



School Board Meeting Minutes

DATE:	Tuesday 3 August	FACILITATOR:	Anni Thompson		
TIME:	7:00 – 8:45pm	RECORD KEEPER:	Chelsea Regan		
AREA:	Office Boardroom				
ATTENDEES:	Rebecca Burns, Catherine Powell, Sue Garland, Anni Thompson, Karen Glassby, Janelle Campbell-Cooke, Rizza Camprag, Aaron Berghuber, Matt Smith, Beau Jose, Nahin Ahmed, Emma Wolfe, Belinda Pang				
APOLOGIES:	Nahin Ahmed				
TIME	ITEM	LINKS TO BUSINESS PLAN	DISCUSSION	LED BY	ACTION
7:00pm	Welcome: Attendances and Apologies		Nahin Ahmed	Anni	
	Confirmation of Previous Minutes		Beau Smith	Anni	
	Business Arising from Previous Minutes 1. Diversity Mural		It was discussed what wall the diversity mural was going on and when it will be starting. There has been some confusion around whether the Byron Bay artist would be able to travel due to COVID restrictions. He is hoping to be able to arrive in October. If he does not arrive by this time we will source a local artist. The Board agreed this was a good decision so we can get the mural done this year. The idea for the mural is hands reaching up with different flags, rainbow background and our gum nut logo incorporated. It was also mentioned by Emma that she would be able to source an aboriginal artist if that would be of interest.	Anni	

	<p>2. Video information sessions for parents</p> <p>3. Information flyer – traffic and parking</p> <p>4. Advertising businesses at schools</p>		<p>Video information session – Aaron sent Bec Loom information. It looks quite easy to use but some time will have to be allocated to teach staff members the full functionality.</p> <p>Information flyer has not been looked at yet. We will prioritise this flyer and also get Nicole (our marketing staff member) to do a video on how to correctly use kiss and drive.</p> <p>School zone signs have been installed by the Council on the new road opening on Lockway Street.</p> <p>Sponsorship is quite a process, however we are willing to go through this process if it is beneficial to the school.</p>		Bec / Nicole
	<p>Reports:</p> <p>1. Chair</p> <p>2. Principal</p>		<p>This chair report is attached.</p> <p>Main topics in the chair report were:</p> <ul style="list-style-type: none"> • Introduction of a survey at the conclusion of each meeting to get feedback on how effective the meetings are. This will be on a trial basis. • Bio's of the Board members – Southern Grove staff to provide theirs to Anni. • NAIDOC ceremony - positive comments on how this was run. <p>Students numbers / Enrolments</p> <p>Current student numbers - 448 including 8 new students this term.</p> <p>Student numbers for 2022 - 485. All out of boundary applications have been declined which included 11 kindy and 4 in other year groups. These were declined because we only have 1 or 2 spaces available in each year level. Also we are also not sure of the impact of Yarralinka going to year 2 next year will have on Southern Grove. 2 or 3 of our families that are in Yarralinka zone have responded that they may move so we need to think about this.</p> <p>Principals from Yarralinka Primary and Bletchley Park Primary meet regularly to discuss out of boundary applications. We cannot take students from other schools without considering the full impact it will have in the future</p> <p>Board training</p> <p>Thank you for those that came. It was really beneficial to refresh our current knowledge and also learn new information. Andy Holmes from Forest Crescent Primary lead the training in a fun and interactive way. One of the points raised was</p>	Bec	Sue Garland Bec Burns Karen Glassby

to include Conflicts of Interest on the Agenda from now on and address this at the start of each meeting.

COVID 19

The DOE has asked that all Covid-19 Response plans be updated and ready in case of lockdown. New information has been included and distance learning has been discussed. Shannon Avent and Evan Willey have been working with all the teachers to prepare one week of learning for each class.

We have sent out a distance learning questionnaire for every student to ascertain what devices students have available at home. The results from this survey indicate 95% of our students will be able to access a device. For the remaining 5% we could lend a device if needed. Hard copy versions will be made available for families that request them.

Student Centred Funding

Last term we ran a teaching pool. We interviewed around 30 applicants and selected 10 to be put in the pool. We only wanted the highest calibre of teachers to be put in the pool. Currently we have 3 teachers on maternity leave and 2 teachers on leave without pay.

We are already looking at staffing for 2022 and there will be new staff needed which we will select from this teaching pool.

Staffing

Our MCS, Kelly Gray, has won a position in the private sector which means she will be leaving Southern Grove in week 6 of this term. We are currently in the process of advertising the position. We need to have someone that knows the position well and is fully equipped to step in to this role at a very busy time of the year.

We welcomed Nicole Spicer at the end of Term 3 to take on a marketing role. She is working 1 day a week. Nicole's role is to rebrand all of our marketing material such as awards, publications, flyers, invites, calendars etc. With Nicole on board we will be able to produce a lot more marketing material "in house" which is more cost effective. We have put the website redevelopment on hold until we roll out the new communication tool, Compass.

