



# PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES

DATE: 18 June 2021			CHAIR PERSON: Meredith Guthrie	
TIME: 7:30am – IT Lab			MINUTE SECRETARY: Wendy Conti	
ATTENDEES: Meredith Guthrie (Board Chair), Margaret Pretty (Principal) Parent Representatives: Gina Fisquet, Letitia Needham, Liz Woodberry, Laura Arscott, Lisa Wood-Smith Staff Representatives: Wendy Conti, Dave Walsh, Rebecca Sedgwick Community Representative:				
APOLOGIES:				
CONFIRMATION OF AGENDA:				
ITEM	ITEM	LED BY	DISCUSSION	ACTION & TIMELINE
1.0	Welcome and Apologies	MG		
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	Nil	
4.0	Correspondence	MG	Letter from Simone McGurck regarding the \$20 000 grant for the PP shade sail we received.	
5.0	Principal’s Report	MP	Emailed to board members	
6.0	GENERAL BUSINESS			

<b>Domain 1 – Learning Environment</b>				
6.1	STEM	WC	<ul style="list-style-type: none"> <li>Phoenix PS will be receiving \$25 000 STEM grant from the state government for resources.</li> <li>Wendy and Maryke went to a PL at Brookman PS to see how they integrate STEM into their learning programs.</li> <li>Wendy presented a session to staff on recent SDD</li> </ul>	In the process of writing a STEM operational plan and planning a whole school STEM project next term
<b>Domain 2 – Use of Resources</b>				
6.2	Financial report	MP for CB	<ul style="list-style-type: none"> <li>Emailed to board and presented by Margaret</li> </ul>	
6.3	Grants	MP	<ul style="list-style-type: none"> <li>We have been successful in obtaining a number of grants for the school. <ul style="list-style-type: none"> <li>Sporting Schools Grant, Term 1 gymnastics \$ 1500.00</li> <li>PALS for NAIDOC Week \$ 1100.00</li> <li>Woolworths Junior Landcare – Eco Warriors \$ 1300.00</li> <li>City of Cockburn Aboriginal Artwork \$ 1975.00</li> <li>Minor School Funding for Shade Sail over PP playground \$20000.00</li> <li>Science / STEM Resources \$25000.00</li> </ul> </li> <li>Discussion around Aboriginal artwork grant: <ul style="list-style-type: none"> <li>Where to place it? It needs to be seen from the road. Gina suggested outside IT lab facing Phoenix Rd</li> <li>School needs to match \$\$\$. How can we fundraise this?</li> </ul> </li> </ul>	Bunnings Sausage Sizzle ( 7 Aug) - Lisa to organise
<b>Domain 3 – Teaching Quality</b>				
6.4	SDD Term 2	WC	<p>Friday 4 June.</p> <ul style="list-style-type: none"> <li>School review <ul style="list-style-type: none"> <li>How are we going? (judgement)</li> <li>How do we know? (evidence)</li> <li>What are we doing to improve? (planning)</li> </ul> </li> <li>General Capabilities &amp; STEM</li> <li>Spelling: <ul style="list-style-type: none"> <li>PP – 1 = Letters &amp; Sounds</li> <li>2 – 6 = Words Their Way</li> </ul> </li> </ul>	

Domain 4 – Student Achievement & Progress				
6.5	Science	MVR	<ul style="list-style-type: none"> <li>Maryke van Rooyen talked about Science.</li> <li>4 strands: <ul style="list-style-type: none"> <li>Earth &amp; Space science</li> <li>Physical Science</li> <li>Chemical Science</li> <li>Biological Science</li> </ul> </li> <li>Programs/resources we use: <ul style="list-style-type: none"> <li>Primary Connections program</li> <li>Inquisitive website</li> </ul> </li> </ul>	
6.6	Sustainability	CL	<ul style="list-style-type: none"> <li>Carys Lynch talked about sustainability, current and future initiatives and the role of the EcoWarriors.</li> </ul>	See attached Powerpoint
Domain 5 - Leadership				
6.7	Future Leaders Program	MP	<ul style="list-style-type: none"> <li>5 staff members applied and 2 were successful (Rebecca Sedgwick &amp; Tracey Railton)</li> <li>Financed by network and school pays for relief</li> <li>Attended 2.5 days so far focussing on exploring themselves as leaders (strengths &amp; weaknesses) and ways to work / lead with others.</li> </ul>	
6.8	Organisational Chart	MP	<ul style="list-style-type: none"> <li>Emailed to board members</li> <li>No discussion</li> </ul>	
Domain 6 – Relationships & Partnerships				
6.9	Board- Induction & Code of Conduct	MP	<ul style="list-style-type: none"> <li>A number of board members (Gina, Letitia, Meredith, Liz &amp; Wendy) attended a training in March.</li> <li>Feedback = not very informative. Members still unsure of the roles and responsibilities of the school board.</li> </ul>	<p>Online training for interested board members</p> <p><a href="https://leadershipinstitute.sydney.catalog.canvaslms.com/courses/councils-and-boards">https://leadershipinstitute.sydney.catalog.canvaslms.com/courses/councils-and-boards</a></p>

