



School Board Meeting
Venue – Teams Meeting online
Tuesday February 22
5.30 – 6.30pm

Agenda Item	Discussions	Actions
<p>John - 5 minutes Acknowledgement of Country – John 1. Welcome and Apologies – John 2. An introduction of each board member</p>	<p>Apologies-Ludwig New introduction- Nicole West as principal for Term 1 Introduction of Board- Felice has finished her term and would like to give another parent the opportunity to be on the School Board.</p>	
<p>Nicole West 5 minutes Introduction and Goals for the Board 2022</p>	<p>Nicole- despite unforeseen Covid-19 interruptions the beginning of Term has been positive. Community have been welcoming, teachers supportive and school has begun in a settled way. Goal identified for the Board in 2022 is monitoring the Public School Review and transparency with progress toward targets.</p>	<p>Public School Review is recognized as primary action for the Board in 2022.</p>
<p>10 minutes Confirmation and any actions arising from Previous Minutes – John Review previous Minutes -</p>	<p>Previous minutes accepted and seconded by Jade</p>	<p>Only outcome and action is to continue the implementation of the Public School Review plan for leadership and Relationships and Partnerships.</p>

Inglewood Primary School

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Any actions/outcomes?		
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<p>John – 5 minutes Board membership- succession planning/ community membership Board training for new members</p>	<p>School Board member term is 3 years. Felice Bryant term has finished. Review of other School Board members terms - 2 other parent member terms are completed too. Normal procedure is to open up nominations to the community. If anyone on the board wants to fulfil another term they need to engage in the process of reapplying for a term.</p> <p>Jade and Andrew’s 3-year term has finished. Both have thoroughly enjoyed being on the School Board and are happy to remain as members if there are no other parent nominations however, would like to offer the opportunity to another IPS parent. All members would like it minuted they support the School Board and end of tenure is due to the Terms of Reference.</p> <p>Community position is to be continued by Paula Mildenhall. Paula enjoys being on the School Board and would like to remain.</p> <p>School Board Chair- Discussion on John remaining for consistency and stability for the year. John happy to remain in the position if the Board is supportive.</p> <p>Board training undertaken in 2021 by new members. Investigate training as needed.</p>	<p>Nicole to work with Fran on a School Board EOI.</p> <p>This is to be sent to John by the end of the week (Friday the 25th February) for approval. We can then send this out via Connect and also promote in the school newsletter in week 5.</p> <p>Expression of Interests to be sent directly to the School Board email</p> <p>Paula Mildenhall to remain as Community representative on the School Board.</p> <p>John Trend to remain as School Board Chair in 2022.</p> <p>Nicole and Fran to identify training at Leadership Institute.</p>
<p>John 5 minutes Review terms of Reference</p>	<p>Terms of Reference were done in 2021 and endorsed again for this year.</p>	

