

PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES



DATE: 10 May 2019 2019		CHAIR PERSON: Meredith Guthrie		
TIME: 7.30am – Library		MINUTE SECRETARY: Francesca Coen		
ATTENDEES: Meredith Guthrie (2018 Board Chair), Margaret Pretty (Principal) Parent Representatives: Gina Fisquet, Renee Puizina Staff Representatives: Francesca Coen, Dave Anderson Community Representative: Ron Addison Emma Tarrant - YMCA				
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: DA	
2.1	Declaration of conflict of interest	MG	Nil	
3.0	Business Arising from Previous Meeting		Nil	
4.0	Correspondence	MG	MG received WA Education Awards information – due 31/5.	Look at nominating TR in 2020 as she has received a letter of commendation from Regional Office.
5.0	Financial Report	MP on behalf of CB	Provided to board members at meeting – see attached. Colour coded to show Feb 2014, April 2018 and April 2019 contributions. Note: there are two Kindy classes this	

			year, one in 2018. Graphs have been put in classroom windows to show contributions which has been an effective strategy. 30 x iPads have been purchased which will be timetabled in learning blocks.	
6.0	GENERAL BUSINESS			
6.1	YMCA OSHC	ET	<p>Emma Tarrant (Manager – YMCA).</p> <ul style="list-style-type: none"> - YMCA has been in operation for 175 years. - They have 30 OSHC services and are the only safeguarded accredited company. - They follow the ELYF and curriculum (staff trained). - Staff are employed full time and provided with 10 hours admin time to prepare programming. - Before school YMCA will require more than 6 children and 7 for after school. - Staff ratio 1:10 - They will use the Assembly area, Science room and canteen for food preparation - Between \$8000 and \$20,000 will be returned to the school depending on number of children who attend. - Price of service depends on the needs of the area. <p>Board decided to keep the cost low as the priority is to provide the service to the school community.</p> <ul style="list-style-type: none"> - Vacation care – set price for each day regardless of if it is an excursion/incursion/centre day (4 out of 5 days are excursion days). Excursions are decided based on surveys from families – different each holiday period. - Board decided to survey parents this term with the view to start T4, 2019. - Before and after school care will be offered to Phoenix families only, vacation care opened up to other schools. 	Board members are requested to email questions they would like included on the survey to MP ASAP.
6.2	Board Report	MP	Attached to minutes.	
6.3	School Statistical Overview	MP	Attached to agenda.	

	Focus 1 – Curriculum and Teaching			
6.4	NAPLAN 2019	FC	NAPLAN will run throughout weeks 3 and 4 of this term. The only test completed on paper will be the Year 3 writing test. The schedule has been published in the newsletter. Students have had practice sessions using the NAPLAN browser and are familiar with the types of questions they will be asked. We should receive the results earlier in the year due to it being online.	
6.5	Nutrition classes, Dental education sessions – facilitated by Cockburn Integrated Health	FC	The CEO from Cockburn Integrated Health visited MP and FC to offer to facilitate services being provided to the school. He has assisted in us booking Dental Education session for PP, Year 3 and Year 6 and Nutrition classes by a dietitian for Years 1-4. It was decided nutrition classes would benefit students based on their lunch box contents.	
	Focus 2 – Conditions of Learning			
6.6	School Maintenance	MP	New pathways around the school and new carpet in B4 were installed over the holidays. The old undercover area is having the beams replaced some time before June. The large tree branch that had fallen at the back of the school has been cut down – a large log has been left for the students to play on. This school maintenance has been funded by the Education Department. The old undercover will be turned into 3 x tennis courts during the July vacation, at school expense.	
	Focus 3 – Parent and Community Support			
6.7	P&C Report, change of days	RP	At the last meeting it was decided that the canteen would change its days to Wednesdays and Friday as Mondays have not been viable (starting week 3). Volunteers are required for the election sausage sizzle 7.30am-3pm. Volunteers also needed for Bunnings sausage sizzle on 8/6. Emma Tarrant volunteered help at the election sausage sizzle.	

	Focus 4 – Professional Development			
6.8	School Development Day (Network) – 31 May 2019	MP	See Board Report. All staff will be attending a conference at Fremantle College, staff will choose between 8 concurrent sessions in each session time.	
6.9	Epilepsy Friendly School	MG	1 in 200 children have Epilepsy, likely that every teacher will teach a child with Epilepsy during their career. Epilepsy is more than seizures and First Aid training is not enough. There are 3 steps to becoming an Epilepsy Smart School – having a current Epilepsy Management Plan, PL for teachers, promote school awareness. Currently one student at PPS diagnosed with Epilepsy.	Board to look at information and consider for future.
	Focus 5 - Leadership			
6.10	Curriculum network meetings for teachers (once per term).	MP	Every teacher is attached to a learning area and attends a meeting once per term with teachers from the 17 network schools. All the representatives meet and share resources and ideas. Feedback has been very positive.	
7.0	Other Business			
8.0	Next Meeting		Friday 2 August (Week 2, Term 3)	
9.0	Meeting close		8.28am	