



WEST LEEDERVILLE
PRIMARY

Board minutes

May 12 2020





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PRIMARY

Subject:	West Leederville Primary School Board Meeting – Virtual meeting
Time:	6pm to 7pm
Date:	May 12, 2020
Location:	Staff room
Chair:	Andrew Porter (AP)
Apologies:	
Attendees:	Fiona Kelly (FK), Andrew Porter (AP), Michael McInerheney (MM), Aine Sommerfield (AS), Judith Curtis (JC), Rochelle Reeves (RR), Barry Harvie (BH), Richard Lilly (RL), Claire Hodge (CH), Robyn Gilfillan (RG), Derry Simpson (DS)
Observer:	

Time	Item and summary of discussion	Actions
6.02pm	<p>Welcome</p> <ul style="list-style-type: none"> Meeting was opened at 6pm. AP welcomed all members of the Board to the meeting, thanking everyone for participating in the virtual meeting. 	N/A
6.03pm	<p>Confirmation of agenda</p> <ul style="list-style-type: none"> All agreed. <p>Disclosure of interest</p> <ul style="list-style-type: none"> None 	
6.05pm	<p>Minutes of previous meeting</p> <ul style="list-style-type: none"> Motion that the minutes from the meetings held on March 24 & April 21 2020 are a true and accurate record and were approved by email circulation to the Board. 	Minutes accepted by all present via email circulation. Minutes from March 24 published on website on April 3 2020.
6.08pm	<p>Principal's report</p> <p>FK outlined several aspects of the Principal's report which were discussed by members of the Board.</p> <ul style="list-style-type: none"> Student attendance which usually runs at about 94% is currently trending at 97%. This can partly be accounted for by the closed borders which has prevented in-term vacations. From next week the focus will be on face to face teaching and individual contact with the small number of students learning from home. Reporting – as yet the format has not been finalised, but it is probable that A-E grades will not be issued and a generalised comment will be given for each student. The reports are planned to be delivered at the end of week 9 but different factors may push it out to Week 10. The Department of Education are working on one proforma to be used by all schools for reporting to guarantee consistency. Internal NAPLAN testing is currently taking place to ensure continuity of data at a school level; enable tracking 	

of students, and allow use of data to identify areas of strength and focus.

- The playground renovation is commencing this week. Toilet renovations are expected to be completed this term, but with the return of staff and students to school, we now require transportable toilets to be located on site. The front office in the Heritage building will be transformed into a history centre. The ANZAC Honour Board has been refurbished and will be placed back in the hall.
- Communication to families around the COVID-19 virus in an accurate and expedient manner has been a priority. Feedback from parents about communication has been very positive. Most families seem to be managing the new cautionary measures quite well. Students are confident with their new routine and the situation presents a wonderful opportunity for students to develop independence in settling into the school day.
- Business Plan review – The Business Plan is not due until 2021, but staff have commenced discussions during staff meetings and POL meetings. The initiatives identified will be presented to Board in subsequent meetings. AP enquired how the Board could assist with the Business Plan. To be discussed at the next meeting.
- Some members of the Board commented that the revised reporting process may cause some anxiety by not having the traditional grades. Although this is understandable, the comments provided should give guidance to how students are progressing and good communication will assist in allaying anxiety in parents. Now that parents are using Connect, the Semester 1 reports will be sent out via this forum giving parents a permanent link to their child's report.

Contribution of Board to development of new Business Plan to be placed on agenda for next Board meeting.

6.26pm

Priority Item

A brief discussion was led by FK around the following documents:

- Cash report – expenditure is on track.
- Voluntary contributions are down marginally.
- P&C Fundraising – focus has been on renovating the playground. The P&C will be very limited in their ability to fundraise this year and plan to rebuild funds before contributing further to school.

Other Business

- A letter from the Board to staff thanking them has been written. Decision was made for this to be sent to staff and a copy to parents delivered by email.
- The Year 6 camp has been postponed and may be possible to do in Term 4. If not, an alternative program will be put in place in Term 4 by the classroom teachers and admin.

6.43pm

Next meeting

The next meeting of the board will be on June 16 2020.

Meeting closed at 6.43pm

Signed:

Principal: _____
Fiona Kelly

Chair: _____
Andrew Porter

Date: _____

Date: _____

