

# PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES



<b>DATE:</b> 24/10/2018		<b>CHAIR PERSON:</b> Meredith Guthrie		
<b>TIME:</b> 7.30am		<b>MINUTE SECRETARY:</b> Francesca Coen		
<b>ATTENDEES:</b> Meredith Guthrie (2018 Board Chair), Margaret Pretty (Principal) Parent Representatives: Staff Representatives: Dave Anderson, Francesca Coen Community Representative: Ron Addison				
<b>APOLOGIES:</b> Gina Fisquet, Renee Puizina				
<b>CONFIRMATION OF AGENDA:</b>				
ITEM NO	ITEM	LED BY	DISCUSSION	ACTION & TIMELINE
1.0	Welcome and Apologies	MG	Gina Fisquet, Renee Puizina apology.	
2.0	Minutes of Previous Meeting	MG	Confirmed by: MP	
2.1	Declaration of conflict of interest	MG	Nil	
<b>3.0</b>	<b>Business Arising from Previous Meeting</b>			
3.1	After school providers – YMCA	MP	Newton PS has just closed down OHSC due to numbers. OHSC needs to have 15 children to make it viable. If YMCA is approached they would have to use the assembly area as no classroom available. MP will approach Newton & Spearwood Primary Schools about sharing space and YMCA.	Discussed
<b>4.0</b>	<b>Correspondence</b>	<b>MG</b>	MG received a letter from Stephen Baxter about the advisory group meeting attended by MG and MP – summary of what was said. MG noted there was	Informed

			<p>information regarding the confusion around P&amp;C entitlement on Board. There is no entitlement but where there is a vacancy a P&amp;C member may nominate.</p> <p>MP received new signed DPA from Jennifer McGrath - Acting Director General.</p>	
<b>5.0</b>	<b>Financial Report</b>	<b>MP on behalf of CB</b>	<p>MP provided financial report from CB. Still haven't received contributions from 63 families for 93 children. The school cannot afford this as it is not funded as it has been in the past. It is vital that families pay their fees.</p> <p>MP asked for suggestions from Board for how to ensure all families pay school fees, acknowledging that at graduation some children will be awarded prizes when their parents haven't paid their \$60 fees. Strategies already in place are: individual reminder letters are sent home and they have stopped being called 'voluntary' – called School Contribution Fees. DA suggested the school inform parents of what the school won't be able to provide next year and that the 75% point has not been reached yet. Other possible ideas: phone calls to parent, teachers to say thank you to parents for supporting the school and paying school fees at class events, newsletter to outline what the \$6000 from school fees is used for and that without the fees the school won't be able to provide some services, advertising – showing fees from sporting clubs vs school and breakdown of \$0.30 per day for fees compared with other services/products.</p>	Discussed
<b>6.0</b>	<b>GENERAL BUSINESS</b>			

6.1	Board Report	MP	Attached to agenda. On SDD 2019 – staff will engage in analysis of Business Plan after first year of implementation. Kindy enrolments for 2019 are currently sitting at two classes.	Informed
6.2	School Statistical Overview	MP	Attached to agenda via email – Excel spreadsheet.	Informed
	Focus 1 – Curriculum and Teaching			
6.3	NAPLAN 2018 Results	MP	Results will be analysed and presented at a board meeting this term. Year 5s outperformed Year 3s. Awards for NAPLAN achievement and progress will be presented at the next assembly.	Informed
6.4	Robotics club after school	DA	First Lego League Robotics Club – competition in November. Consists of 2-5 minutes on a robotics table completing challenges, presentation of a problem, using processes to solve problems which links with the Phoenix Business Plan and applies across learning areas. Runs on a small budget – DA volunteers time after school and has sourced equipment from colleagues at other schools. 2019 he hopes to add another team and recruit another teacher. Will look into increasing funding through external companies and there is the possibility of joining other schools and becoming a network. Invitation only for 2018. Next year application process if adding on a second team.	Informed
6.5	Protective Behaviours Survey	FC	<ul style="list-style-type: none"> <li>- A compulsory survey for DET schools. This year Health education became part of the classroom teacher's teaching load (2017 Dave Walsh).</li> <li>- Teachers are required to teach Protective Behaviours in line with the WA Curriculum across all phases of schooling.</li> <li>- Survey results showed that teachers are using a range of resources to teach protective</li> </ul>	Informed

			<p>behaviours, such as PATHS, SDERA, Helping Hand, Growth Mindset, Friendly Schools Plus and You Can Do It.</p> <ul style="list-style-type: none"> <li>- A Day for Daniel this Friday supports the teaching of Protective Behaviours.</li> </ul>	
<b>Focus 2 – Conditions of Learning</b>				
6.6	Emergency Evacuation Drill	FC	<ul style="list-style-type: none"> <li>- Wednesday 10 October</li> <li>- All school staff and students were assembled on the oval within 7 minutes of the siren ringing</li> <li>- We will schedule in a 'lock down' procedure drill once we have rectified some issues with the siren not being loud enough in Assembly block/PA system being fixed in some rooms.</li> </ul>	Informed
6.7	Calming Minds – Term 1, 2019	FC	<ul style="list-style-type: none"> <li>- As agreed in Term 3, we will offer the Calming Minds program again in Term 1, 2019.</li> <li>- FC will begin advertising for EOIs in the next couple of weeks via Connect and Newsletter.</li> <li>- Feedback has been provided from parents via newsletter</li> <li>- Program will only run if there are adequate numbers</li> </ul>	Informed
<b>Focus 3 – Parent and Community Support</b>				
6.8	P&C Report	RP	<p>P&amp;C has people in all positions, 4 executives, 13 people present at Friday's meeting. Social media was discussed – past President has a Facebook page that she manages, WACSO guidelines says it should be run by the Executive.</p> <p>RA will contact the Facebook Public Group "Phoenix Primary School" to change the name to an Alumni.</p>	Informed

			<p>Alumni tab to be added to website once RA gathers information.</p> <p>P&amp;C moving forward - next meeting Nov 13 – Tuesday 6.30pm.</p> <p>P&amp;C will do a Christmas Raffle, but there won't be a disco.</p> <p>Canteen not running – insurance now valid. Need to change signatories on the bank accounts.</p>	
6.9	Parent Code of Conduct	MP	Parent Code of Conduct was distributed and feedback was given to MP. MP will now take the document to staff for their feedback.	Informed
	<b>Focus 4 – Professional Development</b>			
6.10	2019 School Development Days	MP	<p>Term 1: 31/1, 1/2 and 1/3</p> <p>Term 2: 31/5</p> <p>Term 3: 23/8</p> <p>Term 4: 20/12</p>	Informed
	<b>Focus 5 - Leadership</b>			
6.11	National Survey (staff, parents and students)	MP	MP will put the 2018 results on the website.	Informed
6.12	Board Effectiveness Survey	MP	Attached to agenda. Surveys have been returned to MP.	Informed
<b>7.0</b>	<b>Other Business</b>		MG will write an excerpt for the newsletter from the Board Chair.	Informed
<b>8.0</b>	<b>Next Meeting</b>		Wednesday 21 November 7.30am in IT Lab – this will be a closed meeting.	
<b>9.0</b>	<b>Meeting close</b>		8.30am	