**SCHOOL COUNCIL MEETING MINUTES**

**Monday 14 June 2021 at 5.30pm**

|  | ITEM | DETAILS /COMMENT | ACTION | WHO / WHEN |
| --- | --- | --- | --- | --- |
|  | Documents Issued | Business Plan 2021-2024 (draft) |  |  |
|  | Meeting Opened | **5.30pm** |  |  |
| 1a | Welcome | Chair: Mark Wallace  Attendees: Mike Byers, Bronwyn Baker, Michael Caldwell, Rick Walters (Principal), Tamara Milford, , Nick Vuckovic and Dianne Rose  Carly Davis and Alex King joined the meeting via webex at 5.30pm. They were unable to hear the discussion and had to exit at 6.08pm |  |  |
| 1b | Apologies | Callum Morrison |  |  |
| 1c | Conflicts of Interest | Nil |  |  |
| 1d | Minutes of Last Meeting | Point 5 Finance Report: Rick brought additional information regarding payment of voluntary contributions so far this year: Kindy 80% paid, Pre-primary 71% paid, Year 1 to 6 62%.   * positive results as we are half way through the year and still receiving monies. | Motion: Minutes of the meeting 31.5.21 are endorsed. | Moved:  Rick Walters  Seconded  Dianne Rose |
| 1e | Correspondence Received | Nil |  |  |
| 2 | School Business Plan 2021-2024  Update on the IPS process, development of new school business plan, etc. | Present the Board with the Business Plan draft as it currently stands and then run a workshop that allows for Board input into the plan - focus areas, initiatives and success criteria definition.   * Additions from the last meeting were added in red for the  Board to discuss   Our Improvement Drivers   * Rick intends these colours and possibly icons to continue and link throughout the document   Discussion of each area  **Pathways to Success**   * Increase the STEM ability, engagement, participation and aspiration K-6   + How do we measure this?   + Is evidence of a STEAM Club evidence of engagement, or photos, portfolios, integrated projects across years?   + Rick is considering a bank of tasks across year levels with linked assessments   + Are we measuring engagement or skill, qualitative or quantitative?   + As students move through grades engaged with STEAM their skill will grow with familiarity   + Does the DOE have STEAM standardised judging standards on the SCASA agenda   + Allocation of time for Staff to play and trial and error STEAM activities to know what is valuable   + Should a success criteria be to develop a measurement framework for STEAM? * Achieve at or above the minimum standard   + Is this a measurement that is clear and able to be targeted?   + Rick explained that minimum standard cannot be made into a numerical form as the standard changes each year based on the results of the cohort and like schools. * Delivery of a whole school plan to address the Aboriginal Cultural Standards Framework   + Change wording to Delivery and Implementation * Demonstrated level of improvement for all students engaged in targeted improvement programs   + How do we report against this?   + Is there success criteria for each program   + Rick noted we can’t quantify a level of success as it is child dependent, children move in and out of programs, they make individual improvements or are referred to other programs   + Tam noted that the Board’s role is holding the school accountable to these statements and the progress we are making   + How will we present the improvements? Visual indicators – Traffic Lights?   + Rick stated that over time the presentation may change as we work out as a Board what works   + The Operational Plans will feed off of this document and the data with a more detailed breakdown of planning, resources and assessments. * All Year 3 and Year 5 students to achieve above National Minimum Standard in Literacy and Numeracy   + Is All achievable given some students with disabilities or learning disorders may be below the standard   + Rick noted that the success criteria should be achievable but aspirational   + 95% is a good measure – allowing for students with disabilities * Flexible Learning Spaces   + Doesn’t always mean in the classroom, includes outdoor classes and possibly using the library if digital technology had another area to use0   + Rick suggested funding and setting up an alternative classroom for staff to try out with their students   + Plan for it and start the process   + Tam noted that it wasn’t necessarily a space but also a pedagogy such as streaming year groups for a subject or one teacher teaching one topic across a year group.   + A Glossary on the back page was suggested to explain terminology and acronyms   **Building Capacity**   * Leadership   + Can a number of Level 3 Teachers be added as a success criteria?   + The issue of the amount of work involved and lack of allocated resources and additional DOTT time from DOE was discussed. It has to be a Teacher’s choice to embark on the process.   + A leadership program, mentorship within the school and across local schools was suggested. * High Quality Professional Learning   + How do you measure the success of a PD?   + Directly through the improvements in student outcomes i.e. Whole school Talk for Writing PD led to improved Naplan Writing scores * Learning area data is analysed and responded to annually by staff and used to inform practice   + What does this mean and is the wording accurate?   + Add inform focus areas and operational plan?   **Partnerships**   * Maintain an average of 4.0 on NSOS results * This is a high level as the response range is 1 to 5 * How do we measure growth in cultural responsiveness and inclusion? * Do surveys pick this up? Do families from EALD and First Nations cultures complete surveys or attend meetings where discussions are in English? * Is it enough to send out surveys already translated to families first language?   **Evidence Based Decision Making**  Success Criteria Point   1. Spell out what responded to means 2. Link - seen when budgets are not allocated as they have been historically but instead by data, which shows needs and targets   What is the indicator – the budgeting process in the measure – backwards mapping budgets from Business and Operational Plans   1. Operational Planning in place for K-2 and 3-6 phase of learning groups 2. Decision making practices based on evidence – data to back it up. Transparency for the Community?? Data can be DE identified and added to the website in a timely and repeatable manner. Visuals for clarity could be a score card system – traffic lights and possibly a trending arrow.   **Social and Emotional Wellbeing**   * Increase regular attendance to 90% or more   + 84.6% currently – target is valid * Safe use of social media –   + already being addressed by year 6 teachers and DT teacher.   + Cyber Safety workshops for families – Tam mentioned Paul Litherland, and Police workshops   + Rick to add the K-6 student wellbeing survey as success criteria   **Vision Statement**  Concern that Lathlain’s Vision Statement  Successful learners, empowered individuals.   * Is not clear or able to be explained by staff or match the new Business Plan   It needs to be   * An aspirations statement * Memorable * Last the test of time * Succinct | Rick will update the Business Plan from Board Discussions and refer it back to staff.  Board Members to research and bring ideas to the next meeting. |  |
| 3 | Board and Community | Mark states that The Board has not been communicating with the School Community since reviewing applications for Principals  How do we become more visible and what do we want to say?   * Photos and background information on the School Website * Board members to present certificates at assemblies when their children are hosting * Drinks and nibbles were discussed to encourage community to attend the open Board meeting * Board members to attend Community events on the Schools behalf * Name badges to be created for Board members to wear at events * Mark to start a Term Update for the School Newsletter to be sent out as a circular for consideration and additions | Photos to be taken at the next Board meeting.  possibly individual and group  Tam has made a list of Board members and when their child’s class is running assembly  Name Badges to be ordered  Mark to send circular regarding newsletter item |  |
| 4 | General Business  Discuss any other business arising | Nil |  |  |
|  | **Close: 7.30 pm** | **NEXT MEETING**: Monday 2nd August 2021 @5.30pm  Week 3 of Term 3 |  |  |