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**School Board Meeting Minutes  
21<sup>st</sup> May 2020  
3.15pm Conference Room**

<b>Board Membership</b>	
<b>Board Chair:</b> David Furmark	<b>Parent Representative:</b> Shelley Long ( Absent)
<b>Principal:</b> Lou Zeid	Debbie McCallum (Apology)
<b>Manager Corporate Services:</b> Kathy Bullock	Christina Byrne
<b>Executive Officer:</b> Mishelle DelCaro	Simone West
<b>Teacher Representatives:</b> Amanda Holden, Kerryn Ellis	

Item	Who	Notes
<b>1</b>	Welcome	David F welcomed Board members to the first meeting for the year having had the Term 1 meeting cancelled due to COVID-19.
<b>2</b>	Previous Minutes	The previous meeting's minutes were accepted by the present members.
<b>3</b>	Financial Report	<p>Kathy Bullock</p> <p>At the end of 2019, the school requested a budget review, as changes to student enrolments meant we would not be able to meet our staffing costs. At this time, we were advised to continue with our planning and should we still have concerns in 2020, request another budget review. At this review, it was agreed that we were entitled to consider redeployment. However, due to COVID-19, the Department did not want us to undertake the process and allocated an additional \$79,000 as a targeted initiative. This addition does enable us to operate but may still cause concerns moving into 2021. (One Line budget displayed)</p> <p>Once the Review had been undertaken we were able to confirm our budget and the School Finance Committee met on 6<sup>th</sup> May to finalise the 2020 Cash Budget. (Budget tables displayed)</p> <p>Due to COVID-19, additional funds were allocated to the budget for the Day Cleaning. All schools have been advised that should costs escalate we can request budget review. Whilst the budget is back in the black and the IPS Agreement and spending allocation delayed, we must be very careful with the budget for 2021.</p> <p>Other adjustments to the budget due to COVID-19 included, incursions and excursions, gardening and cleaning, camp and possibly swimming. We may also buy the leased iPads due for return this year, as they are in good condition. The plans for the Science Lab were approved ready for 20/21, and the remainder of the maintenance budget went to the concrete pad outside the Science Lab. OSH Club will not be charged their fees due to COVID-19. We may be able to claim the OSH income from the Department.</p> <p>At the last P&amp;C meeting we thanked them for supporting Athletics and Reading Eggs which were particularly valuable during the Learning from Home period.</p>

