

# Beenyup Primary School Board Meeting Minutes

Subject: Board Meeting

Location: Beenyup PS Conference Room

Time: 3pm – 4.30pm

Chair: Shaye Mack

Secretary: Mel Lipple

Date: Monday, 1 August 2022

Present: Shaye Mack (SM), Jonathon Burcham (JB), Chelsea Versaico (CV), Morwenna Ferrari (MF), Donna Covill (DC), Michelle Mader(MM), Monique Pepper (MP), Rebecca Instance (RI), Rob Coales (RC), Ben Luckens (BL)

Apologies:



Open: 3pm

Time	Item	Documents	Purpose	Led by	Recommendations	Discussion	Actions
	1. Welcome and apologies			Chair			
	2. Disclosure of interests			Chair		N/A	
	3. Minutes of meeting	Meeting minutes from 09/05/2022	Make: (for approval)	Chair	Accept	Accepted: DC Seconded: CV	
	4. Action register		Understand	Chair			
<b>Administration agenda items</b>							
	5. Correspondence		Understand	Chair		N/A	
<b>Strategic Agenda Items</b>							
	6. Principal's Report	Principal's Report	Understand	Principal		Principal's Report Included: <ul style="list-style-type: none"> <li>• Kindy enrolments 2023</li> <li>• Sem 1 Attendance data</li> <li>• Focus of School Development Days – Morning Meetings, mastery folders aligned to retrieval practice research, PBS STAR Matrix, SSEN Disability Autism modules 2 &amp; 3</li> <li>• Staffing updates - Deputy Principal position currently advertised and welcome to new Chaplain, Tania Bell, onsite 5 days a fortnight. Congratulations to Marnie Herbert, School Officer, for winning promotion of permanent level 3 position at another school.</li> <li>• AVID coordinator, Mish Mader, presenting at AVID Australia Summer Institute in Melbourne (Term 4)</li> <li>• Grounds update included Yarning circle in progress</li> <li>• \$25 000 grant refurbishment of Science STEM room, furniture arrived.</li> <li>• Sem 1 Report data and Attributes summary – Pre Primary shifting from last year to this year positively – will review data again Sem 2.</li> </ul>	

						<ul style="list-style-type: none"> <li>Voluntary Contributions and Charges collection rates</li> <li>Learning Journey and Student Success Week, Week 9, Learning Journey 5-7pm</li> </ul>	
	7. Review school policy and practice re: Religious Education	Religious Guidelines	Inform	Principal		Discussed Dept policy. Treasure Hunters - currently have approximately 25 kids participating during an afternoon play time session.	
	8. Progress of Business Plan	BP monitoring tool	Understand	Principal		Reviewed progress from 2020 to 2022 across all areas.	
	9. 2023 Business Plan extension and Vision refinement	BP monitoring tool, Business Plan	Inform and Make	Principal	Approve	Discussed COVID impact on Sem 1 student reports. Discussed opportunity to extend Business Plan to end of 2023 as encouraged for all schools to consider by the Director General due to COVID impacts. This would support collection of more data due to disruptions. Staff discussed on SDD and were in favour of extending the plan. Unanimous decision by Board to extend Business Plan until the end of 2023. Start planning for 2024 Business Plan next year. Streamlining the School Vision discussed on SDD by staff whilst maintaining same clear message. Board discussed and approved change.	RI to confirm changes with marketing company.
	10. National School Opinion Survey	NSOS survey	Inform	Principal		Mandated across all schools. Staff, senior students and families will be encouraged to participate.	
<b>Information Agenda Items</b>							
	11. Presentation of priority area	Sounds Write	Understand	MP		Sounds Write Phonics program overview provided and 'one pager' handout provided for Board files.	
	12. Ongoing induction	Module 2	Understand	JB		Module 2 - Effective relationships module presented by JB off site on 29/6/22.	
	13. Perception forum (Closed agenda item)		Understand	Chair		Board discussed the work force plan review in progress, considerations and impacts such as COVID, staff shortages, recruitment. Data shared re: fixed term contracts and workplace movements.	
<b>General Business</b>							
	Next meeting		Understand	Chair		Monday, 24 October 2022 Proposed agenda items to be emailed to Shaye no later than 2 ½ weeks before next scheduled meeting for consideration.	
	Close			Chair		Meeting closed 4:45pm	