Bec will be taking long service leave from 23 August to 27 August. Claire and Sue will be sharing this role during this time.

Play is the Way

			<p>The flyer went out today. There are 60 spots available but only 25 have been booked. Hopefully there will be more interest in the next week. It will be a great free session. It is on social and emotional learning. Catherine Powell will contact the families she works to try and get some extra interest.</p> <p>Reading challenge – everyone very excited. Certificates are ready for the first award (20 books).</p> <p>Compass Compass is around 4 weeks away from being rolled out to staff and should be live to Parents in Term 4. Not all functionality will be available to begin with to ensure a smooth transition.</p> <p>Play times Bec has researched surrounding schools and we are the only school that sits and watches the Year 1-6's for 10 minutes while they eat their afternoon tea. Next term we are going to trial taking away this 10 minute eating supervision which will add an additional 10 minutes teaching time to our afternoon block. TICK teachers are still monitoring these areas but children will choose when they eat and when they play. Afternoon tea will be 1.10pm – 1.35pm plus 5 mins to reset. Bigger kids are not eating during the structured eating time so it is time wasting. We will access feedback after the trial.</p> <p>Uniforms We are continuing to monitor uniforms and those that are not in uniform have had a note sent home. The biggest issue is the school jacket and those not wearing it have been asked to purchase one as soon as possible. The exception to the rule of buying a new school jacket is year 6's that do not have a sibling. It is a costly outlay for only a fraction of the year. Overall 97-98% are wearing school jackets.</p> <p>Country of the Month We had very little input from our Australian families which was disappointing after India being so active. August Country of the Month encompasses all countries in Africa. This was to include as many families as possible that are from Africa.</p>		
	<p>Correspondence</p>		<p>Bec, Aaron and Anni have been corresponding internally regarding the survey.</p> <p>No external correspondence was received.</p>		

<p>Reporting to Parents Survey Results</p>	<p>Budding Community Outcome 1- Pursue and develop partnerships to engage families and the community in their children's learning journey</p>	<p>A survey has been conducted</p> <p>65 people responded to the survey which is a great response. Various questions were asked and the response was positive. Emma asked if the questions were translated to EAL families. Bec advised this cannot be done because we have so many different languages. 55% of our families are EALD but there are 30 or 40 languages in this number. The survey data does not allow us to see who has done the survey.</p> <p>Some of the positive comments included in the survey were: Lots of information, well prepared, informed data, strengths and weaknesses were discussed. The overwhelming negative comment was regarding time allocation. 99% of the responses wanted more time. Regional office was contacted to see if we could take a whole day instead of half a day for these meetings. This was rejected. 12 minute meetings with a 3-minute changeover is what we allowed and this is the maximum time available to fit all meetings in half a day. The meetings are an overview of the child's grades and if there are any concerns an individual meeting needs to be arranged on a different day when more time is available. Most parents at SG do book meetings so the uptake is high. Belinda Pang commented that if teachers are organised the 12 minutes is enough. Bec mentioned she will write something in the next newsletter on why only 12 minutes is needed.</p> <p>Anni said teachers are only an email away so throughout the year parents can contact teachers at any time. Once Compass is up and running there will be an easy communication tool between teachers and parents.</p> <p>Another comment was having somewhere for the students to go while their parents are in the meeting. Previously the Specialist teachers have been available to supervise the students, however this year the Specialists were in meetings of their own so this was not possible. It is important for Parents to be able to meet with the Science, Phys Ed, Music or Art teachers so supervision will not be provided going forward.</p> <p>Request for another update at the end of term 3 or even just an email. This is a valuable comment and will be discussed with the teachers.</p>		<p>Sue</p>
<p>Community Member of the Month Aussie of the Month</p>		<p>Last meeting Community Member of the Month was discussed. Bec mentioned there is a similar initiative we could consider called Aussie of the Month. This has been running for 20 years. There is criteria that makes people eligible so we need to ensure this is in line with our school values.</p> <p>Janelle said this would be a great incentive to bring the community together because acknowledgment is important to a lot of people and this is one way to show their</p>		<p>Bec / Anni</p>

