

# Noranda Primary School Board Meeting



Our school community works together to achieve educational excellence. Our students are self-disciplined, resilient and respectful. Learning activities challenge and support students so they have a solid foundation to lead fulfilling lives and contribute to society.

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| Date: | 2nd August 2017 | Chairperson     | Michelle Shafizadeh |
| Time: | 5.35pm          | Minute recorder | Larissa Boccalon    |

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| Present   | Jeff Murphy, Larissa Boccalon, Kylie Bateson, Hayley Rathbone, Olivia Stead, Michelle Shafizadeh, Debbie Charles, Jo Turley, Brad Slawinski, Hadi Assanteh, Agata Wolak |
| Apologies | No apologies  |

| Agenda item                             | Who?            | Discussion/Decision  |
|---|-----------------|--|
| 1. Welcome                              | Michelle        | <ul style="list-style-type: none"> <li>Michelle opened the meeting at 5.35pm.</li> </ul>   |
| 2. Declaration of Conflict of Interest  | Michelle        | None   |
| 3. Minutes of previous meeting          | Michelle        | <p>That the minutes of the 7th June 2017 are a true and accurate record.</p> <p><b>Moved and carried unanimously</b></p>   |
| 4. Actions from Previous Meetings       | Michelle        | <ul style="list-style-type: none"> <li>See table below 'Summary of Action Items'.</li> <li>Acknowledgment of Country now a part of the assembly.</li> <li>All other action items were part of the agenda.</li> <li>Brad suggested having due dates for actions in table below.</li> </ul> <p><b>Action:</b> Due dates to be included where applicable.</p>       |
| 5. Incoming and Outgoing Correspondence | Michelle / Jeff | <ul style="list-style-type: none"> <li>Jeff confirmed that the \$20000 granted by Amber-Jade Sanderson has been gifted to the school and used to pay for shade sales in the Early Childhood Centre.</li> <li>Thank you to Larissa Boccalon for being the initial point of contact and discussing this with Amber Jane during her visit to the school.</li> </ul> |
| 6. Attendance At Board Meetings         | Michelle        | <ul style="list-style-type: none"> <li>Joining the Board is voluntary and as such fits in around family and work commitments. Michelle encouraged members to attend meetings as often as possible.</li> <li>Brad noted that he has changed employment and that he was unable to attend on a Wednesday evening. The Board membership agreed that Brad</li> </ul>  |

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|                                  |          | <p>is a valuable Board member and that he should remain on the Board and will receive the papers and we welcome his input into the Board. If he is able to attend a meeting he is welcome.</p> <ul style="list-style-type: none"> <li>The dates for this year to remain as planned and alternative days will be explored for 2018.</li> </ul>  |
| 7. School Community Board Member | Jeff     | <ul style="list-style-type: none"> <li>Jo has contacted Carlton and has arranged for him to contact Jeff. No contact has been made as yet.</li> <li>Jeff has been in contact with the City of Bayswater and spoken to Barry McKenna who referred him to Allen Radford who is currently part of the City of Bayswater Council, a member on the Board of the Bendigo Bank and a Board member of Hampton Primary School.</li> <li>Discussed by members - It was suggested that Community members be co-opted for a period of 12 months and attend 1 meeting per term.</li> <li>Olivia suggested an indigenous elder as a community member. It was felt by Jeff that this person would be more beneficial for staff to help with curriculum content rather than at a Board level. Agreed by Board.</li> <li>Michelle passed to Jeff the name and contact details of an indigenous elder who can discuss with the school indigenous curriculum. She does this as a career.</li> </ul> |
| 8. Sub Committees                | Jeff     | <ul style="list-style-type: none"> <li>The Vision Statement Subcommittee met with an invitation to staff for input into the School Vision Statement. After this meeting a revised statement was suggested "Our School Community supports, challenges and inspires each other to achieve their personal best."</li> <li>Discussion suggested that this statement was not "aspirational enough" and needed a stronger word than 'achieve'.</li> <li>New statement proposed: "Our School Community supports, challenges and inspires personal excellence."</li> <li><b>Action:</b> Jeff to take this revised statement to the next staff meeting for feedback.</li> <li>Next step is to visit the Mission Statement that describes 'how' Vision statement is achieved.</li> </ul>   |
| 9. Board Effectiveness           | Michelle | <ul style="list-style-type: none"> <li>Michelle tabled a draft of the Board Effectiveness Survey.</li> <li>Feedback: Question 17 to be amended to read "Board Minutes from previous meeting ...."</li> <li>Board approved the draft.</li> </ul>  |

