



WEST LEEDERVILLE
PRIMARY

Board Agenda and Minutes

May 10, 2022



West Leederville Primary School Board 2022

Delivering Educational Excellence – Every child, Every Opportunity



WEST LEEDERVILLE
PRIMARY

Subject: School Board Meeting

Location: School Library

Time: 6.00pm – 7.15pm

Chair: Mrs Derry Simpson (DS)

Date: Tuesday May 5, 2022

Apologies:

Attendance: **School:** Principal: Sheri Evans (SE), Deputy Principal: Michael McInerheney (MM), Teacher Representatives: Judith Curtis (JC), Rochelle Reeves (RR),

Parents: Richard Lilly (RL), Jarrod Dunning (JD), Claire Hodge (CH), Cindy Kennedy (CK) (*attended remotely*)

Community: Shyam Drury (SD), Robyn Gilfillan (RG),

Visitors: MCS: Charissa Dingle (CD), Associate Principal: Stacey Young (SY), Teacher: Olivia Jacobson (OJ) (*joined meeting at 6.35pm*)

Time	Item	Documents	Purpose	Led by	Recommendations	Minutes	Actions
6.02	Acknowledgement of Country Welcome			Chair		DS	
6.02	Introductions of Members and Apologies			Chair		The opportunity was taken for members of the Board to each give a brief introduction for the benefit of those new to the Board and staff.	
6.08	Disclosure of Interests			Chair		Nil	
6.08	Minutes of meeting	Meeting minutes	Make: for approval (minutes)	Chair	Minutes of the 22/03/22 meeting to be approved and endorsed	Minutes from 22/03/22 meeting were circulated to the Board via email prior to the meeting. Minutes approved.	
6.10	Nominations for Board Chair				Make: for approval Continuation of Derry Simpson	Due to several apologies at our last meeting, the Board decided that Derry would become a caretaker in the role of Board Chair until the 10 May where an official vote could be conducted.	

						SE called for any new nominations for Board Chair. One nomination received. DS will continue in role as Chair. Board thanked DS for her willingness to chair the WLPS Board for a further year.	
Administration agenda items							
	Principal Report	Principals Report	Inform	Principal		Principal's report was circulated to Board prior to meeting. <ul style="list-style-type: none"> - Shane McGurk from Next Learning is working with PP & Yr 3 teachers to effectively integrate technology through the SAMR Model. He will hold a parent session later in the year with the aim of educating and reducing anxiety amongst parents from the earlier years around the BYOD program. - RR was acknowledged and thanked by SE on behalf of school and Board for the time she supervised Student Services working in the capacity of Associate Principal. Principal's report moved.	
6.15	Finance Report	One Line Budget Cash Report	Inform	Manager Corporate Services (CD)	One Line Budget to be released 22 March 2022.	Operational One Line budget <ul style="list-style-type: none"> - Student Centred Funding received was less than anticipated, due to a smaller number of students enrolled on the census date than expected. - Salaries expenditure in Term 1 was much greater than usual due to high number of COVID related staff absences. - Money held in reserves may be utilised for shortfall as it should be accounted for a purpose. 	
6.25	Review Board Training Module 2 – Foundations of an Effective School Board	Training Module 2	Review	Board Chair		Circulated before meeting via email. No queries. The various modules will be circulated to Board on regular basis to refresh and familiarise.	

6.27	COVID Update		Inform	Principal		<ul style="list-style-type: none"> - As a whole, the school seems more settled at the start of this term. - The incidence of COVID amongst of students is steady, but this is anticipated to increase and will almost certainly have an impact on teaching staff, as only 20% have contracted the virus to date. - The required reporting of COVID cases by school has decreased which has greatly eased the burden. - Relief teacher are being retained full time to cover absences, but the regular relief teachers at WLPS have been available and placed us in good stead. - Staff and children are now able to mix, which has also greatly simplified management. - A program by the Dept of Education has made available 20 RATs for each student. The best distribution method of RATs to each student is currently being considered. 	
6.35	LOTE Program		Discuss	Principal		<p>Nominations are requested for a School Board member to be on the Panel for the selection of a fixed term LOTE Teacher to commence in Semester 2.</p> <ul style="list-style-type: none"> - CE volunteered to assist staff shortlist candidates. Successful candidate will be employed for 6 months. - The Board thanked CE. 	
6.37	Workforce Planning	Work Force Plan	Inform	Principal		<p>The Workforce Plan 2021 – 2023 was circulated to the Board prior to the meeting.</p> <ul style="list-style-type: none"> - There are a significant number of graduate teachers employed at WLPS currently and likewise on parental leave. - The leadership program was spoken of and commended. 	

