



Date: 11 May 2023 @ 4:30pm

Venue:

Anne Hamersley Primary School Staffroom

Attendees:

Christiaan Moir (Principal), Amanda Schiaffini (Secretary), Sophie Pearse (Parent Representative), Sarah Stutt (Chair), Brad Forrester (Parent Representative), Danella Brown (Staff Representative)

Matthew Harvey (Parent Representative), Alicia Williams (Parent Representative) - via video

Apologies:

Rob Guy (Staff Representative), Brooke Nish (Staff Representative),

Item Ref	Item	Notes	Actions
1	Welcome <ul style="list-style-type: none">Open MeetingApologiesApproval of minutes from last meeting.	<ul style="list-style-type: none">Chair, Sarah Stutt, opened meetingNoted apologies from Rob Guy and Brooke NishChair approved minutes from last meeting.	
2	Actions from last meeting: <ul style="list-style-type: none">Feedback from staff regarding Staff recognition.	<ul style="list-style-type: none">Promote staff recognition through P&C on World Teacher Day; in the newsletter and provide a link for teacher/parent reporting.Induction was to be set. Discussion to follow in Key Area #2	<ul style="list-style-type: none">CM to post about Staff recognition in Landing Post.Create a link for parents with parent/teacher booking formQR code at classroom on reporting day.Investigate ways of including students to provide comments for staff that may not

	<ul style="list-style-type: none"> Induction for new Board members 		<p>receive feedback from parents.</p> <ul style="list-style-type: none"> NIL
3	<p>Key Focus Area #1: Successful Students</p> <ol style="list-style-type: none"> School Closure for RTP <ul style="list-style-type: none"> NAPLAN Progress against Business Plan 	<ul style="list-style-type: none"> Director approved ½ day reporting only. Wednesday 28 June - 12 noon 22 slots of 15mins Online booking form Supervision will be provided for students that cannot be picked up early. Tracking well. 	<ul style="list-style-type: none"> CM to communicate notice of RTP date in newsletter. Booking form to be sent to parents Continue with early intervention plans and programs for improving students falling behind Challenging students who are higher achievers. Tracking students who sit in the middle who may be overlooked.
4	<p>Key Focus Area #2: Effective Partnerships</p> <ol style="list-style-type: none"> Board induction session School Board Plan Review 	<ul style="list-style-type: none"> Induction has been arranged for 25/05/2023 at AHPS for new board members. To be done in conjunction with other schools in the region. Board assessment survey showed much better understanding of roles since 2021. Discussion was held to raise Board profile, ideas included: Board profiles and bios on Website 	<ul style="list-style-type: none"> CM to make sandwiches. Board to rewrite and submit their bios for the website.

	3. Harmony Day feedback	<p>Provide QR code for suggestions/ feedback and questions to the board. Board to follow up with a report in newsletter after each meeting which could include an answer to a parent query.</p> <ul style="list-style-type: none"> ● Overall positive feedback ● To improve most parents asked for more food trucks 	<ul style="list-style-type: none"> ● QR code for parent questions to be set up in the newsletter. ● Roster for board members to write a meeting report. ● Board to complete self-assessment survey ● Feedback survey works well ● CM to organise more food trucks for next year. Amanda can help with contacts if needed.
5	Key Focus Area #3: High Quality Teaching and Leadership		<ul style="list-style-type: none"> ● NIL
6	Key Focus Area #4: Safe Engaging Learning Environment		<ul style="list-style-type: none"> ● NIL
7	Key Focus Area #5: Effective Use of Resources <ol style="list-style-type: none"> 1. Transportable Update 2. Car Park 	<ul style="list-style-type: none"> ● New Transportable has been installed. Used for AUSLAN, until needed for extra class. ● Confirmation that A6, E1, E2, E3 will be moved in July school holidays to ensure minimal disruption to learning. ● These moved transportables must be ready for day 1 of Term 3 as no space to temporarily put 120 students. ● Stage 1 of the carpark will commence Friday 5 June. 	<ul style="list-style-type: none"> ● CM to communicate all of the Building updates to parents.

	3. Build Update	<p>Extra 30 car spaces created in top car park, which will replace the number lost in Amity car park when building commences.</p> <ul style="list-style-type: none"> • Completion of car park expected around Aug/September to coincide with closure of Amity car park. • Currently at 'Pre-Start' phase; colours, flooring etc. Tenders to be submitted beginning of June. Term 4 start 	<ul style="list-style-type: none"> • CM to use very clear wording and instruction in regards to parking plans for parents.
8	General Business <ul style="list-style-type: none"> • Wet Weather Jackets 	<ul style="list-style-type: none"> • Board discussed the possibility of introducing a wet weather jacket. Agreement that it was a good idea depending on cost and availability. • Jacket will be an optional item 	<ul style="list-style-type: none"> • CM to contact Lowes for prices and designs for Board • Possibility of parent survey once product has been sourced and priced.
9	Next Meeting	Thursday 15 June 2023 @ 4:30pm	