





PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES

DATE: 11 June 2020		CHAIR PERSON: Meredith Guthrie		
TIME: 3:15pm – IT room		MINUTE SECRETARY: Wendy Conti		
ATTENDEES: Meredith Guthrie (Board Chair), Margaret Pretty (Principal) Parent Representatives: Gina Fisquet, Renee Puizina, Letitia Needham, Laura Arscott, Lisa Wood-Smith, Liz Woodberry Staff Representatives: Wendy Conti, Dave Anderson, Rebecca Sedgwick Community Representative:				
APOLOGIES: Ron Addison				
CONFIRMATION OF AGENDA:				
ITEM NO	ITEM	LED BY	DISCUSSION	ACTION & TIMELINE
1.0	Welcome and Apologies	MG	Apologies from Ron Addison	
2.0	Minutes of Previous Meeting	MG		Accepted and signed by MG
2.1	Declaration of conflict of interest	MG	Nil	
3.0	Business Arising from Previous Meeting	MG	Nil	
4.0	Correspondence	MG	Nil	
5.0	Financial Report	MP on behalf of CB	<ul style="list-style-type: none"> • Provided to board members at meeting • DOE have instructed us not to put any pressure on parents for payment of voluntary contributions. Cath will not be following up any unpaid money this term. 	see attached report
6.0	GENERAL BUSINESS			
	Focus 1 – Curriculum and Teaching			

6.1	From online to face – face teaching	MP	<ul style="list-style-type: none"> • MP commended our teachers on their adaptability, positivity and collaboration in the face of so much change and uncertainty this year. • PPS is a less stressful school than reports from principals from other schools. Congratulations! 	See attached - Principal's report - Students numbers excel document
Focus 2 – Conditions of Learning				
6.2	Adventure Playground & Sandpit	MP	<ul style="list-style-type: none"> • Adventure Playground next to A6 has been completed. Total cost \$17 820. Thanks to South Lake SHS for donating the mulch and the help from parents & Dave S (gardener) to transport and spread it. • Sandpit outside B1. Total cost \$ 10 340. Children are thoroughly enjoying playing there with lots of donated kitchenware and a mud kitchen. We will need to fundraise for a shade sail 	
6.3	Pre-primary playground	WC	WC applied for a grant from DOE last year for a PP playground (fort & tunnel). We were successful in receiving \$20 000 grant. We have ideas from other schools. Playground will be built in the middle of the cycle track.	MP & WC will be meeting with a designer next week to discuss ideas.
Focus 3 – Parent and Community Support				
6.4	Term 2 guidelines from DOE	WC	Phase 3 guidelines (from Mon 8/6) <ul style="list-style-type: none"> • All students are expected to attend school except those with a medical exemption to learn from home • Parents/carers may come onto school site to attend pre-arranged meetings or to drop off/ pick up • Max 100 parents/carers/visitors allowed on school sites. Must observe social distancing of 1 person per 2 m2 • Canteens can run if meet social distancing guidelines • Interschool activities – max 100 people indoors and max 300 people outdoors • Contact sport allowed and equipment can be shared • Incursions & excursion can occur - max 100 people indoors and max 300 people outdoors 	

			<ul style="list-style-type: none"> • Assemblies can occur - max 100 people indoors and max 300 people outdoors • School board meetings can occur – social distancing & good hygiene • Reports <ul style="list-style-type: none"> - will use the normal reporting template - A-E grades are optional but PPS staff decided to use them as normal - Report to reflect what was taught • Cleaning – extra money and extra cleaning. We have a cleaner on site all during the day in addition to regular cleaners. DOE spent \$43m to July. • Playgrounds are cleaned daily 	
6.5	Fundraising – Yr 6	DA	<p>Fundraising helps to pay for Year 6 graduation and celebrations e.g incursions / excursions</p> <ul style="list-style-type: none"> • Previous activities: <ul style="list-style-type: none"> - Cake raffle each Friday. Cakes brought in by students and staff. 2019 – raised about \$500 - Krispy Kreme donuts 2019 – about \$200 • Focus for Term 3 if and when restrictions are lifted. • Need committed parents to coordinate 	
	Focus 4 – Professional Development			
6.6	SDD – Friday 29 May 2020	MP	<ul style="list-style-type: none"> • Social & Emotional Learning (SEL) ½ day workshop run by school psychologist Marie Hackett. Looked at the importance of developing effective SE skills in children and using consistent language across the school. Ties in well with the PATHS program we use. • In the afternoon we <ul style="list-style-type: none"> - watched video about cultural awareness from DOE - BeYou survey results and action plan presented by Rebecca Sedgwick - Team building focusing on clear communication 	

Focus 5 - Leadership				
6.7	Staff Survey	MP	All staff complete a survey every 2 years about school culture, strengths and areas to improve. We will use this data to help with the school review in 2021 and to plan the next Business Plan 2021-2023	See attached for copy of survey
7.0	Other Business		<ul style="list-style-type: none"> • Edudance – unfortunately this was not booked for 2020 and it is all booked out now. We will book now for 2021. Lisa suggested a circus workshop instead for this year and will email the school the details. - Fundraising committee – MP will email a list of committee members to the board. It would be good if a board member was also on this committee to help share information. <ul style="list-style-type: none"> - discussion about using the canteen to run a regular weekly event e.g toasties, icy poles, drinks, sausage sizzle 	<p>Lisa W will email school details for workshop</p> <p>Fundraising committee:</p> <ul style="list-style-type: none"> - Carron Svilicich (Caitlin & Luke's mum) - Kylie Thackeray (Wilbur, Matilda & Harvey's mum) - Natasha Peselj (Louis, Claudia & Adriana's mum) - Kristy Rodrigues (Kyla & Dexter's mum) - Selina O'Mahoney (Clodagh's mum)
8.0	Next Meeting		Friday 14 August 7:30am (Term 3 Week 4)	
9.0	Meeting close		4.20pm	

Minutes approved	
	
School Board Chair : Meredith Guthrie	School Principal: Margaret Pretty

