

# PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES



<b>DATE:</b> 04/04/2018		<b>CHAIR PERSON:</b> Meredith Guthrie		
<b>TIME:</b> 7.30am		<b>MINUTE SECRETARY:</b> Francesca Coen		
<b>ATTENDEES:</b> Meredith Guthrie (2018 Board Chair), Margaret Pretty (Principal) Parent Representatives: Sally Garbin, Rhonda Fleming Staff Representatives: Francesca Coen, Dave Anderson Community Representative: Ron Addison				
<b>APOLOGIES:</b> Maryke van Rooyen, Renee Puizina				
<b>CONFIRMATION OF AGENDA:</b>				
ITEM NO	ITEM	LED BY	DISCUSSION	ACTION & TIMELINE
1.0	Welcome and Apologies	MG		
2.0	Minutes of Previous Meeting	MG	Confirmed by: Sally Garbin and Ron Addison	
3.0	Business Arising from Previous Meeting	MG		
3.1	Training for Board Members	MP	Discussed. Margaret has spoken to Matt Osborne – he will provide Board Training. South Coogee PS, Newton PS and Spearwood PS will join for the training.	Board nominated two dates for Margaret to pass on to Matt Osborne. Wednesday 4pm-7pm. 23 or 30 May (Week 4 or 5). Margaret to confirm with Board if Matt agrees to one of the dates.
4.0	Correspondence	MG	Ian/Meredith received letter from Education Department about Review including the areas of improvement to look at from Review document. Margaret informed that these are	Informed

			recommendations made by the school during self-review process.	
5.0	Financial Report	MP on behalf of CB	<p>Margaret provided financial report as attached. Budget was received last Monday.</p> <p>Board discussed surveying parents about the OHSC service provided by Horizons as they will be closing at the end of term. The school will look at renting out buildings within the school to provide funding.</p> <p>Board discussed inviting companies to see the school before putting out to tender.</p>	<p>Rhonda to investigate after school providers and report back at next meeting.</p> <p>School to ask for feedback from families who have used Horizons and whole school to see if other parents would use a different provider.</p>
6.0	<b>GENERAL BUSINESS</b>	MG		
6.1	Board Report (attached)	MP	Attached to agenda.	Informed
6.2	School Statistical Overview (attached)	MP	Attached to agenda – Excel spreadsheet. Judy Sakalidis retired on 31 March 2018. School based function will be in Week 11. Brett will retire as of 23 April 2018.	Informed
	Focus 1 – Curriculum and Teaching			
6.3	School Data – On Entry and NAPLAN Board will review school data from 2015-2017.	MP & FC	<p>FC and MP presented attached data PowerPoint to Board.</p> <ul style="list-style-type: none"> <li>- International and EALD students and how they are funded.</li> <li>- Like schools are continually changing which changes the comparison of PPS data.</li> <li>- Family holidays and the impact explained on individual student growth.</li> <li>- Half day absences explained – 2-hour continuous block.</li> <li>- Attendance data explained and our families who are in the 'severe' category has decreased. In 2017 this decreased to 0%.</li> </ul>	Endorsed

			<ul style="list-style-type: none"> <li>- On Entry assessment – whole school data used for classroom planning, school planning, school BP and Department data.</li> <li>- Goal is for PP students to be at progression point 1 at the end of PP. 12 months' progress was demonstrated in targeted students in 2017.</li> <li>- NAPLAN data reviewed, results explained including why certain programs have been implemented.</li> <li>- Explained that growth has been on a positive trajectory for Year 3 but declining for Year 5 when compared to like schools.</li> </ul>	
6.4	Draft Business Plan 2018-2020 MP requests feedback from Board members on updated draft.	MP	Board members were asked to provide feedback on the draft Business Plan.	Endorsed
	Focus 2 – Conditions of Learning			
	Focus 3 – Parent and Community Support			
6.4	P& C Report	SG	SG provided P&C and Principal's Report from last meeting. The next P&C meeting is tonight.	Informed
6.5	Mindfulness after school program (attached)	MP	Discussed – parents pay for the service after school. Board agreed it would be trialled.	Margaret to find out more about the service. School will look at trialling the service.
6.6	Horizons and Kapture	MP	Horizons is closing down. Kapture is the new photographer, photo envelopes will be sent home next week.	Informed
6.7	Board Open Meeting	MG	Open Board Meeting will be held on 23 May 2018 at 7.30am.	Meredith will forward information to Cath Wyatt in the office to advertise in the newsletter.
	Focus 4 – Professional Development			
6.8	Staff Professional Learning: Dave Anderson attending T4W (2 days) Dave Walsh – First Aid Term 2 (1 day)	MP	MP informed Board of the professional learning staff have attended or will be attending.	Informed

	Carol Birch – Network MCS Meeting Jo Johnson – Graduate Modules (2 days) Christie Read and Francesca Coen - SCSA			
	<b>Focus 5 - Leadership</b>			
7.0	Other Business		Sally – requested that the P&C President be given access to the school network. Francesca advised that school network access cannot be given to people who aren't employees of the Department.	
8.0	Next Meeting		23 May 2018.	
9.0	Meeting close	8.37am		