



PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES

DATE: 14 August 2020		CHAIR PERSON: Meredith Guthrie		
TIME: 7:30am – Library		MINUTE SECRETARY: Wendy Conti		
ATTENDEES: Meredith Guthrie (Board Chair), Margaret Pretty (Principal) Parent Representatives: Gina Fisquet, Letitia Needham, Laura Arscott, Lisa Wood-Smith, Liz Woodberry Staff Representatives: Wendy Conti, Dave Anderson, Rebecca Sedgwick Community Representative:				
APOLOGIES: Ron Addison, Renee Puizina				
CONFIRMATION OF AGENDA:				
ITEM NO	ITEM	LED BY	DISCUSSION	ACTION & TIMELINE
1.0	Welcome and Apologies	MG	Apologies from Ron Addison & Renee Puizina	
1.1	Acknowledgement to Country	MG		
2.0	Minutes of Previous Meeting	MG	Uploaded to school website	Accepted and signed by MG
2.1	Declaration of conflict of interest	MG	Nil	
3.0	Business Arising from Previous Meeting	MG	Fundraising for playground shade sails – still continuing	
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 • Still many families have not paid contributions. We are now able to send out invoices but no follow up reminders. 	see attached report
6.0	GENERAL BUSINESS			

Focus 1 – Curriculum and Teaching				
6.1	Drumbeat	GF	<ul style="list-style-type: none"> - Drumbeat is a Social & Emotional program that uses drumming as a vehicle - It was run here a few years ago so we have the drums - Need to pay to train someone up (\$900 course plus 2 days relief @ \$550/day) - Students would be nominated by teachers and sessions during break time 	<ul style="list-style-type: none"> - Margaret to talk to network schools about sharing a person to run it - Health & Wellbeing committee to investigate similar free program to run at lunchtime
6.2	Suitcase Circus	WC	<ul style="list-style-type: none"> - Following up from last board meeting regarding a replacement for Edudance this year. - Cost is \$900 per day for a project for 6 – 10 weeks - We would need 2 full days so each class could get 1 hour - Cost would be \$11.25 per child per week. 	<ul style="list-style-type: none"> - Cost is too expensive for us
Focus 2 – Conditions of Learning				
6.3	Sunsmart school program	WC	<ul style="list-style-type: none"> - Board was supportive of us becoming a Sunsmart School - Need a whole school policy which includes compulsory bucket hats (already on sale through uniform shop for \$15), provision of shade for students, collared shirts, availability of sunscreen - Discussed providing all students with a school bucket hat to get the new policy started. Cost will be about \$3 300 total. Sponsorship to cover cost of this?? Do not want logo of sponsor on hat but will recognise / advertise in newsletter. - Encourage students to wear school hats by handing out house cards during break times 	<ul style="list-style-type: none"> - See attached for more info on being a SunSmart school - Laura will contact City of Cockburn about sponsoring the purchase of one school hat per child - Lisa will also investigate possible sponsorship of hats

6.4	New interactive whiteboards	DA	<ul style="list-style-type: none"> - Moving to LED screen instead of Interactive whiteboards as cheaper running costs, no projectors, no globes to replace, better functionality so increased student engagement - C Block and A Block now all have the new LED screens - B Block in 2021 (newer boards in there currently) - Kindy later as board is newer as less usage 	
6.5	New carpets in A6 & A5	MP	<ul style="list-style-type: none"> - A5 & A6 have just had new carpets installed this week. - Year 1s worked in the library for 2 days - New carpets look amazing! 	
Focus 3 – Parent and Community Support			-	
6.6	Fundraising committee update	LN	<ul style="list-style-type: none"> - Canteen on Fridays = will continue just need to work out volunteers. Maybe do prep on site earlier in week and leave in fridge - Cookbook = recipes due 21/8 <ul style="list-style-type: none"> - Margie showed example from Kelmscott PS - Suggestion of spiral bound book for ease of use - Sports Carnival = cake stall <ul style="list-style-type: none"> - Suggestion of onsite coffee van – pay to attend?? 	
6.7	Fundraising – Yr 6	DA	<ul style="list-style-type: none"> - Year 6 parents will run a sausage sizzle on Sports Carnival day 	
Focus 4 – Professional Development			-	
6.8	Brightpath Writing workshop	MP	<ul style="list-style-type: none"> - Brightpath is a Dept program for assessing and moderating student writing - Students are given a score (regardless of Year level) based on what they demonstrate in their writing and 	

			<p>teacher can use this to set teaching goals for each student / group of students.</p> <ul style="list-style-type: none"> - At PPS we do this each term. Term 3 is Narrative writing and teachers will work together to moderate writing samples at a staff meeting later this term. 	
6.9	SDD – Friday 21 Aug	MP	<ul style="list-style-type: none"> - We will be looking at more effective strategies to improve our Maths results in the morning and ways to integrate Aboriginal cultural and perspective in the afternoon. 	<ul style="list-style-type: none"> - Parent suggested 'Break out Box' from Murdoch uni – maths skills / problem solving. - Pass info onto Maths committee to look into
Focus 5 - Leadership				
6.10	Future Leaders Framework project	MP	<ul style="list-style-type: none"> - Dept project that identifies and supports teachers to develop leadership skills - Margaret put our school forward to participate 	<ul style="list-style-type: none"> - Margie & Wendy are attending a workshop on 25/8 to find out more
7.0	Other Business			
7.1	2021 Forward Planning		<ul style="list-style-type: none"> - Currently looking like a 10 class structure with 2 Kindy classes. 	<ul style="list-style-type: none"> - More details in Principals report (attached)
7.2	Science week	DA	<ul style="list-style-type: none"> - Week 5 – Wednesday afternoon - Focus = oceans - All classes involved with activities and experiments - Meredith will be speaking to Yr 6 class through the CSIRO STEM professionals in schools program) 	
7.3	STEM Brighter Futures project	MP	<ul style="list-style-type: none"> - Incursion / expo at our school Term 4 - Supported by mining industry 	
7.4	Parents in classrooms	LN	<ul style="list-style-type: none"> - Discussion asked about when parents will be allowed back into classrooms. DOE guidelines say Phase 5 - Some parents concerned about not knowing what students are doing in class 	

			<ul style="list-style-type: none"> - Teachers regularly post on class Connect pages (at least 1 -2 times per week) - Parent / teacher meetings are allowed and parents are encouraged to email teacher if concerned or to arrange a meeting 	
7.5	Learning Area leaders presentations	WC	<ul style="list-style-type: none"> - Proposed that each board meeting Learning Area leaders present for 2-5 mins on their LA - All members supported this 	<ul style="list-style-type: none"> - Wendy will organise a schedule of presentations for each term board meeting
7.6	Canteen proposal	MP	<ul style="list-style-type: none"> - Margaret & Wendy met with Rema from 'The Wholesome Kitchen' re canteen for PPS - Run out of Beaconsfield PS and food will be delivered here ready to be distributed to classes for first break - Order on line before 8:45am - Proposal for Mon, Wed & Fri - See attached for more information - Board agreed to trial it for Term 4 but only Mon & Wed so that Friday is free for fundraising 	<ul style="list-style-type: none"> - Trial for Term 4 (Mon & Wed)
8.0	Next Meeting		Friday 30 October 7:30am (Term 4 Week 3)	
9.0	Meeting close		8:45am	

Minutes approved

MM Cuthe

M. J. Preddy

School Board Chair : Meredith Guthrie

School Principal: Margaret Pretty