

Rockingham Lakes PS School Board Meeting Minutes

3:58 pm 29 August 2022

Present: Narelle Smirk, Emma Woodall, Tim Sewell, John Gobbels, Angela Kelly, Heather Christie (via Teams), Jane Ann Blair (via Teams), Daniel Whelan (via Teams)

Apologies: Erica Clarke

Minutes of Previous meeting: The minutes of the meeting held on the 13th of June were motioned by Emma Woodall and seconded by Tim Sewell.

Business Arising: NIL

Correspondence: We received correspondence from Sound Business Equipment and Stationery to inform that they do not support whole of school stationary ordering but will fulfill a single booklist if it is brought in from a parent.

AGENDA

Narelle opened the meeting and officially welcomed Angela Kelly to the school board.

Principal's Report:

Tim discussed the principals report as Tabled at the meeting. He informed the board of some staffing changes since the last meeting and informed that we continue to feel the impact of Covid 19 and the lack of available relief staff in both Teachers and Education Assistants. He discussed 2023 enrolments being slightly less than this year and the change to our PBR system in 2023 with children qualifying for Bronze (50 days), Silver (100 days) and Gold (150 days).

Finance:

Emma discussed the financial figures as tabled at the meeting. The school is currently not in deficit and looking very healthy. She discussed that due to covid we had saved some money as the Department pays for covid leave and if we are unable to get relief that money per day comes back into the school's budget. Emma informed the board the current Voluntary Contribution rate is 37.55%. The board discussed opportunities to further expand on this. Suggestions were – Box in walkways showing what payments go towards and rewording the charges and contributions document.

General Agenda:

1. Out of School Hours Care Providers

Tim discussed the proposal from helping hands. We reached out to Kidsnco for a proposal but did not receive a submission, despite email reminders.

Approved: All members present (inc online) voted to offer Helping hands the licence for two years.

Action: Emma to contact Helping Hands with licence agreement and provide feedback to helping hands regarding the cost of excursions/incursions on school holidays. Emma to diarise to commence the next process early in 2024 to get increased submissions for the next licence.

2. Explicit Phonics and Spelling

Tim discussed the journey on looking into a spelling program to support the students at RLPS. After consultation the school will be moving forward with Let's Decode K-2 and Spelling Mastery, Yr 2-6. Tim explained that students will require an individual workbook and we are requesting that this be added as a Voluntary approved request. Other programs investigated had significant PL requirements and associated cost, without evidence of greater impact.

Approved: All present (inc online) members voted in favour of adding a cost of \$27.95 for spelling mastery books to the contributions and charges for 2023, for Years 2-6.

3. Voluntary Contributions and Charges

The board discussed the additions to the Voluntary contributions and Charges and amending the current document.

Action: Remove the number of times the document states 'voluntary' and do a clause to explain the voluntary component.

Approved: All present members approved the additions of Spelling Mastery and IXL onto this document and making the required amendments on wording.

4. Membership

The board discussed the below options for a community member on the school board.

- Jodie Matters (now that she cannot be classified as a parent member)
- Robert Smitt, Councillor for City of Rockingham – Comet Bay Ward (suggested by Narelle)
- Naomi McGowan, Navy member (suggested by Jodie)

Approved: All present members voted in favour of electing Robert Smitt onto the school board.

Action: Narelle to reach out to Robert regarding the appointment.

Tim discussed that the board chair position will be up for re-election at the Term 4 meeting. Members of the board are to consider nominating for this position.

5. Staff and Student Survey Results

The board discussed the results of the staff and student surveys. Suggestions/ideas for consideration are:

- Feedback box for students
- Utilising Student reps to gather information of concerns from students
- Poster on toilet door to remind students who they can go to for concerns/queries
- Look into blue force for garden/maintenance work
- Investigate ways to invite community to events (Bethany Waters etc)
- Reading Dogs
- Have local food vendors at events
- Tim to add chaplain info to newsletters
- Remove faded signs from the front of the school
- Remind gardeners of perimeter clean up
- Contact council to trim trees

6. Attendance Data

The board reflected on the attendance data and the significant drop in percentage of regular attendance.

Action: Information to be put in newsletter to inform families the impact of non-attendance

7. School Development Days (SDD) 2023

Tim informed the board that there is 6 SDD across the school year. 3 are mandated (1st two days of Term 1 and last day of Term 4) and 3 are flexible. Tim proposed that the 1st day of each school term be a SDD.

Approved: The present (inc online) members all voted in favour of making the flexible SDD the first day of each term.

Action: Dates to be added to the 2023 planner.

Monday 24th of April

Monday 17th of July

Monday 9th of October

8. Board Effectiveness Survey

Tim explained the requirement to undertake the survey every 12 months

Action: Emma to send out survey to board members to complete prior to our next meeting

General Business:

Board induction: Emma to coordinate a time to undertake induction with new members before the next meeting

Meeting Closed: 5:30pm

Next Meeting: Monday 24 October – 4:00pm