



## Aveley Primary School Board Meeting

### MINUTES

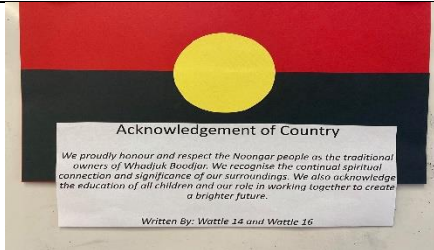
**Date:** Monday 25th October 2021

**Meeting Opened:**

**Attendees:** Susan Taylor, Daniel Allender, Sarah Hurlbatt, Marshall Joyce, Nicole Patterson, Michelle Murray, Brendan Fung, Kalia Lester, Chris Spencer (Minutes)

**Apologies:**

**Co-opted attendees:**

	<i>Agenda Items</i>	<i>Discussion</i>	<i>Action - Who?</i>
1.	Conflict of Interest	None noted.	
2.	- Welcome  Acknowledgement of country	 <p>CS presented the acknowledgement of country used by W14 and W16</p>	
3.	Previous Minutes (from: 30 /08 /2021)	<ul style="list-style-type: none"> <li>• MM clarified the finance update. Fluctuating locally raised funds change as to where we are in the year. Can change, it is 'fluid'</li> <li>• Class budgets - varying amounts. There were some anomalies from the end of 2020. Adjustments were made to ensure all accounts were balanced out.</li> <li>• Minutes noted as accurate.</li> </ul>	
4.	Finance Update (Michelle) 5 mins	<ul style="list-style-type: none"> <li>• Finance Update</li> <li>• One line budget presented by MM</li> <li>• No questions from Board</li> <li>• 61% average across school for voluntary contributions. Slightly up from last year</li> </ul>	
5.	Voluntary Contributions (Michelle) 5 mins	<ul style="list-style-type: none"> <li>• Discussed Contributions &amp; Charges for 2022</li> <li>• Amounts noted are the maximum school is allowed to charge parents.</li> <li>• Suggestion made to include more specific reference to the maximum amount allowed to be charged, noting not all documented costs will always occur. Will be noted under the totals in table at end of document on page 1</li> <li>• MM spoke about lack of take up with parents accessing payment plans for excursions etc. Added an option for people to speak to the class teacher if they don't feel comfortable speaking to office staff.</li> <li>• Edit needed to change 'endorsed' by School Board to 'noted' and remove the word 'council'</li> </ul>	MM to make changes

6.	School Opinion Survey (Michelle) 10 mins	<ul style="list-style-type: none"> <li>• Comparison of surveys from previous years</li> <li>• It was noted the student survey results may have some anomalies. MM will look into this.</li> <li>• Various improvements and other trends were discussed</li> <li>• Suggestion made to change neither agree or disagree to 'not applicable' to allow more accurate insights</li> <li>• Timing of when the survey is done by parents was discussed. Early term 3, week 3 noted as a good time, post reports etc.</li> <li>• SMS link for survey was good to remind parents. The estimated time it takes to complete survey to be included also (eg 7-10 mins)</li> <li>• Comment boxes to be added back in for future surveys also</li> </ul>	MM  MM
	Board Direction: Annual Overview (Susan) 5 mins	<ul style="list-style-type: none"> <li>• Timeline for Board meetings</li> <li>• We don't have an annual overview set at the moment.</li> <li>• ST presented suggested dept versions. A modified version was presented. This will be attached to minutes for review for the next meeting.</li> </ul>	ST to send to CS
7.	OHSClub (Michelle) 5 mins	<ul style="list-style-type: none"> <li>• New agreement finalised. Dept have made changes and agreements can be rolled over two years at a time, to a maximum of 6 years. \$65 000 a year comes in from them. They donated \$5000 to veg garden retic system and providing a coffee van for open night. They will be in operation for a further 2 years.</li> <li>• Income: how this will be used by the school- upgrading the turf outside the Art Room etc and near OSH room.</li> <li>• Discussion noted about pathways and access and condition of turf. We will have a look at the next meeting to clarify locations.</li> </ul>	ALL
8.	School Review (Michelle) 10 mins	<ul style="list-style-type: none"> <li>• Reflection on the process and report.</li> <li>• Report available: <a href="https://www.aveleyps.wa.edu.au/school/independent-review-findings/">https://www.aveleyps.wa.edu.au/school/independent-review-findings/</a></li> <li>• Next review is in 3 years.</li> <li>• ESAT usage for evidence capturing discussed. Is this specific to us, or suggested for all schools?</li> <li>• All recommendations were discussed, including what can be done to implement them further, as well as note that some of the recommendations, we are already well under way in implementing.</li> </ul>	
9.	Student Dress Code (Michelle) 5 mins	<ul style="list-style-type: none"> <li>• Tights-do we need to specify colours. Maroon, black or grey was decided on</li> <li>• Jumper update - availability still unknown</li> </ul>	
10.	Road repair (Michelle) 5 mins	<ul style="list-style-type: none"> <li>• Brickwork on roads locally will be removed and bitumen installed. Will be completed in holidays as to not disrupt our drop offs etc</li> </ul>	
	Stem and Open Night (Michelle) 5mins	<ul style="list-style-type: none"> <li>• Will be promoted more in the lead up to next week. Parents noted they hadn't seen much promotion at all this year so far. This is on Wednesday 3rd November.</li> <li>• Suggestion made to have a 'passport' or treasure hunt to find things in less exposed locations in the school...eg veggie garden. Will be looked at for ON in 2022.</li> </ul>	

	Annual Open Board Meeting (Susan) 5mins	<ul style="list-style-type: none"> <li>• Thoughts and ideas on how to advertise and encourage parent attendance.</li> <li>• We need to give 14 days' notice for this to happen. This will happen before the next meeting on November 22.</li> <li>• First 2022 meeting will look into board profiles for promotion of the Board</li> <li>• ST will design an 'invite' to parents for the Open Board Meeting/Twilight Meeting</li> <li>• ST's tenure as Board Member will be up in 2022. Renomination possible</li> </ul>	MM  ST
	General Business	<ul style="list-style-type: none"> <li>• DA asked about lawn mowing of oval and timing. City of Swan control this</li> <li>• DA asked about corner parking and vegetation behind the multipurpose room. It is school property. There has been some parking on the corner. People who see this to provide info to MM as needed to look into.</li> <li>• If interested, here is the link for Board Training modules online  <a href="https://leadershipinstitute.createsend1.com/t/ViewEmail/t/382C7DAEF759DBE42540EF23F30FEDED/9D766EFF15CE7CDDDB4B1B1F623478121">https://leadershipinstitute.createsend1.com/t/ViewEmail/t/382C7DAEF759DBE42540EF23F30FEDED/9D766EFF15CE7CDDDB4B1B1F623478121</a> </li> </ul>	

**Next Meeting:** Monday 22 November 2021, 5pm (Open Board Meeting) Location: H11 (Helen Smith's Room)

**Meeting Closed:** 6.35pm

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Principal

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Board Chair

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Date

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Date