						<ul style="list-style-type: none"> - A brief discussion was held around different aspects of staffing that currently exists at WLPS and the challenges presented. 	
Strategic Agenda Items							
6.50	On Entry Assessment Results		Inform	Associate Principal		<p>SY presented results for On-Entry testing.</p> <ul style="list-style-type: none"> - In graphs for Reading, Writing & Numeracy for PP, data reflects WLPS students are performing well against like schools. - The Year 1 data for Reading and Writing is also favourably comparable to like schools. The Numeracy data is below like schools, but staff are already targeting this area as a whole school. <p>Staff will work with the data to implement programs</p>	
6.50	Business Plan Strategic Area: Teaching		Discuss	Principal	Strategies to improve and consolidate whole school approaches in line with Public School Review	<ul style="list-style-type: none"> - Daily practice across school - Literacy block for first session. - Warm up concentrating on fluency. - Word work introduced each day to build spelling and writing - Drop everything and write – build writing and enjoyment. 	
7.00	Communication and promotion of the School		Inform & Discuss	Principal & SeeSaw Committee Leader		<p>OJ is currently one of the SeeSaw app leaders which has been introduced to the school as the main platform to be used by teachers to communicate with parents. There have been many advantages since introduction</p> <ul style="list-style-type: none"> - Streamlining of communication amongst teachers. - The ability for direct messaging to parents. - Uploading photos of class work to show parents. - Specialist teachers are also using the app 	

						<ul style="list-style-type: none"> - Uploading student work allows for integrating iPads into lessons for students. - There is scope to share collaboratively between teachers. <p>A few areas which have been highlighted for discussion by staff.</p> <ul style="list-style-type: none"> - There is inequity in the amount of work being uploaded between teachers. - Student work uploaded is intended as a snapshot rather than an opportunity to critique. - The platform of SeeSaw has a large forum for teachers – training will be implemented for staff in future. 	
7.10	Annual School Report		Inform	Principal	Published Week 5	<p>Currently being compiled. An extension was given by the Dept. of Education for the submission of Annual Reports.</p>	
7.12	Strategic Direction	Strategic Direction Graphic	Inform	Principal		<p>In 2021, Board Member (CK) suggested that it would be beneficial if the school shared information more widely about the structure of the school, the role of key personnel and direction of the school with the community. The school has tried to address this through promotion in the school newsletter and through social media. In addition, we have recently commissioned a graphic and sign to be displayed at the back of the school facing the playground. The graphic was briefly discussed and commended by the Board.</p>	
General Business							
	Confirm Meeting Schedule		Discuss	Chair		<ul style="list-style-type: none"> - NAPLAN commenced today and the implementation went well. There is a significantly high student 	

						<p>absence however, due to COVID and other illnesses.</p> <ul style="list-style-type: none"> - Various meeting formats are now available to us for Board meetings. DS surveyed members for a preference. Following a discussion the decision was made for the first board meeting of each term to be face to face and second one to be held online. - The Board tenure terms for staff members JC and RR have ended. SE has emailed the staff for expressions of interest. JC and RR are welcome to renominate. If there are multiple nominations for staff representatives on the Board, a voting process will take place. 	Board meetings will be held in a face to face setting for first one of the term and online for the second one of the term.
7.25	Close			Chair		Meeting closed.	

Signed:

Principal: _____

Sheri Evans

Chair: _____

Derry Simpson