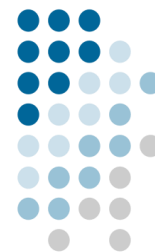




GOOLLELAL PRIMARY SCHOOL BOARD

MEETING MINUTES

25 MARCH, 2021



Time	Item	Documents	Recommendations
9.15	<p>Welcome</p> <ul style="list-style-type: none"> -Acknowledgement of Country -Apologies -Conflicts of interest 		<p>The Chair opened the meeting with Acknowledgement to Country and welcomed everyone.</p> <p>There were no conflicts of interest and no apologies.</p>
	Minutes of last meeting	Minutes of meeting 1, 25 February 2021	The minutes of the meeting from 25 February 2021 were endorsed by the Community Representative and seconded by the Staff Representative. The minutes were signed off by the Board Chair.
	Correspondence in and out		There was no correspondence in or out.
	Statement of Expectation	Statement of Expectation 2021-2024	<p>The Principal presented the Statement of Expectation to the Board. The Statement of Expectation outlines what is expected of the Principal, Goollelal Primary and the Department. The Principal explained any amendments to the document – one being that of the addition of Collegiate Principals. He suggested that these would be of benefit leading up to the School Review.</p> <p>The Community Representative asked whether one could choose the Collegiate Principal. The Principal answered in the negative but stated that the calibre of Collegiate Principals was extremely high.</p> <p>The Principal signed and Board Chair endorsed the document.</p> <p>The Principal moved a motion that we approach the Collegiate Principal for support in the lead up to the Review. The Board Chair seconded this motion.</p>
	Budget Update		<p>The Principal explained several circumstances that have improved the budget situation:</p> <ul style="list-style-type: none"> ▪ Addition of several special needs students from out of zone ▪ One Education Assistant being successful in winning a merit select position



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			<p>The Principal explained that this had resulted in a positive outcome for the school, with the budget variance now down to about \$30,000.</p> <p>The Principal explained that there may be some Education Assistants that would like to voluntarily reduce their FTE. This may be on a temporary basis depending on the numbers of students with special needs.</p> <p>The Principal explained that the Budget Conference would be held on the 26 March 2021 and that this would provide further direction around the budget.</p>
	School Councils and Boards Workshop Summary		<p>The Board Chair provided an overview of the Public School Council / Board Training documents and the discussions that were held at the School Councils and Boards Workshop yesterday. The Principal affirmed the importance of being a united front once decisions are made.</p>
	Literacy and Numeracy Update		<p>The Principal showed a graph of student progress and achievement compared with like schools for Year 3 2016 to Year 5 2018 (based on assessment data). He noted his concerns that most of the students were in the lower progress category, particularly in the areas of grammar and punctuation. He expressed his desire for students to move into the higher progress categories. He stated his belief that this did not require a complete overhaul of programs or practices, but a process of incremental improvement.</p> <p>On-Entry Data</p> <p>The Review of on-entry data shows that the gap in student progress still exists, but that the 20/21 data for reading, writing and numeracy was improving. Although Goollelal's position remains below like schools, the data shows the progress is heading in the right direction.</p> <p>The Finance Committee member queried the reason behind the improvement. The Deputy Principal answered that it was likely due to factors such as: more connected practice; more conversations around data; the introduction of literacy and numeracy leaders; and increased mentoring by teachers from other schools.</p> <p>The Principal reinforced the necessity of building on strengths and identifying challenges.</p>



