



## Lesmurdie Primary School Board Minutes of Meeting

| 29 November 2023<br>Meeting #8 of 2023 |  |  |
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| <b>CHAIR:</b>                          | Erin Baker   |  |
| <b>ATTENDEES:</b>                      | Louise Armstrong, Erin Baker, Kevin Donetta, Chris Griffiths, Ceire Gibney, Maryanne Hancock, Janet Leuba, Bryce Ritson, Geoff Stallard, Melinda White |  |
| <b>APOLOGIES:</b>                      | Bronwyn Djefel, Isabel Matthews,   |  |
| <b>ABSENTEES:</b>                      | -  |  |
| <b>Priority</b>                        | <b>1.0</b>   | <b>Welcome and apologies</b>   |
|  | <b>1.1</b>   | Opening and welcome. Erin Baker opened the meeting at 7:04pm.  |
|  | <b>1.2</b>   | Apologies/absentees. See the list of apologies above.  |
|  | <b>1.3</b>   | Confirmation of agenda. The Board confirmed the agenda.  |
|  | <b>2.0</b>   | <b>Disclosures of interests</b>  |
| D                                      |  | No interests were disclosed.   |
|  | <b>3.0</b>   | <b>Minutes of the previous meeting</b> (Refer to attachments)  |
| D                                      | <b>3.1</b>   | Minutes of the previous meeting moved as a true and accurate record.<br><i>Accepted: Maryanne Hancock</i><br><i>Seconded: Bryce Ritson</i>   |
| I                                      | <b>3.2</b>   | There were no actions arising from Meeting #7 (1 November 2023).   |
|  | <b>4.0</b>   | <b>Reports and Operational Matters</b>   |
| I                                      | <b>4.1</b>   | <b>Principal's Reports</b> (Refer to attachments)<br>Presented by Louise Armstrong.<br><br>Acknowledged the work of staff and the school community, reflected in the significant achievements made in 2023 with the school improvement project and school redevelopment. |

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| I | 4.1 | <p>In 2024 plan to operate an eleven class structure (one class less than 2023), predominately driven by financial considerations.</p> <p>School captain elections have been conducted, with new officeholders to be announced at the awards ceremony (on last Tuesday).</p> <p>Special thanks to Kevin Donetta and Terry Gelmi for work co-ordinating the moves during the school redevelopment.</p> <p>LPS Instructional Team (Louise Armstrong, Kevin Donetta, Janet Leuba, Melinda White and Nicole Cottrell) undertook Day 5 of Leading Cultures, making the end of the programme's first year. LPS has clear a direction for future development. 2023 saw the start of several new initiatives and expected 2024 to focus on strengthening these initiatives.</p>  |  |
| I | 4.2 | <p><b>P&amp;C Report</b></p> <p>Ceire Gibney and Louise Armstrong provided details of the November P&amp;C meeting.</p> <p>P&amp;C developing a 3-5 year masterplan to fundraise for items that are priorities for the school (eg. Outside area shade, playground equipment, playground markings, murals, etc).</p> <p>Discussion of fund raising strategy for 2024:</p> <ul style="list-style-type: none"> <li>• Developing an annual plan and strategy for approaching businesses, to avoid making multiple approaches throughout the year.</li> <li>• Identify mix of activities that raise funds and those that are good for school culture but only cover costs.</li> </ul> <p>School disco will be held on Friday 1 December 2023.</p> <p>Order has been placed for a shade sail, to cover the play equipment due to be installed in early 2024.</p> |  |

|   | 5.0 | Other Business  |  |
|---|-----|---|--|
| A | 5.1 | <p><b>NQS Audit Report</b><br/>Presented by Janet Leuba.</p> <p>National Quality Standards ('NQS') is part of the rating system under the National Quality Framework. Aim is to improve education and care across day-care, preschool, kindergartens, out-of-school-hours care. Studies show quality early years care and education leads to better education and employment outcomes in later life.</p> <p>In primary schools, focus is the early years, being K to Y2, though the standards reflect good practice in schools, which is applicable across the whole school.</p> <p>Seven quality areas are:</p> <ol style="list-style-type: none"> <li>1. Educational program and practice</li> <li>2. Children's health and safety</li> <li>3. Physical environment</li> <li>4. Staffing arrangements</li> <li>5. Relationships with children</li> <li>6. Collaborative partnerships with families</li> <li>7. Governance and leadership</li> </ol> <p>Each area is measured as 'met' or 'working towards'.</p> <p>Staff reflected on each area, identifying strengths and areas for improvement.</p> <p>An overview of the ratings are submitted to the Department of Education and are also used to inform the 2024-2026 Business Plan and operational plans for next year.</p> |  |
| D | 5.2 | <p><b>Board Chair Report</b><br/>Presented by Erin Baker.</p> <p>Acknowledged the work of staff and the board completed in 2023.</p> <p>Erin noted that she will step down from the role as chair in 2024.</p>  |  |

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| I | <b>5.3</b> | <p><b>Strategic Planning – Board input</b><br/>Presented by Louise Armstrong.</p> <p>Louise led a group activity providing the board an opportunity to review and give feedback on the 2024-2026 Business Plan key areas of:</p> <ul style="list-style-type: none"> <li>• Vision</li> <li>• Mission</li> <li>• Focus Areas <ul style="list-style-type: none"> <li>○ Quality Teaching</li> <li>○ Wellbeing</li> <li>○ Partnerships</li> </ul> </li> </ul> <p>Board feedback to be considered for final drafting of the 2024-2026 Business Plan.</p> |  |
| I | <b>5.4</b> | <p><b>Correspondence In/Out</b><br/>No correspondence.</p>   |  |
|   | <b>7.0</b> | <p><b>Suggestions for improvement</b><br/>None.</p>  |  |
|   | <b>8.0</b> | <p><b>Meeting Close/Adjournment</b></p>  |  |
|   |            | <p>The meeting closed at 8:00pm.</p>   |  |

Signed (Chair)..... Date .....

Signed (Principal)..... Date .....

**Attachments**

1. Minutes of Board Meeting – 1 November 2023
2. Principal’s Report – November 2023
3. Board Chair report

| <b>Term</b> | <b>Meeting Dates 2023</b> |             |
|-------------|---------------------------|-------------|
| <b>1</b>    | 23 February               | 23 March    |
| <b>2</b>    | 17 May                    | 14 June     |
| <b>3</b>    | 9 August                  | 6 September |
| <b>4</b>    | 1 November                | 29 November |