

TERM 2 BOARD MEETING MINUTES
Aspiri Primary School

DATE: 22/05/2024

TIME: 3pm

LOCATION: Aspiri Primary School Library

CHAIRPERSON: Michael Wiltshire

SECRETARY: Jasvinder (Jessy) Singh

ATTENDEES - COMMUNITY BOARD MEMBERS: Michael Wiltshire, Jason Coleman, Chris Lloyd, Jasvinder (Jessy) Singh, Frank Robinson, Angeline Wati and Geraldine Stewart

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

INVITEES: Jackie Adams, Julia Yusof, Kate Gnanapragasam (P&C President)

APOLOGIES: Amit Singh, Mahesh Iyer 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. 	20240306 Board Meeting Minutes Term 1 2024	<ul style="list-style-type: none"> Michael requested acceptance of previous meeting minutes from members who attended the last meeting. Michael motioned to accept the minutes first and seconded by Chris. 		
3.	Kate Gnanapragasam	N/A	<ul style="list-style-type: none"> Kate walked the board through the P&C update. <ul style="list-style-type: none"> The P&C currently has 15 financial members responsible for planning, coordination, and volunteer work. Additionally, there is a database of approximately 60-70 parents who are potential volunteers. The primary challenge faced by the P&C is the lack of volunteering involvement from parents and the community. 		

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			<ul style="list-style-type: none"> • A summary of the events held, and the encompassing money raised was also shared: <ul style="list-style-type: none"> ○ Colourful Dress Day: Raised approximately \$650. ○ Easter Raffle: Raised approximately \$4,000. ○ School Disco: Raised approximately \$7,200, largely thanks to donations from local businesses. It was noted that the Disco is a significant event, but only 25 families volunteered. ○ Mother’s Day Stall: Raised approximately \$4,200, with goods supplied by a new local Perth company, with parents noting whom provided better quality items. • Upcoming events summary was also shared: <ul style="list-style-type: none"> ○ Year 6 Camp Fundraising: There is a subcommittee of Year 6 parents within the P&C dedicated to fundraising for the Year 6 camp. One initiative is the VIP Carpark fundraiser. ○ Father’s Day stall. ○ Cake Stall at the athletics carnival. • Financial Overview and Future Plans: <ul style="list-style-type: none"> ○ Last year, the P&C raised approximately \$70,000 from fundraising, with about \$40,000 donated back to the school. The aim is to continue this level of support. ○ Kate emphasized the need for increased parent volunteer involvement to foster a sense of community and requested the board's assistance in spreading this information. ○ The P&C plans to continue building partnerships with local businesses and government agencies to help support the work that they do. 		
4.	Julia Yusof <ul style="list-style-type: none"> • Classroom Observation and Coaching Plan. 	Classroom Observation and Coaching Plan	<ul style="list-style-type: none"> • Julia walked the board through the Classroom Observation and Coaching Plan for the school. The Classroom Observation and Coaching Plan is part of the school's Business Plan, highlighted in the 2023 school review report, and identified as a need based on feedback from the 2023 School Culture Survey. • The progress to date was also shared: <ul style="list-style-type: none"> ○ Nine school members are currently enrolled in a 		

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			<p>Professional Learning Course relevant to this plan.</p> <ul style="list-style-type: none"> ○ A working group of staff has been established to periodically review the plan's status and determine next steps. ○ A policy has been created to assist staff in navigating this process. ● Information on how the initial implementation was navigated was shared as well: <ul style="list-style-type: none"> ○ The Maths Committee was the first to implement this plan, conducting peer observations and providing feedback to the working group. ○ This process will now be extended to the rest of the staff, using the Maths Committee's findings and feedback. ○ In the long-term, this process will become a standard procedure for the school. ○ Draft templates have been developed for observers to document their observations. ○ A policy has been established to guide observers on appropriate behaviour during observations. ○ These templates and the policy will be trialled by the working group before being rolled out school-wide for consultation and feedback. ● Julia also informed the board of the future steps for this process which were: <ul style="list-style-type: none"> ● School staff will be trained and upskilled in coaching conversations to enhance the feedback component of the observation process. ● It is expected that all staff will participate in and conduct observations as part of this plan. 		
5.	<p>Jackie Adams</p> <ul style="list-style-type: none"> ● Finance Report 	<p>One Line Budget Summary May 2024</p>	<ul style="list-style-type: none"> ● Jackie presented the summary, highlighting a healthy financial state with a \$600K salary surplus. This surplus resulted from not appointing a backfill for the departing Assistant Principal, Assistant Principal Kim Snowden acting as Principal during the transition period between Mr. Morgan's departure and Kristy's appointment, among other factors. ● An issue that was tabled at the Finance Meeting and P& was also tabled at the board meeting. The need 		

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			<p>for a permanent undercover fixture behind the library and verandas around the MiaMia transportables was discussed. Proposed quotes have been received, with the undercover area estimated at approximately \$320K and the verandas at around \$100K, totalling about \$420K. Given the high cost but prioritising student safety, the school may use its \$190K reserves and part of the salary surplus. It is also assumed, based on previous discussions, that the OSH club will contribute \$30K, and the P&C could potentially donate another \$30K – \$50K.</p> <ul style="list-style-type: none"> • Anna enquired if it was possible to use the basketball court where the undercover fixture is installed but was informed by Kristy that then that reduces areas for play and it will also not be able to be used as a classroom. • Geraldine inquired about potential issues with verandas if student numbers drop and transportables are removed. Jackie and Kristy reassured that student numbers are not expected to decline soon, as no new schools are planned in the near future in the area. Michael confirmed this based on his discussion with Yaz Mubarakai. The verandas will not be permanently fixed to the transportable and can be relocated if necessary. • Jackie requested the board to share contacts who could provide funding support for the project. • Jackie also mentioned synergy savings but noted that estimating savings is challenging without a full year's usage data. • The School desktop review findings were also shared by Jackie and the below were noted: <ul style="list-style-type: none"> ○ Banking and Receipting: These processes need to be completed at the end of every month or term to ensure timely banking. ○ Ordering and Receiving Officers: Four people are required to sign off on incurring and certifying orders. The school needs to update the register accordingly. ○ Contributions and Charges: Meeting minutes 		

