



**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), Rob Guy (Staff Representative), Brooke Nish (Staff Representative), Danella Brown (Staff Representative), Alicia Williams (Parent Representative), Matthew Harvey (Parent Representative) - via video

**Apologies:**

Brad Forrester (Parent Representative)

Item Ref	Item	Notes	Actions
1	<b>Welcome</b> <ul style="list-style-type: none"><li>Open Meeting</li><li>Apologies</li><li>Approval of minutes from last meeting.</li></ul>	<ul style="list-style-type: none"><li>Chair, Sarah Stutt, opened meeting</li><li>Noted apology from Brad Forrester</li><li>Chair approved minutes from last meeting.</li></ul>	
2	<b>Actions from last meeting:</b> <ul style="list-style-type: none"><li>Teachers' recognition process to be finalized before parent interviews</li><li>Board to review feedback form</li><li>CM to communicate ½ day close for interviews on Wed 28 June.</li></ul>	<ul style="list-style-type: none"><li>Discussed setting up posters and communicating process to parents prior to interviews</li><li>Discussion around parent feedback form, how to handle questions and answering personal feedback</li></ul>	<ul style="list-style-type: none"><li>QR code to be set up, ready for interviews.</li><li>Matt and CM to finalize form on website. Board to make roster for feedback replies.</li><li>NIL</li></ul>

	<ul style="list-style-type: none"> <li>● Feedback on board training</li> <li>● Board member biographies</li> <li>● Board roster to write summaries for meetings during the year for landing post.</li> <li>● Board to complete self assessment</li> <li>● CM to contact Lowes regarding wet weather jackets</li> </ul>	<ul style="list-style-type: none"> <li>● Training was informative. New members found it helpful in explaining board roles, came away with better understanding.</li> <li>● Board discussed and agreed on dates for each member to write a summary of the meeting for the landing post.</li> <li>● Board members have a better understanding of roles and responsibilities since the last assessment. Marked areas for improvement</li> <li>● CM brought in samples of wet weather jackets from Lowes.</li> </ul>	<ul style="list-style-type: none"> <li>● Members to complete ASAP and return to CM</li> <li>● Sarah to send out copy of roster dates.</li> <li>● Create plan of actions going forward</li> <li>● CM to go back to Lowes for alternative options.</li> </ul>
3	<p><b>Key Focus Area #1: Successful Students</b></p>		
4	<p><b>Key Focus Area #2: Effective Partnerships</b></p> <ol style="list-style-type: none"> <li>1. Board Survey - Part 2: Board meetings. School Board survey</li> <li>2. Board Profile - Website</li> </ol>	<ul style="list-style-type: none"> <li>● Board discussed Survey results</li> <li>● Board discussed making members known to the community in order to raise the profile of the board.</li> </ul>	<ul style="list-style-type: none"> <li>● Review and develop strategies to be added to school board plan.</li> <li>● Board photos and bios to go on website</li> </ul>

	3. Ellenbrook Mile	<ul style="list-style-type: none"> <li>Ellenbrook Mile would like to use the school oval for their annual celebration and fun run.</li> </ul>	<ul style="list-style-type: none"> <li>Provide school requirements before agreeing. Clean up to be done by them after event. Supervision to be provided to ensure all people entering school grounds are respectful to property. Options for rental toilets to be looked into.</li> </ul>
5	<b>Key Focus Area #3: High Quality Teaching and Leadership</b> <ul style="list-style-type: none"> <li>Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>School board endorsed Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>NIL</li> </ul>
6	<b>Key Focus Area #4: Safe Engaging Learning Environment</b>		<ul style="list-style-type: none"> <li>NIL</li> </ul>
7	<b>Key Focus Area #5: Effective Use of Resources</b> <ol style="list-style-type: none"> <li>Wet Weather Jackets</li> <li>Car Park</li> <li>Build Update</li> </ol>	<ul style="list-style-type: none"> <li>Board agreed jackets were too expensive for the quality.</li> <li>Update - Delay as ground is too wet for sealing.</li> <li>Stage 2 - relocation of transportables to happen over July school holidays. Teacher relief to free teachers who need to pack up classes</li> </ul>	<ul style="list-style-type: none"> <li>CM to go back to Lowes for alternative options.</li> <li>CM to continue to update progress</li> </ul>
8	<b>General Business</b> <ol style="list-style-type: none"> <li>Delay in NAPLAN results</li> </ol>		

	<p>2. Storage Shed for Camp Australia</p> <p>3. Possible restructure</p>	<ul style="list-style-type: none"> <li>● Camp Australia to purchase storage shed to go up behind canteen</li> <li>● Year 4 is at capacity. Restructure of year 3 and 4 necessary to accommodate. Mini restructure minimizes impact on whole school. Proposal to make Mr Gable into straight year 4 by distributing year 3 students into existing year 3 classes and taking a few year 4 students from each class. This will help current year 4 classes to reduce numbers and have less split classes.</li> </ul>	<ul style="list-style-type: none"> <li>● NIL</li> <li>● CM to send out letter communicating restructure. Personal letters to those students who will move classes.</li> </ul>
<b>9</b>	<b>Next Meeting</b>	Thursday 3 August 2023 @ 4:30pm	

**Minutes Approved:** \_\_\_\_\_

**Minutes Seconded:** \_\_\_\_\_

**Chairperson:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_