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<p>Principals Report: Public School Review 10 minutes</p> <ul style="list-style-type: none">- Our preparedness for Covid 19 at IPS- Distance Learning (Martin)- Parent support survey (Martin)	<p>Changes at school have gone smoothly. Specialist teachers have mostly been affected as they can't use their rooms. Hopefully this is only for a short while longer. Admin have put together Covid-19 plans in case we are required to isolate classes, teachers or the whole school.</p> <p>Due to the changing protocols it is hard to give definitive answers as to how it will look if we get a positive Covid case in staff or students.</p> <p>The school will work with a principal liaison, The Covid team at central office and the Health Department on a plan if it is deemed necessary to take isolation measures.</p> <p>Martin- Parent home learning survey implemented and results will be shared with teachers. Questions asked around families who have indicated they do not have access to devices at home. Martin explained we will be able to cater for this via work packages delivered. Also the possibility of a device per family who need access is being looked into.</p> <p>It was explained that home learning is not a 'full day' at school. Up to 2 hours of online learning with breaks in between. For the early childhood the school recognizes the need for hands on and play based learning as well. Family friendly activities will be planned by specialists.</p> <p>Board acknowledged the evolving situation and the need for ongoing communication is key to helping parents understand this too.</p> <p>Staff members are in masks most of the day. Staff are now being encouraged to wear masks when instructing too. Admin are working off site (early childhood) to separate leadership as well. The focus is on reducing interactions, not eliminating them as this is impossible to do.</p>	<p>Connected learning document is on the school website and we can also send out on Connect to support parents.</p> <p>Martin to identify how many families would require additional support with at home learning.</p>
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<p>Nicole 10 minutes</p> <ul style="list-style-type: none">- Public School Review update- How the PSR aligns to the Department's Strategic Drivers	<p>The PSR plan was developed in Term 4 and we are continuing to implement strategies to address each area.</p> <p>Relationships and Partnerships: Newsletters to be more community oriented and we have begun to showcase things that are happening in the school. Leadership team to get teacher voice on the types of things that we can have in the newsletter to share with the community. Scheduled across the year. Focus on communicating proactively and regularly with parents on a 1:1, class and whole school level. Covid-19 restrictions are making it more difficult to strengthen our relationship with parents, particularly now parents are not allowed in classrooms.</p> <p>Staff induction processes have been introduced-these were developed in 2021 under the leadership of Jo and Ludwig.</p> <p>Nicole and Fran are investigating a new website provider as well so we can boost this as a central communication platform for the school and wider community.</p> <p>There are plans for a parent survey (new and sample of existing families) to gather feedback on communication and how the year has begun at IPS. We will hopefully have the data to share at the next Board meeting.</p> <p>Leadership: Clearly defined roles and responsibilities for the leadership team have been developed and these have been distributed to staff so they know who to go to for support.</p> <p>We have a distributed leadership model up and running with Operation plans aligned to the Business Plan. Although these are normally finished before now, the release time in Term 4 last year was utilised to support teachers with their planning and accessing the exemplars for teaching and learning online. These have been finalised with our curriculum leaders and guidance from the leadership team.</p>	<p>Newsletter schedule to be developed that highlights programs and initiatives underway at IPS</p> <p>Parent survey to be shared and the feedback brought to the next Board meeting.</p> <p>Nicole to email PDF of the powerpoint shared during the Board meeting, which contains all the actions taken this term so far.</p>
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	<p>Level 3 classroom teacher initiatives are timetabled weekly- Math extension and the wellbeing focus through Peaceful greenies.</p>	
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	<p>Union directives have also interrupted staff meetings and collaboration. We respect members' decision to follow the Union directives and are being creative in how we can collaborate for feedback.</p> <p>New staff at the school are provided with sessions that help them develop awareness of IPS. New graduates are additionally supported with extra DOTT and planning time through the Graduate program run but he Department of Education.</p>	
<p>Nicole 2 minutes</p> <ul style="list-style-type: none"> - School Development Day alteration. Term 4 date to be adjusted from week 4 to Monday, Week 1. 	<p>Can we please move the Term 4 School Development Day from week 4 to the first Monday of the Term? This will give us enough time to complete NAPLAN analysis with staff and normal school review processes undertaken to inform the Operational Plans for 2023.</p>	<p>The School Board ratified the SDD change and it has been moved to the first Monday of Term 4.</p>
<p>Priority Item D – Martin 15 minutes</p> <ul style="list-style-type: none"> - Communication Guidelines - School Board email address- Who is responsible for responding to emails? 	<p>A thank you to Denise Jeffs, who worked hard on these in Term 4 with feedback from key staff. Martin has refined the guidelines this year so we have a streamlined Communication Guideline for our community. This is on the website.</p> <p>School Board acknowledged the hard work undertaken by Denise, the leadership team and teachers last year. A particular thanks to Martin who has done a great job of piecing everything together clearly for our parents.</p> <p>John- Parameters around the school Board email. All correspondence to be initially read by John, monitored and anything that needs to be forwarded to all Board members for further discussion and consensus can be completed by John prior to the next meeting.</p> <p>Discussion on creating an auto reply to all emails that states the purpose of the email address and, where appropriate, that the appropriate course of action would be decided by the School Board at the next Board meeting.</p>	<p>Language to be adjusted for the School Board email-the purpose of the email address and the topics that it can address. - Martin to do this.</p> <p>Auto reply drafted by the leadership team, and shared initially with John, to mirror the language in the communication guidelines on the purpose of the School Board email address and appropriate responses parents may expect. Also a link to the roles and responsibilities of the SB on the school website.</p>

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Reports and Operational Matters – Finances	<p>The budget carry over was healthy. The planning for the PSR has meant additional funds are going into salaries so this has reduced the funds available in the cash budget. Funds in the reserves is dedicated to furniture replacement, technology upgrades and learning environment maintenance.</p> <p>P&C contributions this year were collected through Campion and while we are not at the same levels we usually are; we are not noticing too much of an impact. We are also down 1 Kindy class this year so this is making an impact on our finances.</p>	Financial report presented by Fran and noted by the School Board.
Other Business – John 5 minutes - Any other business arising today?	Question asked about the Principal decision for Term 2 - The Regional Education Director, Jo H, is coming to the school in week 8. At this stage no decision has been made. The substantive principal is on leave and when the RED has confirmation of a decision for Term 2 she will contact the relevant people. Supporting schools with Covid-19 developments is currently taking most of the focus from the Department.	Nicole to communicate with the School Board how the Week 8 meeting with the Regional Education Director goes.
Next Board meeting –	Tuesday March 22nd	Agenda and relevant information forwarded to the School Board the week before.