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			<p>need to be correctly worded to reflect this. It was noted the minutes said the finance report was approved, instead of endorsed as the board does not approve it.</p> <ul style="list-style-type: none"> ○ Resource Register: The serial numbers for interactive whiteboards need to be updated, which has been completed. ○ Long Service Leave: It needs to be taken and cleared. A process is now in place to manage and report this. ○ Exit Staff List: When staff leave, their departure needs to be recorded. This was done inconsistently and needs to be addressed. ○ Hospitality Expenditure: Needs to be completed to ensure compliance. ● All issues raised have been resolved and the above actions were noted by the board. ● Funding Agreement: The funding agreement was presented, and the board acknowledged and reviewed it. 		
6.	<p>Kristy Mularczyk</p> <ul style="list-style-type: none"> ● School Governance and Self Review 	Annual Report of 2023	<ul style="list-style-type: none"> ● Kristy shared the Annual Report of 2023 with the board prior to the board meeting. The board acknowledged receiving it and reviewing it. Kristy enquired the board to share anything in the report that stood out that would be beneficial to be discussed in the meeting. The consensus of the board was positive with Jason noting the report not only had good content but also looked good. Kristy mentioned that the report was structured by reviewing the business plan, checking strategies, and ensuring those strategies were covered in the annual report. ● Frank asked about what happens with all the recommendations. Kristy explained that they become part of the operational plans for the staff. ● Geraldine inquired about the category for unfunded students. Kristy clarified that sometimes students 		

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		Heart Card Working party update	<p>with disabilities are not funded. These students often enter through kindergarten without a formal diagnosis or have a diagnosis that does not qualify for additional funding. This situation is reviewed, and they may eventually receive funding or apply for it. Kristy noted that many students are self-funded by the school to help meet them academic needs of all students in the school. To add, Kim indicated in this instance, the unfunded student was from an application that was submitted by the school but was unfortunately rejected by the disability resourcing.</p> <ul style="list-style-type: none"> • The board was reassured that the momentum is still strong with the HEART initiative. • A brief look at the parent survey revealed that only 62 parents provided comments. The common theme was the need for more clarity on what is being provided and the purpose. The working party will meet next week to make decisions and ensure clarity in the system and behaviour matrix for students, staff, and families, including discussions on what HEART means and how it is demonstrated. • Chris responded to the survey and shared that there were many questions with inconsistent scales, making the survey flow inconsistent. Participation needs to be encouraged, but the survey should be easier for parents. Kristy mentioned efforts were made to reduce the questions from the annual survey's 90 to the 60 that eventually were the total number of questions, though Chris noted this is still too many. Suggestions included having subsections. • To this Angeline wondered how many parents might have missed the survey. It was discussed that they could check how many opened and completed the survey. Kristy confirmed they might be able to track this data. • It was further noted that the survey data aligns with teacher feedback, but with less than 10% response rate, its reliability is in question. It was noted that here is a split opinion on whether to keep the current process. Kristy suggested clarifying the process rather 		

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			<p>than discarding it. Proper decisions will take time, with efforts continuing throughout the year to ensure thoroughness.</p>		
10	<p>Roundtable Discussion</p> <ul style="list-style-type: none"> Other Business 		<ul style="list-style-type: none"> Michael confirmed the earlier discussion that Yaz Mubarakai mentioned at the Anzac Day event that no new schools are currently planned. Yaz and Kristy have been discussing traffic guards and other matters as well. Michael is scheduled to meet with meet Yaz tomorrow at 2:30 PM to further discuss the need for a shelter at the kiss and drop area. Michael raised the question of whether to open the Term 3 board meeting or keep it closed. The suggestion was to invite the community to observe (without voting rights). Documents could be shared as a slideshow during the meeting. Chris asked about the necessity of the meeting, and Michael confirmed it is required but not essential an online session to be held, in response to Angelina’s suggestion to encourage more participation for parents who are interested but may be unable to attend it in person. Chris mentioned that while Teams is not a bad idea, there was no interest in the last meeting as well as the lack of interest from the community in joining the board was also prevalent from the post meeting survey that was conducted last year. Angelina emphasised the need for more community participation and encouraged various avenues other than in-person sessions to increase participation. Kristy also mentioned that Michael attends the kindergarten orientation to explain the board’s purpose and to encourage participation. The school is also currently posting bios of the board members on Facebook to inform the community. Kristy also noted that the board can accommodate one or two more members, possibly another staff and community member. An open meeting is planned for the week of August 21st, with a proposed time of 3PM. A Teams link will be offered with an RSVP requirement. If there are no 		

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			RSVPs, the link will not be provided. Walk-ins will still be welcome.		
11	Next Meeting		<ul style="list-style-type: none"> Wednesday 21st August 2024. 		
12	Close		<ul style="list-style-type: none"> The meeting closed at 4.20pm 		

Michael Wiltshire

5/06/2024

Signed (Chair)

Date