WEMBLEY PRIMARY SCHOOL
SCHOOL BOARD MINUTES

*Wembley School Board meeting at **5:45 pm on Tuesday 4 June 2024** to be held in the Library*

	Meeting No. 4		ACTIONS
1.0	**WELCOME AND APOLOGIES**		
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:** Donna Snow (DS), Milani Grace (MG), Jemma Bryan (JB), Natalie Mueller (NM) - **Additional Staff:** Debbie Humphries (DH) - **Parent Members:** Tama Leaver (TL), Jeff Gidman (JG), Dan Madden (DM), Leon Kroep (LK), Beth Catalano (BC), Sara Tuohy (ST), Lissette Salazar Rodriguez via WebEx (LSR), Kellie Pearcey (KP) and Vim Siva (VS) - **Community Representative:** Scott Crawley (SC) **Apologies/absentees** - Shona Gilfillan (SG), Lisa Evans (LE), Leila Sugden (LS)		
1.3	**Confirmation of agenda** - Confirmed	[Confirm]	
2.0	**DISCLOSURE OF INTEREST** (Real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda)		
2.1	- No disclosure	[Note/Decide]	
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 by all via circular, seconded by all via circular	[Confirm]	
3.2	**ACTION/S:** - JB to share future minutes as a working document to display any feedback or edits in a live format. - Working party (DS, TL, DM, BC, ST) to locate and update the previous documents used to support positive online discussions. - Admin to create some support sessions for families to learn more about the Compass platform. - DS, MG and JB to provide communication around roles and responsibilities of the School Board. - DS, MG and JB to investigate platforms for sharing information with new members - JB to include a 'whip around' as Item 13 Board meeting review for Meeting 4. - JB to ensure future agendas to feature square brackets for review. - JB to include the Board Planner with each agenda.	[Note]	Admin has started the support sessions for staff and families. Including adding into transition meetings. Board has noted the Roles and Responsibilities. Continue with email until JB is able to troubleshoot the School Board Connect page. JB to email out EV numbers and contact DOE to support with Connect access.
4.0	**PRINCIPALS REPORT**		
	Principal's Report (DS) - Director General Lisa Rodgers is departing from the Department of Education to work with ACER. Deputy Director	[Note]	

	General Jim Bell will postpone his retirement to support the selection process. - School Culture: • Great to see families supporting the Cross Country and Thank You Morning Tea. Meeting parents needs by offering an outside of school hours care. - Working on workforce planning for 2025: • Student numbers are dropping this is due to several factors including the community changes (demographic of the community due to properties already being developed, high school in-take areas). This may change due to the change in international enrolment rules. • With current numbers, for 2025 we will have 3 pre-primary classes. This may change due to additional enrolments. • 41 teaching FTE (across 50 teachers) with 34.8 permanent staff and 6.2 fixed term (we are holding 9.80 FTE for staff on leave or who have reduced days. • 26.2 non-teaching FTE (across 39 staff) • Mainstream Assistants pool – we received considerable number of applications given the staffing shortage. Currently short listing. • Special Needs pool – currently short listing. Less than expected number of applications. Currently shortlisting. • K-6 teacher pool (top up pool) currently advertised. Applications close 21 June. • Fixed term appointments have been made for Music teacher, MSC (3 months – advertise in term 3) and Deputy Principal (both until end of next term – will most likely extend until end of the school year to ensure continuity) • Trina Tanner is retiring at the end of this term after 20 years of service. • Kate M will return to Room 26 for Term 3-4 • Jess S will be on leave for Term 3. Roisin O'Connor will teach Room 23 in Term 3. • Recruitment for EALD (English as an additional language dialect) teacher will be a priority for 2025. • Students on Documented Plans currently sits at 203 (42 are EALD. Support is funded through student centred funding. Early identification and support are needed. • 275 students who are enrolled as EALD. - Workload Advisory Committee has been re-formed this term to address workload. They are currently looking into Reporting to Parents requirements. - Grounds Master Plan • working in collaboration with Student Representative Council to contribute to the Yarning circle plan through the development of a belonging garden. There is a funding support opportunity through local member for parliament. • Bike parking, bike racks, quiet, open and functional spaces with good traffic flow • Funding will be impacted if student numbers go down, so we will need to investigate options if teacher support needs increase. • P&C fundraising is highly valued to support resource purchasing and initiative projects. • Communication to families around the 2025 school year, will begin in October, after enrolments for Kindy and PP have closed. Communication in the newsletter will notify		

