



Lesmurdie Primary School Board Minutes of Meeting

9 August 2023 Meeting #5 of 2023			
CHAIR:		Erin Baker	
ATTENDEES:		Louise Armstrong, Erin Baker, Bronwyn Djefel, Kevin Donetta, Chris Griffiths, Ceire Gibney, Maryanne Hancock, Janet Leuba, Isabel Matthews, Bryce Ritson, Geoff Stallard, Melinda White	
APOLOGIES:		-	
ABSENTEES:		-	
Priority	1.0	Welcome and apologies	
	1.1	Opening and welcome. Erin Baker opened the meeting at 7:01pm.	
	1.2	Apologies/absentees. See the list of apologies above.	
	1.3	Confirmation of agenda. The Board confirmed the agenda.	
	2.0	Disclosures of interests	
D		No interests were disclosed.	
	3.0	Minutes of the previous meeting (Refer to attachments)	
D	3.1	<p>Corrections to prior meeting minutes: Item 5.2 – The ‘On Entry Assessment Program’ is completed in PP, not Y1 as recorded.</p> <p>Item 5.3 – Purpose of classroom observations is twofold: (1) allowing teaching staff to confirm consistency of program delivery; and (2) to support colleagues in the delivery of programs.</p> <p>Subject to the two amendments above, the Minutes of the previous meeting moved as a true and accurate record. <i>Accepted: Maryanne Hancock</i> <i>Seconded: Chris Griffiths</i></p>	
I	3.2	<p>Actions arising from Meeting #4 (14 June 2023):</p> <p>Kevin Donetta to include in school newsletter advance notice of increase to charges arising due to higher bus costs.</p>	Completed.

	4.0	Reports and Operational Matters	
I	4.1	<p>Principal's Reports (Refer to attachments) Presented by Louise Armstrong.</p> <p>Report tabled as read. No questions arising.</p>	
I	4.2	<p>Financial Statements Louise Armstrong presented the July 2023 financial statements with materials distributed in the meeting.</p> <p>Spend levels are generally > 50% for the year. This is in line with expectations as the majority of spend is undertaken by the end of Term 3.</p> <p>Voluntary contribution % is 2023 is greater than 2022, leading to better than budgeted performance.</p> <p>Kevin explained that 'casual payments' expenditure represents relief teaching staff costs, when covering for teachers released from the classroom for professional development. While year to date cost is close to the full year budget, still expect to remain within the full year budget.</p>	
I	4.3	<p>P&C Report Ceire Gibney provided details of the August P&C meeting.</p> <p>Matthew Hughes MP has allocated his annual arbor budget to LPS. Agreement has been reached on tree selection and buying of trees can commence when grounds are ready for planting.</p> <p>P&C activities for remainder of 2023 include Father's Day stall and Book Week raffle. A 2024 Family Fun Day fundraiser is planned but a date has yet to be set.</p> <p>P&C are applying for various grants to support investment in school post redevelopment.</p> <p>School uniform supplies continue to be delayed. Supply issues expected to continue until end of September/start of October.</p>	

	5.0	Other Business	
A	5.1	<p>Database Presented by Ceire Gibney.</p> <p>Propose to draft a communication strategy and share with the Board at the next meeting.</p>	Louise to meet with the sub-committee before next meeting.
D	5.2	<p>School Improvement Journey Presented by Louise Armstrong.</p> <p>Priorities for new Business Plan are:</p> <ul style="list-style-type: none"> • Quality teaching • Wellbeing • Partnerships <p>Y1 turnaround areas from Public School Review are (1) Teaching quality; and (2) Student achievement and progress, which are aligned with the new priorities.</p> <p>Term 4 2022 focus:</p> <ul style="list-style-type: none"> • Completed School Culture survey with staff endorsing the recommendations. • Data analysis of NAPLAN results. • Use data to inform future actions. • Humanlink (third party support) has assisted in leader development. <p>Term 2 2023 focus:</p> <ul style="list-style-type: none"> • Reduce variance in teaching models. • Apply an explicit teaching model. • Same programs implemented consistently. <p>Term 3 20234 focus:</p> <ul style="list-style-type: none"> • Learning intentions and success criteria <p>Term 1 2024 focus:</p> <ul style="list-style-type: none"> • Implement new Business Plan. <p>The Board then completed an activity to identify for each of the new Business Plan priorities:</p> <ol style="list-style-type: none"> 1. What does achievement look like? 2. What does achievement feel like? <p>Louise to collate results of Board activity and share with the Board at a future meeting.</p>	Louise to share results of Board activity identifying the look and feel of achieving new Business Plan priorities.

I	5.4	Board Training Modules Presented by Kevin Donetta. Kevin provided the following general observations from the Board Training session held at Maida Vale PS on 27 July 2023. Many/most school Boards: <ul style="list-style-type: none"> • Hold 4 meetings each year. • Share financial information once per term. • Use an acronyms list. • Record Board meetings for the purpose of minute taking. At next Board meeting, discuss: <ul style="list-style-type: none"> • Frequency of meetings. • How often to share financial information. 	Louise to provide an acronyms list for inclusion in Board materials.
I	5.5	Correspondence In/Out Cr Geoff Stallard provided an update of several local shire matters relevant to LPS.	
	7.0	Suggestions for improvement None.	
	8.0	Meeting Close/Adjournment	
		The meeting closed at 8:12pm.	

Signed (Chair)..... Date

Signed (Principal)..... Date

Attachments

1. Minutes of Board Meeting – 14 June 2023
2. Principal's Report – August 2023

Term	Meeting Dates 2022	
1	23 February	23 March
2	17 May	14 June
3	9 August	6 September
4	1 November	29 November