

TERM 1 BOARD MEETING MINUTES
Aspiri Primary School

DATE: 6/03/2024

TIME: 3pm

LOCATION: Aspiri Primary School Library

CHAIRPERSON: Michael Wiltshire

SECRETARY: Jasvinder (Jessy) Singh (in Geraldine's Absence)

ATTENDEES - COMMUNITY BOARD MEMBERS: Michael Wiltshire, Amit Singh, Jason Coleman, Chris Lloyd, Jasvinder (Jessy) Singh, Frank Robinson and Mahesh Iyer

ATTENDEES - EDUCATION BOARD MEMBERS: Kristy Mularczyk (Principal), Kim Snowden (Associate Principal), and Tamara Fry (Teacher).

INVITEES: Jackie Adams, Kelly Clark

APOLOGIES: Geraldine Stewart, Anna Brenkley (Teacher), Kate Gnanapragasam (P&C President), Angeline Wari and Jaqueline Venter

Item No.	Item / Presenter	Paper	Summary Of Update /Discussion	Notations	Actions
1	Michael Wiltshire <ul style="list-style-type: none"> Welcome, attendance, apologies, quorum, and acknowledgement of country. 	N/A	<ul style="list-style-type: none"> The meeting was opened at 3pm, and a quorum was noted. Acknowledgement of country presented. 		
2	Michael Wiltshire <ul style="list-style-type: none"> Minutes of previous meeting and business arising. 	20231101 Board Meeting Minutes Term 4 2023	<ul style="list-style-type: none"> Michael requested acceptance of previous meeting minutes from members who attended the last meeting. Chris motioned to accept the minutes first and seconded by Jessy. 		
3	Michael Wiltshire <ul style="list-style-type: none"> Chairperson and Secretary Elections. 	N/A	<ul style="list-style-type: none"> Michael requested nominations for the position of Chairperson, however it was unanimously agreed by the board members for Michael to continue serving as Chairperson for another year. Michael invited nominations for the position of board secretary. Jessy volunteered to fulfill the role for the current meeting in light of Geraldine's absence. It was noted that Jessy is prepared to assume the secretary position for the remainder of the year if Geraldine chooses to step down from the position. It was 		<ul style="list-style-type: none"> Michael to seek Geraldine's decision at the next board meeting.

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			<p>unanimously agreed for Jessie to assume the role of Secretary for this meeting and that this matter will be reconsidered at the next board meeting.</p>		
4	<p>Kelly Clark</p> <ul style="list-style-type: none"> Student Behaviour and Wellbeing Policy review. 	<p>Student Behaviour and Wellbeing Policy</p>	<ul style="list-style-type: none"> Kelly walked the board through the Student Behaviour and Wellbeing Policy that included the Good Standing and Preventing and Managing Bullying Policies. The detailed document can be found on the school website and is available for the wider community to read. The policy has been developed to fulfill the requirements set forth by the Department of Education, however has been tweaked to meet the school's needs. The policy is tailored to incorporate the HEART concept, as utilised by the school. A staff working group has been established to oversee and evaluate the effectiveness of the implemented policy, track any modifications, and identify opportunities for enhancements. A survey, that is planned to be distributed via multiple channels i.e school newlester, Facebook will be sent out to the wider school community with the aim to collect feedback on the HEART system and later on in the year the policy. Results will be published via the same avenue so the community have access to results and actions. It is anticipated that the survey will be send out at then end of this term. Frank enquired if there is a KPI per teacher when distributing HEART cards to students. It was noted that each teacher is allocated 15 HEART cards per week. In addition to that, Chris enquired if the teachers find that 15 cards are too few/ many to hand out; it was concluded the staff working group is currently doing a feasibility study on this number. It's important to note that while the Wellbing and Behaviour Policy serves as a foundation for behavior support and Wellbeing it can be differentiated to meet individual student needs in consultation with individual families. A question was raised regarding students with additional needs and violence in schools. Kristy emphasised that plans can be tailored 		

