

PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES



DATE: 23/05/2018 – Open Board Meeting		CHAIR PERSON: Meredith Guthrie		
TIME: 7.30am		MINUTE SECRETARY: Francesca Coen		
ATTENDEES: Meredith Guthrie (2018 Board Chair), Margaret Pretty (Principal) Parent Representatives: Sally Garbin, Rhonda Fleming, Renee Puizina, Gina Fisquet Staff Representatives: Francesca Coen, Dave Anderson, Maryke van Rooyen Community Representative: Ron Addison				
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: SG	
3.0	Business Arising from Previous Meeting	MG		
3.1	Training for Board Members and new profiles on school website	MP	Training for Board members is tonight. Other board members from Newton PS, Fremantle College and East Hamilton Hill PS will be attending. Presenter is Matt Osborne (Principal Consultant).	RP and DA to send Board Profiles to Cath for website.
3.2	After school providers	RF	Kids sports, Karate etc require a tender. Most companies want a space not undercover area. Re: afterschool care – RF spoke to FC who informed that school would not be able to	RF and SG to discuss viability of P&C sourcing after school care. EOI to be sent out if viable.

			employ staff to work in a school run OHSC. RF asked if P&C could manage the after school care service. RF suggested an EOI to all families re: who would use after school care in 2019.	
3.3	Horizons OHSC Survey	FC	Schools is unable to access records of families who have used Horizons due to privacy. School will include a question about OHSC in the National survey which will be completed this year.	National Survey – to go out beginning Term 3. Include day care question. Any other questions to be given to MP at the next Board Meeting.
3.4	Calming Minds Program Update	FC	Calming Minds program has been running for three weeks now. Feedback has been very positive with 6 children enrolling in each session and then a 7 th enrolling after the first week. Parent community has been asked to let FC know if there would be interest in running it again in Term 3.	Informed. SG requested school gather feedback from students and parents to be published on website and in newsletter.
4.0	Correspondence	MG	MG received a letter from Sharyn O'Neill offering Board training. MG received a letter from Sharyn O'Neill re: WA Education awards.	If anyone on the Board thinks we should nominate a staff member, please see MG. RP will attend the course on how to nominate a staff member.
5.0	Financial Report	MP on behalf of CB	MP provided financial report as attached. MP thanked P&C for donating \$16855.00 to the school at the last meeting. MP reminded Board that because of change in ICSEA the school has decreased substantial in funding from government. Contributions are essential now.	
6.0	GENERAL BUSINESS	MG		
6.1	Board Report (attached)	MP	Attached to agenda via email. MP – school is addressing social and emotional needs of students by putting in play time activities. This is to engage children who may	Informed Board will write a letter to staff thanking them for their time.

			not have anyone to play with. Teachers donate their time to children's activities.	
6.2	School Statistical Overview (attached)	MP	Attached to agenda via email – Excel spreadsheet.	Informed
	Focus 1 – Curriculum and Teaching			
	Focus 2 – Conditions of Learning			
6.3	Block name labels and bike shed lock	MP	Block name labels – MP showed designs from Prefects last year. Bike shed lock – MP informed – one student locks and unlocks the bike shed every day.	Board endorsed block name label designs – one change to all capitals and same font. MV to have Year 6 students to look at pictures of birds to laminate and put under the signs.
	Focus 3 – Parent and Community Support			
6.4	P&C Report	SG	SG was not at the last P&C meeting. SG is the new P&C President. No fundraising at the moment but events are in the process of being organised. MP informed suggestions have been put to the staff and they have voted on the ones they will support. MP will inform P&C at the next meeting. MP informed school would like to give P&C a format for finance reporting. CB is happy to provide documents next term for replacement treasurer to use. RF suggested SG collaborate with Coogee PS to see how other P&Cs work with schools to enhance relationships and build an understanding of the limitations due to Dept policies. School Board thanked P&C President, Tracey Katnich, for all her work as the P&C President.	Informed RF to approach Cockburn City to provide P&C professional learning.

	Focus 4 – Professional Development			
6.6	Workforce Plan	MP	Attached to agenda via email. MP informed Workforce Plan will be written every year. Brett Pescod has officially retired. Three jobs are currently being advertised – ECE, Music and Cleaner.	Informed
6.7	Delivery and Performance Agreement (DPA)	MP	Attached to agenda via email. DPA was discussed and the importance of the DPA noted. Board Chair and Principal signed DPA.	
	Focus 5 - Leadership			
7.0	Other Business		MG – graffiti around the school, parents are asking MG about cameras. RF informed that CCTV is not effective and very expensive.	
8.0	Next Meeting		25 July 2018	
9.0	Meeting close	8.21am		