





Spearwood Primary School School Board May 2023 MINUTES

DATE:	Monday 8 th May 2023	CHAIRPERSON:	Janine Griffiths
TIME:	3.15 pm	Minute SECRETARY:	Carol Derbyshire
ATTENDEES:	Marta Rotondella, Carol Derbyshire, Janine Griffiths, Jodie Bridges, Rachel Kemp, Crystal Pierce and Katherine Wood.		
APOLOGIES	Melinda Nelson, Sarah Hayward, Sonia Nelson, Renee Smith		

ITEM	LED BY	DISCUSSION/ PROGRESS REPORT	ACTION/TIMELINE
Welcome		<p>Kaya ngalak djoorabiny noonook djinanginy Kiti Boorn (Spearwood) kaadadjiny miya-p. Ngalak dandjoo Wadjak Noongar boodja-k.</p> <p>Ngalak kaadatj Noongar Birdiya koorra, yeyi wer boordakan. Kiti Boorn (Spearwood) kaadadjiny miya-p baal yengkalang kwobidak djerap, dek wer moort.</p> <p>Hello, I'm happy to see you at Spearwood Primary School.</p> <p>We come together on Wadjak Noongar country.</p> <p>We acknowledge Noongar elders long ago, now and in the future.</p> <p>Spearwood Primary School is surrounded by beautiful birds, plants, and families.</p> <p>Spearwood acknowledgement was created as part of the Aboriginal Language project.</p>	
1. Apologies, Previous Minutes & Business Arising	Marta	<p>1.1 Apologies</p> <p>1.2 Previous Minutes tabled.</p> <p>1.3 Business Arising – please find enclosed your branded copy of the Business Plan 2023-2025</p>	Minutes are compiled by Secretary and signed by Principal and Board Chair.
2. Financial Review: Budget, Finance Committee Minutes.	Carol	<p>Pre-Reading Financial Reports</p> <p>3.1 One Line Budget Summary, Cash Report, Minimum Expenditure Requirement</p> <p>3.2 Comparative Budget tabled: Period 3 (pre reading) and 4 tabled.</p> <p>3.4 Finance Committee Minutes 06.04.23 (pre reading) and 04.05.23 tabled.</p> <p>3.5 Voluntary Contributions and Charges Period 3 (pre reading) and 4 tabled.</p> <p>3.6 Funding Agreement – to be signed by Chair and Principal – tabled.</p>	Funding Agreement signed by Principal and Board Chair.
3. Principal's Report	Marta	<p>Pre-Reading Published 2023 – 2025 Business Plan.</p> <p>Principal's Report Tabled and Discussed.</p>	

4.	Dress Code	Marta	<p>Pre-Reading Dress Code and Dress Code Policy</p> <p>Minor alteration needed to make the dress code and policy to enable greater use of Faction T-shirts. Currently on both Dress Code and Dress Code Policy: "Faction colours and t-shirts may be worn for faction sports events."</p> <p>Suggestion: Faction t-shirts may be worn on approved Physical Education days and for Faction Sports events. Faction colours may be worn for faction sports events.</p>	Approved
5.	Treasure Hunters	Marta	<p>4.1 There was a complaint emailed to me about a child participating in Treasurer Hunters without parent permission or knowledge. I emailed an early response and followed up.</p> <ul style="list-style-type: none"> Unfortunately, it became immediately clear that the forms had not been returned from all attendees and the school didn't have a record of current returned forms. I have remediated this by recording forms on the system, supplying forms to students, and discussing with volunteers. Volunteers had given forms to new students this year so there were five only students, in Room 6 who have been attending without their parents' knowledge. I have also put an apology into the Newsletter. We have established a roll so that we can check that students can attend once to trial the program but after that must have a signed form. 	
6.	Work Force Plan	Marta	<p>Pre-Reading 2023 – 2025 Spearwood Primary School Workforce Plan</p> <p>I have updated the Workforce plan for the 2023- 2025 Business Plan. It is great to note that the new staff have met the goals of the last plan adding some younger staff and graduates for succession planning for staff reducing or retiring. It is to be signed by School Board Chair.</p>	Workforce plan signed by Principal and Board Chair.
5.	School Review	Marta	<p>Brainstorm ideas of Evidence in second three of Six Domains: Use of Resources, Teaching Quality and Student Achievement.</p>	
6.	Sub Committee Reports	Carol	<p>Grounds Committee Minutes 23.03.2023 Cultural Committee Minutes 28.03.2023</p>	
7.	School Board Self-Assessment	Marta	<p>Survey – please complete. You will have received this online during the holidays from email admin@schoolsruvey.edu.au You can do it on paper if you had any issues with it online.</p>	
Next Meeting	Term Two Monday 12 th June 3.05 pm	 Janine Griffiths - Chair	 Marta Rotondella - Principal	3.56 PM Meeting Closed