WEMBLEY PRIMARY SCHOOL
SCHOOL BOARD MINUTES

*Wembley School Board meeting at **5:45 pm on Tuesday 22 October 2024** to be held in the Library*

	Meeting No. 7 Meeting		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), Jemma Bryan (JB), Milani Grace (MG), Shona Gilfillan (SG), Natalie Mueller (NM), Debbie Humphries (DH), Leila Sugden (LS) and Lisa Evans (LE) • **Parent Members:** Tama Leaver (TL), Jeff Gidman (JG), Leon Kroep (LK), Beth Catalano (BC), Lissette Salazar Rodriguez (LSR), Vim Siva (VS) and Sara Tuohy (ST) **Apologies/absentees** • Kellie Pearcey (KP) • Dan Madden (DM) • Scott Crawley (SC)		
1.3	**Confirmation of agenda** • Amendment to agenda: Nat O'Neill presenting Occupational Therapist and Wellbeing Dog Program data.	[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 of interest	[Note/Decide]	
3.0	**BUSINESS ARISING FROM PREVIOUS MINUTES**		
3.1	**Review of previous meeting minutes.**	[Confirm]	
3.2	**ACTION/S:** • No follow up actions due to open meeting.	[Note]	
4.0	**PRINCIPALS REPORT**		
	Principal's Report (DS) • Reporting to Parents update in Student Achievement and Progress. • Numbers for 2025 are currently at 761 students, Level 6 school rating is 750 students and above. • Staff Cultural Survey feedback i) **Teaching Quality:** Lack of performance management in 2024, better use of Professional Learning days. ii) **Learning environment**: work on safe and inclusive learning environments – sensory rooms iii) **Leadership:** opportunities to be involved in planning, making decisions as parents, communicates how decisions will impact on student learning. iv) **Resources**: time to set up the learning environment well – play based learning stations Yr 1 and 2. Too much money spent on Special needs students to the detriment of students who need some extra support to progress at level. v) **Relationships**: positive relationships with Aboriginal students and their families to better cater for their	[Note]	The Board congratulates Eleanor Lake on her retirement and thanks her for her many years of exemplary service at Wembley Primary.

	needs. vi) **Student Progress and Achievement:** not all parents don't understand how the school uses evidence for planning. • Public School Review – Week 10 Term 1 i) Strategic Planning – given the data analysed and the priority areas, the middle leaders have begun the strategic plans: ii) Maths, Reading, Play Balanced Learning, Student Wellbeing, Organisational/ • Staffing i) Manager of Corporate Services and Teachers process completed, contracts in process ii) Special Needs Education Assistants – ongoing difficulties recruiting, will re-advertise iii) Mainstream Education Assistants – over staffed and have advised to apply elsewhere. iv) Retirement – Eleanor Lake • Class lists i) Student agency – 5 friends/peers they work well with ii) Teacher input iii) Parent requests considered. iv) Using a new program – Class Solver • Budget i) Finance committee has approved the contributions and charges. ii) Cost Centre Managers are currently developing their budget. • OSH: The centre in PP4 on Jersey Street is open and steadily gaining more enrolments. It has been a smooth transition and the staff and children attending all appear very happy and settled. • Newsletter will remain on Sway moving forward.		
5.0	**USE OF RESOURCES**		
5.1	**Charges and Voluntary Contributions for 2025 (DH)** • Amounts have increased as they have not been increased for a number of years. The increase is due to inflation of incursions/excursion costs and buses. • The amount listed is the highest amount we can charge, not the amount that will be used. • Possibly look into each excursion for the curriculum value to ensure the cost can be explained, eg. surfing. • The Board has endorsed the Charges and Voluntary Contributions for 2025 with the addition of ICAS costing of $60. • Set the costing expectation for families involved in musical excursions as ticket prices can be expensive. This will be done by the Music teacher in 2025 and communicated with families when students sign up to choir. **Personal Items Lists 2025 (JB and DH)** • Booklists endorsed by the Board pending updates of Mathletics, Art items and the removal of the Reading Journal in Year 1.	[Note/Confirm] [Endorse]	JB to update booklists with adjustments approved by the Board. DH contacted Finance Department and ICAS can not be placed on the Charges and Voluntary Contributions.
6.0	**RELATIONSHIPS & PARTNERSHIPS**		