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<b>4</b>	Principal's Report	Lou Zeid	<p>COVID-19 had a significant impact on the school which required the school community to be very responsive, in order to adjust to the continuous changes.</p> <p>I am pleased to report that I believe our staff have done very well and throughout this time, have kept student welfare as their priority. Due to the Learning from Home requirements, the school has prioritised curriculum learning areas, identifying learning activities that are essential. Student wellbeing, literacy and numeracy remain the focus across the school. This has meant adjustments to the specialist program and a greater emphasis on MESH (Maths, English, Science and HaSS) subjects. Parents will be informed of the following; health advice for schools, reporting for Semester 2 and visiting the school</p> <p><b>Health Advice for Schools</b> As mentioned, the focus of the health advice for schools is around adult to adult contact and maintaining a clean environment. The following outlines the main actions:</p> <ul style="list-style-type: none"> <li>• Focus on personal health: The expectation is that students frequently wash hands, sick children remain home and providing separate play times and areas.</li> <li>• Clean environment: Regular cleaning of classroom desks and handles, as well as, outdoor playgrounds and the provision of dedicated work spaces for staff. Managing the cleaning regime has meant staggered recess and lunch times.</li> <li>• Adult to adult contact: Minimising adult access to the school grounds. When meeting maintaining social distancing with a maximum of 20 adults meeting or congregating in an area, including staff groups. Teachers allocated to working in year level hubs and specialists and EAs allocated to each individual hub.</li> </ul> <p><b>Visitors to School Grounds</b></p> <ul style="list-style-type: none"> <li>• Prioritising who can enter due to limited space</li> <li>• All must report to Administration</li> <li>• Adhering to the requirements for cleaning their work area before commencing work and prior to leaving.</li> </ul> <p><b>Semester Reporting</b> Due to the disruption of the learning program, semester reporting requirements have been changed. Schools are not required to report on achievement (A-E grades), however, schools will continue to use the system template for PP-Year 6. An explanation regarding the changes will be provided. The expectations around this semester's reporting requirements have been developed in consultation with staff. The documents presented; Reporting FAQ and Draft Reporting Requirements are to be circulated to staff.</p> <p><b>Student Assessment</b> Having had such a disruptive year and with NAPLAN being cancelled, we have decided to undertake some assessments. These will occur in Term 2 for Years 3-6 and Term 3 for Year 2. We will be using some NAPLAN assessment material, however, we will not be conducting the</p>
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			<p>assessments under NAPLAN conditions. As outlined in newsletter, they are to assist teachers with planning, as well as, providing us with some continuity for our school's data collection and useful planning for Semester 2.</p> <p><b>IPS Review</b> At this stage, school reviews have been cancelled and we will be advised of the rescheduling.</p> <p><b>Other</b> There was discussion regarding the council's position on dog's on the oval. Dog's must be on a leash. Lou Z will investigate signs for the oval regarding keeping pets off the oval during school times.</p>
5	Annual Report 2019	Lou Zeid	The Annual Report was shared with all Board members prior to the meeting and will be uploaded to the school website.
6	National Survey of Schools 2019 Summary	Lou Zeid	<p>There were 171 responses to the NSOS in 2019. Unfortunately, a significant number of responses were uncommitted which led to a lower agreement. Some neither returns were as high as 22%</p> <p>When looking at disagreement the areas above 10% were:</p> <ul style="list-style-type: none"> <li>• Management of student behaviour (12%)</li> <li>• Taking parent opinion seriously (12%)</li> <li>• Learning needs being met (12%)</li> </ul> <p>Issues for consideration:</p> <ul style="list-style-type: none"> <li>• Look at removing the 'neither' option for future surveys</li> <li>• Review communication processes between teachers and families e.g. Term Overviews etc</li> <li>• A section at the end of the survey for parents to comment and explain their 'neither' response.</li> </ul>
7	Corona Virus: Moving Forward	Lou Zeid	<p><b>Staff Feedback – COVID-19 Changes 13 May 2020</b></p> <p>The main themes of COVID-19 staff feedback with the greatest agreement related to the following:</p> <ul style="list-style-type: none"> <li>• The smooth transition to the classroom in the morning due to gates being opened at 8.30am and students being met at the gate</li> <li>• Students leaving early or attending appointments are collected from the front office during the school day, rather than the classroom</li> <li>• Children who are unwell are expected to remain home or, are being sent home</li> <li>• The additional cleaning during the day</li> <li>• The emphasis being placed on hand washing</li> </ul> <p>Practices that were raised with a level of agreement by a group or groups, with no competing views:</p> <ul style="list-style-type: none"> <li>• Teachers organising their own duty roster</li> <li>• Staggered breaks with year levels enabled teachers to build rapport with students</li> <li>• Separate eating areas and play areas for year levels</li> </ul>

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			<p>Additional benefits that were mentioned by groups:</p> <ul style="list-style-type: none"> <li>• Team teaching and being able to draw upon everyone’s strengths in a team</li> <li>• The value of using Connect</li> <li>• Planning was shared and prioritised what was being taught</li> <li>• Improvement of staff skills in technology</li> <li>• Enjoyment of working with specialist teachers</li> <li>• Working in defined groups (hubs) made staff feel safer</li> <li>• The allocation and autonomy of Education Assistants</li> <li>• Hand hygiene of the students and staff</li> <li>• Children met at the gates by administration staff</li> </ul> <p>Varying views between groups:</p> <ul style="list-style-type: none"> <li>• Some enjoyed the staggered start and finish times, as it allowed them to welcome children and made for a smoother start to the day. Others felt it took up teaching time or were unsure of what to do at this time.</li> <li>• Some year levels liked the different recess and lunch times and the longer morning session, while others felt this was unnecessary. There appeared to be a senior junior divide on this issue.</li> <li>• Some designated staff work areas were not as suitable as others.</li> </ul> <p>The following areas had agreement in what staff would like to reinstate:</p> <ul style="list-style-type: none"> <li>• The Specialist programs with some consideration for differences when resuming. Some found value in working with their year level groups, as they got to know the children better</li> <li>• While staff enjoyed working in hubs, there was a sense of isolation as staff were not able to mix with each other or come together for morning tea etc</li> <li>• Buddie classes are not operating</li> <li>• 8.30am start is calm and the children have less anxiety when being met at the gate</li> </ul> <p>One of the issues that needs to be addressed is parent engagement in the school. We would like to work on a shift in focus from social engagement in the school grounds to learning and school business.</p>
<b>8</b>	Board Membership	Lou Zeid	The Board was asked when to commence the membership process which was delayed due to COVID-19. There are 3 available places for parent representatives, and 2 for teacher representatives. The Board agreed for Lou Z to begin the process.
	Next Meeting Date		Possibly Term 3, Week 7 Thursday 11 <sup>th</sup> June

Thank you

Board Chair: \_\_\_\_\_

Principal: \_\_\_\_\_