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|                                |             | <p><b>Action:</b> Survey to be completed by the Board and returned to the Office by 11th August 2017.</p>  |
| <p>10. Literacy Curriculum</p> | <p>Jeff</p> | <ul style="list-style-type: none"> <li>• 2017 NAPLAN results to be released to schools in next 2-3 weeks. Student reports should come home towards the end of Term 3.</li> </ul> <p>In 2015-2016-</p> <ul style="list-style-type: none"> <li>• Reading and writing were moved into literacy blocks to help staff in teaching literacy and maximise support. Literacy groups are smaller (20 - 22 students) and also grouped into ability.</li> <li>• Spelling Mastery for Yr 3-6: Students are tested and grouped into appropriate ability levels. Again smaller groups (14 - 15 students).</li> <li>• The school has investigated 2 writing strategies and will implement '7 steps for writing' across the school in the new year. Teacher PD session 1st day of Term 4. Being trialled by some teachers now.</li> <li>• Focus this year on planning. Writing showed least amount of growth in NAPLAN. Spelling Mastery - whole school strategy. Reading - whole school strategy. 'Cars and Stars' - reading and comprehension strategy.</li> <li>• School is improving resources - budget allocated to update reading series.</li> <li>• Grammar and Punctuation are areas that also didn't show growth. 2016 scope and sequence plan revisited. Staff to 'touch base' with this again to remind them of areas of focus.</li> <li>• Targets to increase number of students in top bands of NAPLAN.</li> <li>• Jeff is working on a document using 'stop sign' colouring for ease of reading target results.</li> <li>• A Maze of Stories - 12 students had the opportunity to work with 6 mentors to write and publish their stories. A copy of published works to go in the library. In Book Week a 'reading corner' will be set up in the library where the students can read their published stories to classes.</li> <li>• NAPLAN online trialling to be done at school. Jeff is getting more information and has attended some web information sessions as well. This is to test our school's ability to manage the online aspect. Teachers need to be up-skilled for their role in the trial. 2 tests in late August - 47 Yr 3 students to participate to test the system's ability to cope. The plan is for NAPLAN to go online in 2019.</li> </ul> |

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| 11. Behaviour Management Brochure | Jeff     | <ul style="list-style-type: none"> <li>• Draft of Behaviour Management Brochure for parents tabled prior to meeting. The plan is that it will be in A4 booklet form and included in enrolment packs.</li> <li>• Brief discussion about wording.</li> <li>• The document was then ratified by the Board pending minor suggested changes.</li> </ul>     |
| <b>Standing Agenda Items</b>      |          |  |
| 12. Business Plan                 | Jeff     | <ul style="list-style-type: none"> <li>• Olivia raised the issue that the National Quality Standards are not addressed in the Business Plan. Jeff agreed that there is scope to include these in the Business Plan for 2018.</li> <li>• Standards to be explained to Board at a later date when Business Plan modifications to be reviewed.</li> </ul> |
| 13. Review of Policy Directions   | Jeff     | <ul style="list-style-type: none"> <li>• No new policy reviews at present.</li> </ul>  |
| 14. Financial Report              | Jeff     | <ul style="list-style-type: none"> <li>• No report</li> </ul>  |
| 15. Closure of Meeting            | Michelle | <ul style="list-style-type: none"> <li>• Meeting closed 7pm</li> <li>• Date of next meeting 30th August 2017</li> </ul>  |

| <b>Summary Of Action Items</b> |  |                           |                     |
|--------------------------------|--|---------------------------|---------------------|
| <b>Date</b>                    | <b>Action</b>  | <b>Who?</b>               | <b>Due Date</b>     |
| Ongoing                        | <ul style="list-style-type: none"> <li>• National Police Clearance Outstanding Board members to follow up their National Police Clearance</li> </ul> | Hadi,<br>Debbie,<br>Agata | As soon as possible |

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| Ongoing       | <ul style="list-style-type: none"> <li>Vision Statement review - Vision statement amendment to be taken to staff meeting for consideration.</li> </ul>  | Jeff              | Next staff meeting after 2 August 2017 |
| 7th June 2017 | <ul style="list-style-type: none"> <li><u>Board Effectiveness Survey</u> - Survey to be completed by Board members and returned to the NPS Administration Office.</li> </ul>                            | All Board members | 11th August 2017                       |
| 7th June 2017 | <ul style="list-style-type: none"> <li><u>Community Board Member</u>: : Allen Radford and Carlton to be contacted by Jeff and Jo to confirm that they are happy to attend on rotation basis.</li> </ul> | Jo /Jeff          | As soon as possible.                   |

**Meeting Dates for 2017:** 30th August, 25th October, 22nd November

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

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

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