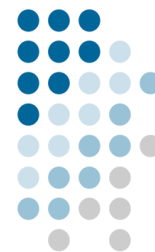
			<p>He talked about investigating the use of High Impact Teaching Strategies (HITS) to help students better retain what they were learning.</p> <p>PAT testing</p> <p>The data from the Progressive Achievement Tests (PATs) was reviewed. In comparison with other schools in Australia, Goollelal’s performance is generally higher. However, being in the top 20% Socio-Economic Bracket, we expect to be starting from a higher base.</p> <p>The Finance Committee Member expressed concern that the students did not appear to know foundational content (i.e. what a sphere is); and asked if the curriculum was being sufficiently covered.</p> <p>The Principal explained that the curriculum was being followed, but that the need was for <i>interleaving</i>. Interleaving involves the revision of past content on a regular basis across different topics and in a range of situations. The Staff Representative reiterated that the curriculum was very full and cited the difficulties faced by teachers to ensure everything was covered.</p> <p>The Staff Representative suggested the community could help to provide opportunities for revision through homework.</p> <p>The Principal proposed a motion that the Board review the Homework Policy at a later stage. The Board Chair seconded this motion. The Deputy Principal suggested that we also provide some education to parents about the importance of homework.</p>
	Focus 2021 – system directions	Focus 2021	<p>The Principal invited the Board to comment on <i>Focus 2021</i> and highlight any areas that related to the Board’s role. Two areas were identified:</p> <ul style="list-style-type: none"> - Ensure all students are achieving year on year progress in literacy and numeracy - Use data, including student voice, to examine the impact of teaching
	Annual report 2020	2020 Annual Report Draft	<p>The Principal asked for feedback on the Annual Report. The Finance Committee Representative suggested that we include the actions going forward in response to the data. It was noted that everyone had a chance to look at the document and that any suggestions or feedback would be sent to the Principal by next week.</p>



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	Policy review	Proposed policy on birthday celebrations	<p>The Principal has asked the P&C for feedback on creating a Healthy Eating Policy and this will be discussed at future meetings of the Board. He suggested that eating birthday cake during school hours was not in line with the Healthy Eating Policy. He proposed a policy for birthday celebrations, which the Board endorsed unanimously.</p>
	Communication charter review	Draft parent communication charter	<p>The Principal presented a draft of the Parent Communication Charter for discussion.</p> <p>The Staff Representative stated that she liked the addition of guidelines stating when one should contact the Principal or Deputy Principal. She raised the issue that parent-teacher conferences should not be included in the document as not everyone has had the opportunity to have a parent-teacher conference.</p> <p>The Deputy Principal mentioned staff wellbeing and that teachers need to be given permission to switch off when they are not on site.</p> <p>The Board Chair suggested that we write a Board Endorsement Date on the Parent Communication charter. The Board Chair then moved a motion to endorse the Parent Communication Charter and the document was unanimously endorsed.</p> <p>The Principal proposed that the school is closed for half a day in future years to allow for teacher parent interviews. He stated that he would need to speak to staff to gain their support in regard to this proposal.</p>



	Other business		<p>Kiss and Ride</p> <p>A member of the Board raised the issue of the Kiss and Ride area not being used correctly.</p> <p>An action was proposed - to ask P&C parent representatives to draw their class' attention to the area and reiterate the importance of using it properly.</p> <p>The Principal mentioned the trees dropping big branches on the Kiss and Ride area and that arborists had been engaged to check the safety of all trees and remove if necessary.</p> <p>Waste</p> <p>A staff representative mentioned that SUEZ Recycling was now only recycling cardboard and not paper. She suggested contacting Cleanaways to deliver and pick up a skip bin as a regular arrangement. The Principal explained that the charity bins have been removed due to complaints from residents.</p> <p>Staff appointments</p> <p>The Principal confirmed that the current acting Deputy Principal had been appointed for Term 2 with a possible extension. He also stated that a new Manager of Corporate Services (MCS) had been appointed – Christine Hemsley from Connolly Primary.</p> <p>Assembly Area upgrade</p> <p>It was advised that the assembly area will be finished to a standard that was more in line with community expectations..</p>
8.50	Close		<p>The Chair drew the meeting to a close at 8.50pm.</p> <p>The following Term 2 Meeting Dates were agreed upon:</p> <ul style="list-style-type: none"> - Week 4: Thursday 13 May - Week 8: Thursday 10 June