6.1	**Business Plan monitoring tool for Engagement Pillar results and data (JB and MG)** • 5 members completed, however due to the rating system a new survey required to get valid data. • The survey was a self rating against the Business Plan targets • Survey to be sent out with the draft minutes from tonight's meeting with complete by the close of business on Monday October 28.	[Confirm]	JB to send out the new survey link and explanation of ratings.
7.0	**LEARNING ENVIRONMENT**		
7.1	**Nat O'Neill** • 2024 expansion of the Student Services Team • Funded through a grant in Semester 1 and by the school in Semester 2. • Wellbeing Dog rather than a school dog • Working with students who are experiencing school refusal • School focus is on working with classrooms to teach social and emotional skills • Teachers are able to refer to Student Services Team through an online platform, the triage process of referrals allow for access to OT and Wellbeing dog • Goals for 2024 1. Visit every classroom aiming to meet every child and explain the Taylor rules 2. Begin to develop a sense of ownership within the community 3. Year 5 girl small group work on anxiety 4. Public Speaking performances 5. Term 3 Year 3 weekly social and emotional lessons 6. Term 4 PP weekly SEL with focus on Year 1 transition • Year 3 data displays provide on surveys conducted after Nat and Taylor visits • Case study provided to demonstrate complexity of Nat and Taylor's services • 2025 Planning: continue with weekly schedule, ensuring Tier 1 and 2 support, Term 1: Year 1 transition, Term 2: Year 2, Term 3: Year 3, Term 4: PP • Supporting school programs, completing DoE training, ASD PL, PDA PL, OT PL, School Can't PL • If students require one on one support, then Nat ascertains if they are supported by external therapists and have a mental health care plan from their GP. • Focus on early childhood to help create a proactive approach • Students afraid of dogs have been identified by teachers and a careful approach has been developed to be inclusive of all student needs • School has been able to maintain OT for 2025 with careful planning. Future years will need to be planned for financially.	[Note]	
8.0	**LEADERSHIP**		
8.1	**Building Cultures Staff and Community survey feedback (MG)** • Community survey feedback was circulated prior to meeting • Very similar to 2023. Due to constant change in leadership	[Note]	MG to collate themes from Board members.

	there were themes of instability and frustration amongst the 116 /555 respondents. • Approximately 20% of school community have completed the survey. • Teaching Quality: Teacher partnerships – aspirations for students, teaching meets the needs of my student. • Learning environment – Effective pastoral care processes, reconciliation / recognition of Aboriginal culture, welcoming front office. • Leadership: opportunities to be involved in planning, making decisions, communicates how decisions will impact on student learning. • Resources – impact of resources on students learning / specific needs • Relationships – School Boards is representative of community, staff have positive relationships with Aboriginal students. • Progress and Achievement – parents don't understand how the school uses evidence for planning. • Board discussion: i) The survey was created by the DoE to provide more information and accountability around the 6 domains used in the Public School Review ii) Discussions around the common themes of the data within each domain (communication methods, connection for parents, need for reconciliation, role of the Board) iii) What are the actions from the data collected over the years?- how do we share this with families as change can take years		Admin team brainstorm ways to share data with community.
9.0	**STUDENT ACHIEVEMENT & PROGRESS**		
9.1	**Reporting to Parents Update** • In response to the Education Minister and Director General's announcement and State School Teacher's Union of WA advise in regards teacher workload reduction, our Workload Advisory Committee has been very active collaborating to create a reporting to parent's schedule that will keep parents regularly informed of their child's progress and achievement. • School will provide regular communication around the new format. **PP-Year 6 Reports format for Semester 2, 2024** • English – all strands, no comment • Maths – all strands, no comment • Science – all strands (2x specialist teacher, 2 x class teacher) • HASS – overall grade only (not in strands) • Technology – overall grade for Design and overall grade for Digital (not sub-strands) • Phys ED – substrands • Music - substrands • Visual Art - substrands • Languages - substrands **Kindy Reports Format for Semester 2, 2024**	[Note]	Admin to continue communicating changes around reports to families.

	• Sem 2 – Grades for Learning and Thinking, and Communication and a general comment. Grade for all agreed substrands (some substrands removed that are not relevant). **Reporting to parents in 2025 outline:** • Term 1, Week 2 or 3: Information night • Term 1, Week 9: 10 min parent interviews • Term 2, Week 10: Sem 1 report, grades and general comment only • Term 3, Week 9: Showcase / learning journey (3:30-5:30) • Term 4, Week 10: Sem 2 report, grades and general comment only **Investigating for future planning** • We are investigating the use of Lesson Assessment on Compass as an online portal for parents to view their child's system and class assessment results. We have the facility available to begin testing/trialling. • We have not taken this to/spoken to staff yet.		
10.0	**TEACHING QUALITY**		
10.1	**Priority areas for 2025 (MG and LE)** • Postponed to the next meeting		
11.0	**GENERAL BUSINESS**		
11.1	**School Development Days 2025 (DS)** • Term 2 June long weekend will now be the Tuesday SDD instead of the Friday before. This will create a 4-day weekend from Saturday to Tuesday. **Planning for the PSR (DS)** • Postpone to the next meeting	[Confirm/Endorse]	DS to share remaining SDD to be confirmed via circular.
12.0	**MEETING REFLECTION**		
12.1	**Members to share their reflections on the meeting.** • Great conversations in pairs • Next Board meeting dinner will be provided	[Note]	
13.0	**NEXT MEETING**		
13.1	- **Meeting closed** - Meeting closed by Tama at 8:07pm.		