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			<p>to meet each student's specific needs in order for the school to be inclusive. The school may make confidential modifications and will reference these plans alongside the school policy.</p>		
5	<p>Jackie Adams</p> <ul style="list-style-type: none"> Finance Report 	<p>2023 Final report and Current Financial Budget Review</p> <p>Contributions and Charges</p>	<ul style="list-style-type: none"> Jackie presented the 2023 Final Finance Report and Budget Statement to the board and advised on the surplus that was rolled over from 2023. It is worth highlighting that while the total spend for 2023 reached 94% instead of the allocated 96%, which resulted in a \$164K shortfall, primarily due to factors such as staff leaves without backfilling and the departure of an associate principal, among others. Additionally, it was noted that with a transfer of \$473K to this year's budget, the school finds itself in a healthy financial position. Moving forward, the school remains committed to ensuring that expenditures align with allocations, optimising budget utilisation effectively. In 2023, voluntary contributions reached an overall rate of 80%. Specifically, Kindy and Pre-Primary had the highest contributions at 83% and 84% respectively, while Years 1-6 reached 74%. These levels of contribution are viewed positively and indicate a healthy level of support from the community. Michael enquired about the savings from the installation of the solar panels. Jackie will provide an update on these savings during the next board meeting. It was highlighted however, that an estimated savings of around \$20K has been observed, considering the pre-solar installation expenditure was approximately \$65K. 		<ul style="list-style-type: none"> Jackie to share report on the cost savings generated by the solar panels installation at the next meeting.
6	<p>Jackie Adams</p> <ul style="list-style-type: none"> Connect walkthrough 		<ul style="list-style-type: none"> Moving forward, the board will utilise Connect, an online document storage system, to manage all board-related documentation, including agendas, meeting minutes, and discussion items. All board members will have access to Connect to store, view, and review these documents. During the meeting, Jackie provided a comprehensive demonstration of the Connect system, guiding the 		

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			<p>board through its features and functionalities. Members of the board are to reach out to Jackie if they were encounter any access issues.</p>		
7	<p>Michael Wiltshire</p> <ul style="list-style-type: none"> P&C Update 	N/A	<ul style="list-style-type: none"> Michael noted that the P&C President was an apology for this board meeting. The P&C President has been invited to participate in future board meetings to share any P&C related updates. 		
8	<p>Kristy Mularczyk</p> <ul style="list-style-type: none"> School Governance and Self Review 	<p>School Self-Assessment Monitoring Report Review</p> <p>NAPLAN and PAT Data</p> <p>Current/ Future Enrollments</p>	<ul style="list-style-type: none"> Kristy proposed that it would be more beneficial for the board to receive presentations on the various initiatives the school is undertaking (e.g policies, curriculum, any trainings relevant to the board etc.) that can be discussed upon during the board meeting rather than engaging in a detailed line-by-line discussion of the Self-Assessment Report, also known as the Traffic Light Report. The board unanimously agreed that if the Traffic Light Report is completed to meet compliance standards and made available for review on Connect, relevant points from the report can be incorporated into future meeting agendas for discussion, Kristy's proposal would offer greater value during board meetings. This was evident from the presentation on the Student Behavior and Wellbeing Policy. The findings and next steps from the Public School Review report was proposed as a potential topic of discussion at the next board meeting. It was noted that the discussion on NAPLAN data will take place during a meeting in Term 3 or 4. NAPLAN testing is set to commence next week. It was highlighted by Kristy, upon her discussion with local MP Yaz Mubarakai that no other primary school is planned for development at least for the next 4 years. The school is not in a place to decline nor put a cap on the number of students accepted each year. There is a pressing need to address the increasing number of intake of students and it will need to start sooner rather than later. Additional transportable classrooms are being installed on the school premises to accommodate the 		<ul style="list-style-type: none"> Kristy to make future Traffic Light Reports available on Connect. Kristy to propose a schedule containing the topics she wishes to present to the board for potential inclusion on the agenda.

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		Parent information Booklet	<p>growing student population at Aspiri Primary. Unfortunately, this expansion encroaches upon the existing open play areas. However, once the transportables are in place, the Music room, presently utilised as a classroom, will be reinstated. This is anticipated to happen in Term 2. Additionally, it was observed that accident/ incidents within the school have decreased since students have been relocated to conduct their sports activities at the oval during recess and lunch.</p> <ul style="list-style-type: none"> • A survey was conducted to collect feedback on Parent information Booklet distributed by teachers at the start of Term 1. Both staff and the wider community was surveyed. Approximately 200 responses was received from the community with a majority sharing positive feedback. Positive feedback was also received from the staff survey, however it was noted that teachers acknowledged the importance of meeting parents/ families prior to school starting. • Kristy briefed the board that for 2025, on the first two days upon staff returning to school, teachers will be present at extended hours from 3 pm to 4 pm. During this period, the community will have the chance for a brief meet and greet and to drop off student school supplies. 		
9	<p>Michael Wiltshire</p> <ul style="list-style-type: none"> • School board 	Minutes and Agenda	<ul style="list-style-type: none"> • The school board meeting minutes and agenda distribution cadence was agreed upon during this meeting. Following each meeting, the Secretary will have a 7 day window to draft and share the minutes with the Board Chairperson and Principal. The Chairperson and Principal will have a further 7 days to review and make amendments prior to circulating the agenda to all of the board members. • The minutes would be posted on the school website for the broader community's benefit within 2 weeks fo the board meeting being held, and provide increased visibility into the board's discussions in addition to being uploaded to their designated folder in Connect. • The Chairperson will distribute the meeting agenda 		