6.10	Effectiveness Survey	MP	<ul style="list-style-type: none"> <li>These were emailed to everyone</li> </ul>	Please complete and return as soon as possible. Thank you to those who have returned survey form already.
6.11	School community events	WC	<ul style="list-style-type: none"> <li>Health &amp; Well being committee have suggested that we hold a school community event each term eg: <ul style="list-style-type: none"> <li>Term 1 = Harmony Day picnic</li> <li>Term 2 = Pirate lapathon</li> <li>Term 3 = book week??</li> <li>Term 4 = Christmas concert</li> </ul> </li> <li>Letitia suggested involving the fundraising committee if possible</li> </ul>	Contact fundraising committee re dates of events
6.12	Uniform	MP	<ul style="list-style-type: none"> <li>Board was presented with some uniform changes to discuss: <ul style="list-style-type: none"> <li>Skirt vs sport skirt</li> <li>New jacket (\$45) vs original jacket (\$39) <ul style="list-style-type: none"> <li>New jacket is made of better material (stretchy and stops wind) plus it can have a fleece lining added for no extra cost</li> </ul> </li> </ul> </li> <li>Members suggested adding a fleece / brushed cotton pullover to the uniform list and changing the tracksuit pants material as they rip easily.</li> </ul>	Voted and agreed on <ul style="list-style-type: none"> <li>Keep original skirt but remove the buckle</li> <li>Keep original zip jacket as new one too expensive</li> </ul> Margaret will speak to Eclipse about a pullover and different tracksuit pants
<b>7.0</b>	<b>Other Business</b>			
7.1	Board Connect group	WC	<ul style="list-style-type: none"> <li>Wendy suggested starting a Connect group for all board members</li> <li>Members agreed</li> </ul>	Wendy will set this up
7.2	Assembly change for Term 3	MP	<ul style="list-style-type: none"> <li>Due to Edudance on Wednesdays next term, assemblies will now be on Thursdays (Term 3 ONLY) at 8:50am</li> </ul>	
7.3	Fremantle College Parent Info session 23 June	MP	<ul style="list-style-type: none"> <li>After school next Wednesday for all Yr 4, 5 &amp; 6 parents</li> </ul>	

			<ul style="list-style-type: none"> <li>Parents need to get in early to investigate and apply to high schools. Specialist programs at FC in 2022 closed already (21 May 2021).</li> </ul>	
7.4	Fundraising committee	LN	<ul style="list-style-type: none"> <li>Edudance concert (Term 3) <ul style="list-style-type: none"> <li>sell cakes for parents to buy</li> <li>raffle off front row seats</li> </ul> </li> <li>Current fundraising goal is additions to the Adventure playground outside A block. <ul style="list-style-type: none"> <li>A thermometer showing \$\$ raised will be put on display soon</li> </ul> </li> </ul>	
7.5	Trees on verge (Phoenix rd)	MG	<ul style="list-style-type: none"> <li>Laura's contact at Benara nursery is still happy to donate the trees for the verge on Phoenix Rd (basketball court).</li> <li>Discussion about the number of trees needed, size of tree and process to plant them</li> <li>Suggestion – adopt a tree per class / block / year level</li> </ul>	<ul style="list-style-type: none"> <li>- Laura agreed to coordinate the project</li> <li>- Wendy will follow up and email Laura the types of trees allowed.</li> </ul>
7.6	Board meeting schedule	MG	<ul style="list-style-type: none"> <li>Proposal to hold 2 meetings a term to reduce the length of time between meetings, reduce number of agenda items and allow for more discussion on relevant issues</li> </ul>	Members agreed and meetings will now be each term – week 3 & 8
8.0	<b>Next Meeting</b>		Friday 6 August 7:30am (Term 3 Week 3 )	
8.0	<b>Meeting close</b>		8:50am	

#### Minutes approved

*M. Guthrie*

*M. J. Pretty*

School Board Chair : Meredith Guthrie

School Principal: Margaret Pretty