	families of any space.		
5.0	**USE OF RESOURCES**		
5.1	- Funding Agreement and Financial Statements- One Line Budget/Annual Budget (DH) • Reminders to families for voluntary contributions (3% increase). Families have also reached out for removal of item. Part payment option was available. Currently sitting at 82% of families have paid, which is lower than previous years. Spend another reminder out in Term 3. Encourage payment through the booklist for 2025. Currently reminders are sent via email through Compass. • Reserve planning requires 97% of funding to be spent. School has moved $100 000 from salaries to cash for supporting OT and wellbeing dog into Semester 2 and other initiatives (renovating toilet facilities). • Carpet in the Junior veranda area has been replaced, new pin up boards and whiteboards for junior classrooms, Compass kiosk installed into Kindy area for EC arrivals and departures during school hours. • Trees in the quad and on the oval to be planted during July holidays. • Tenders have gone out to Outside of Hours School Care (OSHC) providers, and they have been visiting the school and meeting with DS and DH. All going well, the plan is to launch this in Term 4, 2024. The plan is to use PP4 as is suits the needs for OSHC, with additional access to oval, playgrounds and under covered area. The initial contract will be for 2 years. The Department of Education will support DH with this process. Looking at providing care for 20-30 in the classroom, but with the under covered area possibly up to 80 students. The funding will be used by the school for initiatives. The selection process includes seeing what they offer in terms of programs and seeking feedback from schools who already use the services. Cater to the diversity of our students. Facilities will be first and foremost for the use of the school.	[Note/Confirm]	
6.0	**RELATIONSHIPS & PARTNERSHIPS**		
6.1	WhatsApp Draft Guidelines - Based on the previous Facebook guidelines from the P&C - Feedback is that it is good to have 6 dot points, concise, puts the responsibility back onto the P&C rep. - The use of identifying the platform of WhatsApp has been selected as it is the most common platform used for classes, however the feedback will be for further development into other social platforms or for it to be non-specific to platforms in the future.		DS to report back to P&C the Board supports these guidelines and thanks them for the timely manner in developing the guidelines.
7.0	**LEARNING ENVIRONMENT**		
7.1	School Grounds Master Plan update (JG) - The draft has come in and the comments have been reflected. - As the sub committee has been entrusted to speak on behalf of the group, the publishing of the plans can go ahead supported by the Board. - Projects and briefs will be shared at the time of action and what becomes a priority for the school. The rotating of money will also happen to ensure that the same phase of learning is not always targeted and catering for different types of play.	[Note]	

	- The projects will be funding through school and P&C fundraising initiatives. - The time frame that the master plan is valid for is linked to the reserve planning (3-year cycle). The P&C will be able to plan for projects within this time frame. - Local member of parliament funding could be looked into in the future.		
8.0	**LEADERSHIP**		
8.1	Professional Learning Plan – Term 2 (MG) - Significant amount of money has been allocated to supporting staff identifying their values. - Supporting our EAs and upskilling them. - Continuing to support our priority areas of responding to data, health and well-being.	[Note]	
9.0	**STUDENT ACHIEVEMENT & PROGRESS**		
9.1	Target Report for Annual Report (JB) - Using the traffic light system (green, amber and red) to map ourselves against the data. - Working with Bob Hawke College to share the Year 7 data for ACER to see how the Year 6 track into high school. - The amber rating has been allocated using reasonable judgement from the staff. - The progression of each student is tracked and investigated as a way to reflect on what supports have been successful and what support is needed for future planning. - Discussion around the correlation between students on documented plans and students rate of progression. The case management of students supports this investigation. - Targets around the school culture survey. The goals were aspirational. Using the new survey tool has led to some data not being collected on the same platform. - Feedback that some targets should fall into the red so that there is direction for future planning. This could be further supported through writing the targets differently in the future Business Plan. - The goals were written prior to the survey being published so they don't correlate neatly. It is hard to report on so the decision has been made to rewrite the targets to align them better. Business Plan Focus and Strategy Update (DS) - Linked back to the Principal's report	[Note]	Admin to use parameters for amber rating to ensure consistency. MG to create a key for the use of red (more than 6% below), amber (5% below) and green (on or above). MG and ST to map out and unpack the goals for the BP to align to DOE survey and bring to School Board for endorsement. MG to re-write the targets to align to DOE survey and bring to School Board for endorsement.
10.0	**TEACHING QUALITY**		
10.1			
11.0	**GENERAL BUSINESS**		
11.1 11.2	- Extra-curricular activities report • Discussion around how the amount paid is determined. - Behaviour Policy Review Planning • 3 documents sit alongside (Violence in Schools policy, Bullying policy, Good Standing policy, Effective Management of Student Behaviour) • Discussion on how to move forward as a school. This will involve an in-depth investigation into the multi-tiered support systems already in place. A clear Social and	[Note/Decide]	DH to share how Community Usage Fees are determined at Meeting 5. Update for 2024 with the plan to circle back and relaunch to reflect the new information in 2025.

	Emotional Framework action plan will be devised to address deficits. • Once the Social and Emotional Framework action plan is identified, the policies will be updated to reflect these. - Privacy Policy Review • Third Party Policy permission has been sought, however feedback on the validity of the tick-a-box system. • The suggestion moving forward is to link the Third-Party permission with the Privacy Policy. • The Privacy Policy is requiring a review in its entirety. • Apps that don't fit within the policy can be optional for at home • Share apps with families through a new policy as the Form disappears once families complete it. Create it through the order of function. • Cyber Safety policy gets signed by the student and the parent. • Changes to be made to the Privacy Policy: 1) Remove reference to software Office 365, 2) more clarity around the bullet points on page 2 3) taking out the examples		JB to create a 2024 App list of apps to the website for future reference of families. JB and MG to follow up on User Agreement status. The next newsletter will feature the 2024 App List. Admin to update Privacy Policy.
12.0	**MEETING REFLECTION**		
12.1	Members to share their reflections on the meeting. - LK: Will be useful for new members to access previously discussed documents on Connect. - SC: Interesting to go back and look at prior policies to reflect and update. The work gone into the policies has been excellent. - DS: The suite of policies were worked on for 2 years and was refined until they were published. The wording might be out of date, but they are solid policies. - JB: What printing needs to be done for meetings? Outcome: no printing unless the documents haven't been sent out prior. - MG: Would like guidance with the preparation of data for the next meeting.	[Note]	
13.0	**NEXT MEETING**		
13.1	**Next Meeting** - 5:45pm-6:30pm, July 30th - This will be an open meeting on data (to be determined closer to the date). **Meeting closed.** - Meeting closed by Tama Leaver at 8:11pm.		

These minutes have been approved and endorsed.

Board Chair: _____

Principal: _____

Date: