



# Southern Grove Primary School

## Board Meeting

|             |            |                         |               |
|-------------|------------|-------------------------|---------------|
| <b>Date</b> | 4 May 2021 | <b>Chair Person</b>     | Anni Thompson |
| <b>Time</b> | 7.00pm     | <b>Minute Secretary</b> | Sue Garland   |

|                  |   |
|------------------|---|
| <b>Attendees</b> | Rebecca Burns, Sue Garland, Rizza Camprag, Anni Thompson, Belinda Pang, Aaron Berghuber, Karen Glassby, Catherine Powell, Matt Smith, Beau Jose, Janelle Campbell-Cooke |
| <b>Apologies</b> | Emma Wolfe, Nahin Ahmed   |

|     | Item                                   | Led by        | Discussion   | Purpose/Who   |
|-----|--|---------------|--|---------------|
| 1.0 | Welcome                                | Anni Thompson | Welcome:<br>Attendance and Apologies: Janelle<br>Acknowledgement of Country  | Anni Thompson |
| 2.0 | Confirmation of Previous Minutes       | Anni Thompson | Accepted by Janelle Campbell- Cooke  |               |
| 3.0 | Business Arising from Previous Minutes | Anni Thompson | <ul style="list-style-type: none"> <li>• Board member badges have been ordered and will be here for the next meeting</li> <li>• Terry Healy emailed Kelly – he will be in contact about bollard money in the near future</li> <li>• Information about the homework policy will be sent out by the end of the term, including the importance of reading</li> <li>• Updated Terms of Reference and Code of Conduct are included in the pack for members</li> </ul>   |               |
| 4.0 | Reports:<br>1. Finance                 | Kelly Gray    | <p>Kelly presented the Finance Report.<br/>Finance report as of today.</p> <ul style="list-style-type: none"> <li>- Shows total funds available for 2021 \$5 million</li> <li>- Expenditure \$4.9 mil</li> <li>- Surplus \$138,149</li> </ul> <ul style="list-style-type: none"> <li>• 56% of voluntary contributions have been paid so far. This is quite low for Southern Grove and reminders will be sent in week 5. Voluntary contributions are voluntary, Bec explained that we are not allowed to enforce these payments.</li> <li>• Utilities and facilities are our biggest expense and it is difficult to reduce these costs.</li> <li>• Comparative budget was presented for the Board's information and understanding of where the money goes.</li> </ul> |               |

|  | Item         | Led by        | Discussion  | Purpose/Who       |
|--|--------------|---------------|---|-------------------|
|  |              |               | <ul style="list-style-type: none"> <li>• Finance committee, consisting of 8 staff, meet once a month to discuss these comparative budgets, requests for additional funding and any further spending that should be considered using the surplus funds, according to school priorities.</li> <li>• Did we receive the funding that we were expecting? Yes, and we are expecting additional money coming in due to funding for children with diagnosed disabilities.</li> <li>• We would love to look for grants for water tanks and/or solar panels. This will be a future action as this requires considerable time and at present there is limited manpower to undertake this.</li> </ul>  |                   |
|  | 2. Chair     | Anni Thompson | Anni presented her report (tabled).   |                   |
|  | 3. Principal | Bec Burns     | <p>Bec presented her report (tabled)</p> <ul style="list-style-type: none"> <li>• 445 students, started the enrolment process for 2022</li> <li>• No out of boundary enrolments from the Yarralinka or Bletchley boundary will be considered unless there are exceptional circumstances.</li> <li>• Yarralinka would like to open with year 2 next year. Bec spoke with the majority of parents that this would affect, and it appears that it will have little impact on Southern Grove.</li> <li>• School Board Training was cancelled due to the lockdown. Another date will be organised by Noel Morgan from Aspiri.</li> <li>• NQS in Action resource project for Public, Catholic and Independent Schools– Southern Grove has been recognised by the Department of Education Early Childhood Sector Department of Education as having exemplary practices that reflect the standards and NQS team would like to include the school in the resource. The school has agreed to participate and this will take place later in the term.</li> <li>• Parking – rangers came out and didn't have many concerns. Southern Grove has more parking spaces than the other local school. Beau spoke to the Rangers and they have agreed to come out once a month. Thank you Beau for advocating for our school.</li> <li>• Bec and Kelly are currently liaising with the City of Gosnells and the DOE in regards to the changing of arrows and direction in the back carpark, the provision of more Kiss and Drive bays and 40KMH signs on the new section of Lockway Road.</li> <li>• NAPLAN - next week for years 3 and 5.</li> <li>• AEDC data collection - PP teachers will be filling in a census in the coming weeks. Gives us a school profile and it gives us our ICSEA (Index of Community Socio-Educational Advantage). This allows us to look at the information provided and informs our future planning</li> <li>• Deputy process has been run recently and we are happy to welcome Claire Ferguson to our team for the remainder of the year.</li> <li>• Vanessa Pugh has formally left our school and we are currently running an MCS process which will be completed by the end of the term.</li> <li>• RTP day - school will close at 10.30, Camp Australia will be opening on the day. This may allow the specialist teachers to participate in interviews.</li> </ul> | All Board members |

|     | Item                      | Led by        | Discussion   | Purpose/Who       |
|-----|---------------------------|---------------|--|-------------------|
|     |                           |               | <ul style="list-style-type: none"> <li>• Think of Yourself Thursday –is a new strategy that has been introduced to focus on staff wellbeing. Many of our teachers and the executive team are at school in excess of 10 hours per day, therefore as a school we are focusing on staff achieving some work/life balance.</li> <li>• Marketing - website currently being updated, Chelsea is working on the content as we are hoping to make this a one stop shop for parents to go to. It will take some time to complete this.</li> <li>• Budding Community – we are currently working on the following initiatives – School board member profile put on website</li> <li>• EALD community – Country of the Month initiative</li> <li>• Together We Grow morning tea – perhaps like a busy bee, to get parents together over morning tea with a project to help the school</li> <li>• Welcome signs made in different languages - this will be an ongoing project</li> <li>• Belinda put a call out for helpers at the Mother’s Day stall - 5 parents and 2 grandparents came to help. It is nice to see new parents/carers offering their help</li> </ul> <p>Bec asked if there were any questions or concerns from the Board or the wider community to be addressed. There were no questions or concerns.</p> |                   |
| 5.0 | Correspondence            | Anni Thompson | Nil  |                   |
| 6.0 | Reading at Southern Grove | Jen Forster   | <p>Jen delivered information about the research and science of learning to read.</p> <ul style="list-style-type: none"> <li>• Our programs include all of the elements required to teach children to read well.</li> <li>• In K-2, our synthetic phonics program is Letters and Sounds.</li> <li>• In 3-6, we use Sound Waves to teach spelling.</li> <li>• Our phonemic awareness program is Heggarty.</li> <li>• Explicit instruction in vocabulary, reading fluency and reading comprehension, using Talk 4 Writing, shared reading, whole class reading and small focus group reading area a part of every school day.</li> <li>• Story Box is for reading at home and goes from K-2.</li> <li>• We have identified that some parents are not reading to their children frequently or at all, therefore children are not hearing enough language, learning rich vocabulary and building background knowledge. Listening to children read and reading to them is the homework that needs to happen. There is a distinct difference between students who read and are read to at home compared to students who are not.</li> <li>• Reading is the school focus for the remainder of the year.</li> </ul>   | All Board members |
| 7.0 | Role of Board members     | Anni Thompson | <p>Governance of the school - to support the principal and exec team to formulate strategic direction.</p> <ul style="list-style-type: none"> <li>• To support the school to achieve the outcomes in the Business Plan</li> <li>• To discuss the school data profiles and the actions the school is taking to improve student outcomes</li> <li>• The Board are not involved in the operational running of the school, however need to know what is happening in order for them to be able to discuss these with the parents and the wider school community.</li> </ul>  | All Board members |

|      | Item                               | Led by    | Discussion   | Purpose/Who       |
|------|------------------------------------|-----------|--|-------------------|
| 8.0  | What is an effective school board? | Bec Burns | <p>Group discussion/brainstorm held on the pointers in the reading provided to Board members.</p> <p>WHAT SKILLS / KNOWLEDGE DO WE BRING TO THE BOARD?<br/>           WHAT DO WE DO / CAN WE DO TO BE THE "VOICE FOR THE COMMUNITY"?<br/>           HOW CAN WE ADVOCATE FOR OUR SCHOOL?<br/>           WHAT RELATIONSHIPS WITH OUTSIDE AGENCIES WOULD BE BENEFICIAL TO SGPS?<br/>           HOW CAN WE MONITOR THE EFFECTIVENESS OF THE BOARD?<br/>           WHAT ACTIONS DO WE NEED TO TAKE TO IMPROVE OUR EFFECTIVENESS?</p> <p>The brainstormed ideas will be collated and sent out to the Board prior to the next meeting so the Board can determine the actions required to ensure we are operating effectively in the governance of the school at the next meeting.</p> | All Board Members |
| 9.0  | Diversity Mural                    | Bec Burns | Bec has been talking to an artist to work on a diversity mural. Natalie Bird, Art Specialist teacher is working with the Art Club on ideas , Bec will send a survey out to the community to gather input for ideas. The artist will work with the school on the final design. Camp Australia will fund the mural as a community project.   |                   |
| 10.0 | Other Business                     |           | Nil  |                   |
| 13.0 | Next meeting                       |           | 8 June 2021 (or training session at Aspiri)  |                   |

Meeting Closed: 9.00pm

\_\_\_\_\_  
 Signed  
 Chair Person

\_\_\_\_\_  
 Date