

PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES



DATE: 2 August 2019		CHAIR PERSON: Meredith Guthrie		
TIME: 7.30am – Library		MINUTE SECRETARY: Francesca Coen		
ATTENDEES: Meredith Guthrie (2019 Board Chair), Lea Tunbridge (Principal) Parent Representatives: Gina Fisquet, Renee Puizina Staff Representatives: Francesca Coen, Dave Anderson Community Representative: Ron Addison Carol Birch to present financial report.				
APOLOGIES:				
CONFIRMATION OF AGENDA:				
ITEM NO	ITEM	LED BY	DISCUSSION	ACTION & TIMELINE
1.0	Welcome and Apologies	MG		
2.0	Minutes of Previous Meeting	MG	Confirmed by: RP MG signed.	
2.1	Declaration of conflict of interest	MG		
3.0	Business Arising from Previous Meeting			
4.0	Correspondence	MG	MG – Today is Primary Principals Day.	
5.0	Financial Report	CB	CB presented the financial report. School contributions have increased since Cath put graphs in class and office windows. Teachers and admin staff have also been speaking about the importance of paying school contributions which has resulted in an increase of payments.	
6.0	GENERAL BUSINESS			
6.1	New Principal – Lea Tunbridge	LT	Principal Report:	

		<ul style="list-style-type: none"> - During the last week of Term 2 MP was asked to go to Kelmscott PS as the substantive Principal is in district office working on Websis. The Principal who was there won the position opening a new school in 2020. LT was asked to come to Phoenix, her contract is officially until 15 November 2019. - The music teacher has resigned due to health reasons; this position will be advertised. - There is currently a Level 1 EA process running (maternity leave). - The gardener position closes today. - The PP teacher position (part time) will be advertised soon (maternity leave cover). - FC will be going on maternity leave at the end of Week 7, Angela McMinigal will be in the position for the last three weeks of Term 3 and then the position has been offered to Wendy Conti from Harmony PS for Term 4. - DA will be released from his classroom teaching for 2 hours per week to manage IT infrastructure. The DP will teach in C3 during this time. - LT has met with all staff over the first two weeks of term, every teacher said they were very happy working at PPS. An area they would like to see developed is ICT and robotics. - Starting next week LT and some staff who have volunteered their time will be offering after school sessions to parents who would like assistance with writing job applications, filling out forms, using the internet to lodge online applications etc. This will run for 1 hour per week for 3 weeks. - LT will be hosting a morning tea next Thursday at 8.45am to give parents and community members an opportunity to come and meet with her and ask any questions they may have. The Board members were invited to attend to raise their profiles within the school and to meet with parents. The flyer will be going out to parents today. - LT met with teachers who are interested in attaining their Level 3 Classroom Teacher status. This is an extended process of approximately 18 months. L3CT recognises teachers who are curriculum experts in their schools/lead specific areas. 	
--	--	--	--

	Focus 1 – Curriculum and Teaching			
6.2	Surf Safe Online student and parent sessions	FC	On Wed 21 August Paul Litherland will be visiting the school to provide a student session and parent session. The student session will be for the Year 5/6 students and will focus on cyber bullying, digital citizenship, online footprint, social networking and online gaming. The parent session will be held from 4.30pm-6pm and Phoenix has invited the parents from our neighbouring schools for a gold coin donation. This session will focus on the same topics but aimed at providing tips and tricks to keeping children safe online. Thank you to the P&C for funding this worthwhile opportunity for the students and community.	
	Focus 2 – Conditions of Learning			
6.3	Behaviour Management Policy update – including Good Standing	FC	The Director General has given a Directive that all schools will review their current Behaviour policy to include Good Standing. At the staff meeting teachers were given the example process for good standing from the Department. Teachers decided on the definition of Good Standing, what behaviours will result in students losing Good Standing, how long it will be lost for and process for it being reinstated. Board members were given the updated Behaviour Management Policy with Good Standing included to review and provide feedback. Board members were happy with the updated policy.	
	Focus 3 – Parent and Community Support			
6.4	P&C Update		<ul style="list-style-type: none"> - The P&C has decided to dissolve the P&C, unfortunately there wasn't enough community support to run the canteen. - The P&C has suggested outsourcing the canteen. This would be a Board decision once the P&C has been dissolved. - The ATO issues have been sorted. - The P&C voted to put the remaining funds into funding an electronic sign which would assist with advertising for the school, enrolments etc. - The P&C hopes to rebuild and look at starting again in 2021. 	

6.5	School Facebook Page	FC	Late last term the school created an admin run Facebook page to keep the community up to date with what is happening at the school. We ran a competition to generate 'likes' and gave a prize to a randomly drawn winner at the beginning of this term. The school will continue to post regularly to increase the visibility and gain more 'likes'.	
6.6	Hats in Term 2 and 3	LT & FC	A parent of a child at the school has requested that the Board consider making hats compulsory for all terms during the school year due to skin cancer rates and the associated risk when exposed to elevated UV levels. Children would still have a choice of which type of hat to wear but they would need to wear it for all terms. The Board agreed that hats should be worn by all students for all terms of the year – students will need to be reminded that hats with slogans etc. aren't acceptable.	
6.7	YMCA OHSC Update	FC	The YMCA EOI went out to parents during week 1 of this term. So far we have received 20 back. Due date is today. FC has tried to make contact with Emma Tarrant to come and meet with LT and herself to go through the responses and plan for next term.	
	Focus 4 – Professional Development			
6.8	SDD Friday 23 August	FC	Friday 23 August will be a School Development Day. Staff will be engaging in: - Two hours of Trauma professional learning provided by school psychologist, Marie Hackett. - Two hours of Robotics professional learning provided by Dave Anderson, Dave Walsh, Christie Read and Heather Lawson. - One hour of NQS reflection and planning for the next operational plan led by Angela McMinigal.	
	Focus 5 - Leadership			
6.9	Robotics/Technology Leaders	LT	Dave Walsh, Dave Anderson, Christie Read and Heather Lawson will be robotics/technology leaders in the school. They will be presenting at the SDD in week 5 and leading the curriculum area throughout the school.	

7.0	Other Business	GF	GF saw a mindfulness program called the Resilience Project on Facebook that children enjoyed. DA reported that the PATHS program is working really well in classes and that the impact on students being able to effectively express their emotions has been positive.	
		DA	DA thanked MG for presenting to C3 students about weather and science. He said it was a great way to wrap up the content block.	
8.0	Next Meeting		25 October 2019	
9.0	Meeting close		8.30am	