. Review of the SAER policy - Add in an explanation of Chronicle and SAER list so that it is clearer for readers outside of staff. - Clearer information around the SEN reporting being only for subjects with IEP goals, not the whole report. - Looking into how we sign the documented plans online to reduce need to print, scan and shred. - The big change has been the triaging of services being faster and clearer. - In the flow chart, edit parent meeting step to clarify which documented plans require a parent meeting, rather than parent notification. - Edit the current layout to reflect a policy with an appendix on how to operationalise the policy. On Entry summary - Data is not yet completed so will be reported on at next meeting.	JB to create appendix and operational guidelines, as well as reflect the suggested edits
10.0	**TEACHING QUALITY**	
10.1		
11.0	**GENERAL BUSINESS**	
11.1 11.2	Understanding and Reducing the Workload of Teachers and Leaders in Western Australian Public Schools document - Department of Education has been looking into ways to address workload concerns for teachers in Western Australia - Shared with Board as a matter of context for current conditions for teachers	JB to add document to circulate via email with minutes
12.0	**NEXT MEETING**	
12.1	**Meeting closed** Meeting closed by TL at 7:41pm.	