



WEST LEEDERVILLE
PRIMARY

Board minutes

September 8 2020





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PRIMARY

Subject:	West Leederville Primary School Board Meeting
Time:	6pm to 7pm
Date:	September 8, 2020
Location:	Staff room
Chair:	Andrew Porter (AP)
Apologies:	
Attendees:	Fiona Kelly (FK), Michael McInerheney (MM), Aine Sommerfield (AS), Judith Curtis (JC), Barry Harvie (BH), Richard Lilly (RL), Robyn Gilfillan (RG), Derry Simpson (DS), Rochelle Reeves (RR), Claire Hodge (CH)
Observer:	

Time	Item and summary of discussion	Actions
6.00pm	<p>Welcome</p> <ul style="list-style-type: none"> Meeting was opened at 6.00pm. AP welcomed all members of the Board to the meeting 	N/A
6.01pm	<p>Confirmation of agenda</p> <ul style="list-style-type: none"> All agreed. Two items added to 'Other Business'. <ul style="list-style-type: none"> An address from uniform coordinator to the Board. The proposed staff survey questions. <p>Disclosure of interest</p> <ul style="list-style-type: none"> None 	
6.01pm	<p>Minutes of previous meeting</p> <ul style="list-style-type: none"> Motion that the minutes from the meeting held on August 4 2020 are a true and accurate record and were approved by email circulation to the Board. 	Minutes accepted by all present via email circulation. Published on website on August 25 2020.
6.02pm	<p><u>Priority Item</u></p> <p>Principal's report</p> <p><u>Playground safety concerns</u></p> <p>A second injury has occurred to a student playing with the stage box lid, in the new playground area. Following the first injury, work was carried out on boxes to make them more secure. Currently the lids on the stage are screwed shut awaiting a permanent locking solution.</p> <p>There has been some conversation at P&C level regarding the duty of care for students when events are held on school premises.</p> <p><u>Booklists sign off</u></p> <p>Most booklists have reduced in price. A brief conversation was held around the options that might be offered to parents to pay their voluntary contributions apart from paying at the time of ordering the stationery items. School front office staff are exploring different options. Booklists approved by the Board.</p>	

An email was received by Principal FK questioning the free availability of excursion notes on our website which have explicit detail of the movements of our students. This was raised for the Board's information and the school leadership will explore alternative processes.

Alcohol on School Premises

The general consensus following discussion was that there should be a considered approach when alcohol is made available at school events. The viewpoint of the Board is from a risk perspective and, balancing personal responsibility in consuming alcohol vs. modelling behaviour to children. A suggestion was made to advertise the serving of alcohol at any future school events and give a reminder to drink responsibly. This subject is also on the agenda for discussion at the next P&C meeting.

National School Improvement Tool – reflection

A presentation was made to the Board by FK outlining aspects of the National School Improvement plan.

Briefly discussed were the following items:

1. An explicit improvement agenda;
3. A culture that promotes learning;
4. Targeted use of school resources, and
9. School-community partnerships.

The staff will brainstorm during their next meeting and information will subsequently be fed back to Board. Board members are welcome to email FK with any thoughts.

6.53pm

Sponsorship Policy Review

The Sponsorship policy was initiated several years ago to address competing potential sponsors. Our policy is mostly based on the Department of Education policy. Several minor adjustments were suggested to make the policy more general.

Other Business

In order to make meetings culturally inclusive, the introduction of an 'Acknowledgment of Country' will be made at the beginning of each Board meeting in future.

Wording will be added to the agenda and the role will be rotated through the Board members.

Cash report

No queries or questions

Commencing at next Board meeting, 'Acknowledgment of Country' will be made.

6.57pm

Other Business

Staff Survey

Following on from the recently conducted biennial parent survey, an overview of questions on the Staff survey was presented. A suggestion was made to add a question regarding the culture of the school.

P&C Uniform Coordinator, Ms. Shannon Tassell joined the meeting at 7.04pm

Uniform Business

An overview was given of several issues which have developed in the sales and distribution of school uniforms. Significantly there has been a general decline in the uniform shop volunteer base, whilst sales of uniforms remain high.

Add the issue of a decreasing parent volunteer base to the next agenda.

7.08pm

Streamlining of ordering and processing has been put in place and a succession plan for the transfer of the role of coordinator.

There has been a particular difficulty in sourcing the faction shirts. Consequently several options were proposed including a change of suppliers, one of which would result in altering the shirt design. This was considered undesirable as we have recently had a change and the phasing out period is quite long.

The role of the Board in regards to the school uniform was clarified as deciding upon the 'look' of the items, whilst that of the P&C was with the supply and cost.

There was a general agreement that the options should be presented to the P&C Executive and the Board consulted following a decision.

The Board acknowledged the efforts of Ms Tassell in what is a significantly demanding role in the school.

7.39pm Next meeting

The next meeting of the board will be on November 3 2020.

Meeting closed at **7.39pm**

Signed:

Principal: _____

Chair: _____

Date: _____

Date: _____

Fiona Kelly

Andrew Porter



