



PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES



| DATE: 28 February 2020 | | CHAIR PERSON: Meredith Guthrie | | |
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| TIME: 7.30am – Library | | MINUTE SECRETARY: Wendy Conti | | |
| ATTENDEES: Meredith Guthrie (Board Chair), Margaret Pretty (Principal) Parent Representatives: Gina Fisquet, Renee Puizina Staff Representatives: Wendy Conti Community Representative: Ron Addison Observers: Letitia Needham, Laura Arscott, Lisa Wood-Smith, Liz Woodberry | | | | |
| APOLOGIES: Dave Anderson | | | | |
| CONFIRMATION OF AGENDA: | | | | |
| ITEM NO | ITEM | LED BY | DISCUSSION | ACTION & TIMELINE |
| 1.0 | Welcome and Apologies | MG | Acknowledgement to Country - MG | |
| 2.0 | Minutes of Previous Meeting | MG | | |
| 2.1 | Declaration of conflict of interest | MG | Nil | |
| 3.0 | Business Arising from Previous Meeting | | Need more community members = - Ron & Gina - no luck finding anyone - looking to develop a more multicultural board - need an influential member of community | |
| 4.0 | Correspondence | MG | NIL | |
| 5.0 | Financial Report | MP on behalf of CB | Provided to board members at meeting – see attached - 97% of funding is wages - 10 class structure = small classes - MG questioned cost school chaplain - \$10 000 funding plus Youthcare contribution so school= \$1500 | |

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| 6.0 | GENERAL BUSINESS | | | |
| | Focus 1 – Curriculum and Teaching | | | |
| 6.1 | 2020 Focus = HASS and Observation & Feedback | MP | <p>Annual Report reflects Business Plan 2020 focus is based on Business Plan</p> <ul style="list-style-type: none"> - HASS is curriculum focus as not much has been done in this area so far. WC was HASS leader at previous school and will be supporting teachers with this. - Observation & Feedback = student-student, student-teacher, teacher-student, teacher-teacher <p>Making learning more visible – use of making rubrics so students know how a task is being assessed</p> | |
| 6.2 | Review T 1 2021 | MP | <p>Term 2 2021 – term 4 input all data into online system Review takes 1 day in school and assessors come out to the school to speak to students, teachers and admin. Margie provided a copy of the recommendations from last review and Business plan.</p> | See attached |
| | Focus 2 – Conditions of Learning | | | |
| 6.3 | Importance of play | MP | <p>There is lots of research around importance of play = it is ‘child’s work’ Based on observations of students and research we planned and built a sandpit and adventure playground for Yr 1 – 2. There is more to come</p> <p>Gina = suggested offering ‘Spare Parts’ play.</p> | <p>PPS will look into Spare Parts play.</p> <p>Lisa = ask husband (Black Swan Theatre) to donate old, unneeded props.</p> |
| | Focus 3 – Parent and Community Support | | | |

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| 6.4 | YMCA | MP | <p>YMCA current student numbers: Mornings = 1 – 5 students morning Afternoons = 8 – 10 students M- W 6 - 7 students Th – F</p> <p>Gina = well organised, proactive about talking to parents and giving feedback, head count every 15mins Issues with opening to gate (been sorted), toilet (long walk to school with all kids) Cost of building toilet in undercover area is \$10 000</p> | |
| 6.5 | School sign | MP | <p>P & C request = electric sign out front of school. Donated \$ 7000. Cost of sign is \$30 000 Discussion =</p> <ul style="list-style-type: none"> - students don't benefit from sign - Parents – good way to remind of events for parents who don't come into school to see flower signs or read Connect - Sign is good advertising for the school <p>Laura Arscott - \$2000 Community grant for recycling at the school. This would be a great project for Eco Warriors to do.</p> | <p>Overall board feels that \$30 000 is too much to spend on a sign for the school.</p> <p>Laura will email Wendy info on Community Grant Wendy will pass info onto EcoWarriors and Carys Lynch (teacher)</p> |
| 6.6 | Canteen | MP | <p>Trevor & Abbie Pederson requested to do toasted sandwiches every Tuesday. All money raised go towards shade sails for sandpit. Trevor will be doing a course with Canteen Association.</p> <p>Proposed prices</p> <ul style="list-style-type: none"> - Toast only (sandwich from home) \$1 - Toasted Sandwich \$3.50 <p>Natasha Perseli – wants to sell icy poles once a week</p> <p>Yr 6 fundraiser – once a week lunch or popcorn</p> | |

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| | | | Canteen is a commercial kitchen. We can rent it out as a Canteen but need permission from DOE and Director General. | |
| 6.7 | Fundraising | MP | Repeat of 2019 – jewellery sales at school around Mother’s Day Concerns about seller making money. She donated all money to PPS, no profiting. Propose a fundraising committee – e.g cake stall, Bunning Sausage sizzle. Aim to get a rep from each class. | Jewellery stall for Mother’s Day. Fundraising committee (rep from each class if possible). Advertise in newsletter |
| | Focus 4 – Professional Development | | | |
| 6.8 | SDD – Thursday 30/1 & Friday 31/1 | MP | Thursday = State Library tour & resources (morning) and tour of Art Gallery (afternoon) Friday =- - Morning -Visible learning & Feedback (am) – outside presenter. Based on 2020 focus. All staff participated. - Afternoon was supposed to be SEL with school psychologist but unwell so all teachers worked on Learning Area 2020 Operational Plans instead | |
| | Focus 5 - Leadership | | | |
| 6.9 | Board membership | MP | Renee, Ron, Dave finishing at end of 2020 Membership is 3 years Board meetings are once a term. Will be an extra closed meeting this term for NAPLAN. All interested parents are welcome to nominate to join the Board. | Nominations are open Contact Margie and she will email interested parents. |
| 7.0 | Other Business | MG | School Chaplain not listed on Excel Spreadsheet (emailed with agenda) – | MP will amend spreadsheet to include school chaplain |

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| 8.0 | Next Meeting | | NAPLAN Closed Board Meeting Friday 20 March (IT room) 7:30am | |
| 9.0 | Meeting close | | 8:26am | |

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