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		<p>School board open night data</p> <p>Tenure</p>	<p>one month before the next scheduled meeting, allowing the board members sufficient time to review it and make any necessary additions.</p> <ul style="list-style-type: none"> • Michael shared the results of the school board open night survey data that was conducted. Every year, one school board meeting is conducted openly and can be attended by anyone that is not a board member and this was done in Term 4 last year. However no community member outside of the board members attended. A majority of the feedback received from this survey indicated the community wanted more transparency on the functions of the board. Michael posed a question to the board on what else can be done to inform the community on the function of the board. It was noted by Kristy regular board updates are published in the newsletter after board meetings. Chris concurred that the newsletter provided sufficient updates. Kim suggested that the information shared in the newsletter may be best also shared on Facebook to reach a wider group of readers from the community. • Kristy would like every board member to share a picture along with a brief profile to share on Facebook to introduce the board to the community. • Each board members tenure was discussed. Currently it sits as per below: <ul style="list-style-type: none"> ○ Kristy Mularczyk - Automatic member as Principal ○ Michael Wiltshire 1 Year remaining ○ Jason Coleman 2 Years remaining ○ Geraldine Stewart 1 Year remaining ○ Tamara Fry 1 Year remaining ○ Anna Brenkley 2 Years remaining ○ Kim Snowden 1 Year remaining ○ Christopher Tan 3 Years remaining ○ Jasvinder Kaur 3 Years remaining ○ Mahesh Iyer 1 Year remaining ○ Angeline Wari 1 Year remaining ○ Jacqueline Venter 2 Years remaining ○ Frank Robinson 3 Years remaining 		<ul style="list-style-type: none"> • All board members to share picture and brief profile with Kristy. • Kristy to introduce board members on Facebook.

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			<ul style="list-style-type: none"> ○ Amit Singh 2 Years Remaining ○ Vacancy for Staff appointment TBC Kristy 3 year tenure 		<ul style="list-style-type: none"> ● Kristy to confirm vacancy for staff tenure
10	Roundtable Discussion <ul style="list-style-type: none"> ● Other Business 	Booklist Traffic Management	<ul style="list-style-type: none"> ● Michael enquired the board for their thoughts on the services provided by the book supplier, Campion, following the previous decision to continue with them during the last meeting. The board collectively acknowledged that despite the brief turnaround time between the release of the booklist and the deadline for ordering items for free delivery, Campion's service was efficient and prompt. It was unanimously agreed that Campion may continue as the preferred supplier in the upcoming year, with consideration for renewing the one-year contract upon its expiry. ● Kristy pointed out that the book list for the upcoming year is currently under review and will continue to be evaluated until the end of Term 2. This process potentially allows the board to review and endorse it earlier, by Term 3. ● Michael provided the board members with the history of the challenges faced with Traffic Management at Aspiri Primary since the school's establishment. Considering the extensive history and efforts undertaken by the school and board members, it was unanimously agreed that this information should be disseminated to the wider school community. Michael will draft a summary of this information to share with Kristy for further discussion so the relevant and appropriate information is shared with the community. ● It was regretfully acknowledged that the current issue with traffic management at the school is largely due to community behaviour. Staff members assigned to oversee parking lots and drop-off areas have unfortunately experienced instances of abuse. The board members praised the dedicated efforts of the school staff in managing this situation, which is crucial for ensuring the safety of our students and preventing potential near misses that some may have experienced in the past. 		<ul style="list-style-type: none"> ● Michael to share write up on the history of the work pertaining to the topic of Traffic Management at Aspiri Primary.

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		Class allocation OSH Air Conditioning	<ul style="list-style-type: none"> It was also noted that there may be a requirement for and application for funded traffic wardens to be pursued again. Kristy highlighted that this matter should be addressed with the P&C, as might necessitate the formation of a subcommittee to oversee the entire process. It was agreed that community members of the board advocate the efforts that have been put in by the school staff in this area to further support their efforts. Jason commended the efforts put in by the school staff with regards to providing the class allocation information at the end of Term 4. Jason enquired if there were any plans to install air conditioning in the OSH club to accommodate the warmer months. It was mentioned that the estimated cost for the installation would be around \$60K, with the OSH club willing to contribute \$30K. Kristy emphasised that if additional funds were to become available, prioritising the creation of another assembly area for indoor sports and extracurricular activities on hot days will provide better benefit to students. Jason also pointed out that during the interschool carnival, Aspiri Primary did not have its usual tent, but instead, a simple blue tent with "Aspiri" written on it was used. The school will make an effort to locate the original Aspiri school tent, if it still exists. 		<ul style="list-style-type: none"> A member of school to try and locate the tent/ banner.
11	Next Meeting		<ul style="list-style-type: none"> Wednesday 22nd May 2024. 		
12	Close		<ul style="list-style-type: none"> The meeting closed at 5.20pm 		

Signed (Chair)

Date