			<p>achievements. We could look at individual things students are achieving outside of the school environment or recognise those students that continually go above and beyond in at school.</p> <p>The wording of “Aussie” was raised and whether this excludes any of the school community. There was extensive discussion around this term but it was decided that as long as there is clear explanation it will should be well received. It is not nationality based it is about what living in Australia means. The marketing needs to be well thought of. Matt mentioned the song “I Am We Are” which could encapsulate why we are calling it Aussie of the Month.</p> <p>A suggestion was whether we could register as Aussie of the Month but rebrand to suit Southern Grove (Grovie of the month for example). Bec to look in to this. We would like to use the parameters of Aussie of the Month.</p> <p>A suggestion from Emma was to incorporate a map of Australia to include all of the different flags. Could this be done in Art Club?</p>	Bec	
	<p>Data Collection and Analysis at Southern Grove Primary School</p>	<p>Thriving Students Actively engage students in setting challenging SMART goals and to strive to achieve their learning potential in literacy, numeracy and their social and emotional development Provide early intervention and support for students at educational risk, including high needs and talented students Implement high quality differentiated programs across K-6 with targeted support for identified students</p> <p>Nurturing Learning Environment Use evidence-based assessment tools to track student progress Whole school tracking system is in place to</p>	<p>Snapshot of some of the data we collect and why. This was not a close analysis of this data just an overview.</p> <p>Assessment schedule – table was presented by Sue on the screen.</p> <p>Explanation of what Data walls are and why we do them. Process is: collect data, enter in walls, teachers analyse the data in cohorts, the exec team analyse the data of the whole school. This is done for reading, writing, literacy and maths. This data is used to group and analyse where students are sitting and what they need to do to improve. They are assessed where they should be sitting for their age. This data highlights high, average, below and critical students.</p> <p>Teachers get one day towards the end of each term to sit with their team and analyse the data for their whole year group. If data is low across the whole cohort things need to be looked at and assessed why this is happening. Students are then grouped into areas where extra help is needed. EA and teacher support is provided using a targeted approach as required.</p> <p>In Reading, accuracy, comprehension and reading rate are assessed and the most critical is focused on. Students are given a goal that is most important for them to improve. Students that exceed the goals are looked at just as importantly as those that are critical. We don’t want to forget students at the higher level either. The</p>		Sue

		<p>monitor progress of all students A targeted case management approach is implemented for literacy and numeracy</p>	<p>whole class are given goals and also individual student goals are discussed. Cat mentioned key focus goals have a lot of depth and layers so specific goals have many minor goals in them.</p> <p>It was discussed that we are constantly evolving as a school to best assess data.</p>		
	Men's Health Day	<p>Budding Community Seek opportunities to build and utilise partnerships with parents and carers e.g. ERP expos, family picnics, open days, concerts, P&C events, classroom help, parent workshops</p>	<p>This was mentioned at the last meeting to get dads of the school involved. Getting a hands on day is always the best way to get males together. Could we work with the gardener to get parents together a week before term 1 next year so the school looks fantastic for students on day 1. This could get new families involved from day 1.</p> <p>Flyer needs to be done to send home to parents. Male board members could give out at the gates so a male influence is seen. This idea benefits the school but gets dads together as well. The dead tree could be painted blue for mental health, mulch could be done, circular garden could be done.</p> <p>Sensitivity needs to be mindful around families that do not have dads and same sex families. Uncles, Grandads, older siblings should also be considered.</p> <p>Would there be some level of restriction about power tools or machinery – this will be checked by Bec.</p> <p>RDA testing needs to be on tools.</p> <p>Insurance was discussed but this will be clarified by Bec.</p> <p>Blue colour needs to be purchased from Bunnings</p> <p>A date needs to be decided by Matt by next meeting. Look at a small busy bee this year. Bigger one next year. Flyer to be designed by Nicole. Another suggestion was to coincide with the Father's Day Stall – Week 7.</p>	<p>Bec / Matt</p> <p>Bec</p>	<p>Matt</p>
	Other Business		<p>Board Training – Bec asked if there were any questions about the training that was attended last week.</p> <p>Badges - Emma bought up an issue about badges on tops. The comment was raised that they are ruining the school polo's. The badges can be put through the button hole to protect the shirts. We do need to look at this but getting rid of the badges would be a negative because to build relationships it is important that everyone in the community knows everyone's name.</p> <p>Sue mentioned adding a spot on the polo to fix the bad on to. This would need to be discussed with Uniform Concepts</p> <p>Slide on badges were discussed but decided they would come off too easily</p>		

			<p>Bec to liaise with Chelsea on other options that could be better on the tops, in the meantime teachers will be asked to show students how to put them on through the button hole.</p> <p>Second hand uniform Facebook page - This is run by Emma Wolfe. It is not easy to find because Emma has a request only member option. This is to control members advertising other items that are not school related. This needs to be advertised on our main page.</p> <p>Bec has donated uniforms that have been given to the school to families that are in need.</p> <p>Matt asked about whether there was any further correspondence from the parent that sent the email with some concerns last meeting. Anni has been in contact with the parent and advised the minutes will be available after they were endorsed at tonight's meeting. The agenda is available on the website prior to each meeting and parents are welcome to come.</p>		
	Board Meeting Effectiveness Survey	Budding Community School Board effectively represents the school community and has a leadership role in the accountability processes of the school	<p>All Board Members did their survey at the conclusion of the meeting.</p> <p>Bec showed the results immediately after the survey was completed. Feedback was discussed. Anni advised the questions will stay the same for a few weeks and data will be analysed to ensure things are improving such as</p> <p>Conflict of Agenda needs to be added to the agenda. Meeting norms to be written at the top of the agenda Acknowledgement of Country to be added to agenda. Janelle will send a new acknowledgement of country</p>	Janelle	
8:45pm	Next meeting and close	Tuesday 31 August 2021			