

Rockingham Lakes PS School Board Meeting Minutes

Annual Open Meeting

4:00 pm 24 October 2022

Present: Narelle Smirke, John Gobbels, Daniel Whelan, Timothy Sewell, Jane Ann Blair, Angela Kelly, Robert Schmidt

Apologies: Erica Clarke

Absent: Heather Christy

Guests: Meghan McGoldrick

Minutes of Previous meeting: The minutes of the meeting held on the 29 August 2022 were motioned by Emma Woodall and seconded by Tim Sewell.

Business Arising: None

Correspondence: None

AGENDA

Welcome – Narelle welcomed everyone to the meeting especially new member Robert Schmidt the Board's new community member.

Board Chair Annual Report:

Narelle presented the Board Chair report as tabled at the meeting (Appendix A). She reflected on the last year and the policies and curriculum changes that have been supported and discussed by the board members.

Principal's Report:

Tim Presented the Principal's report as tabled at the meeting (Appendix B). Tim reflected on the events of the last few weeks of Term 3 as well informing that there will be a return of our end of year activities including Christmas songs at the book awards/concerts. Tim also thanked those that completed the 360 review as part of the principal review process.

Finance:

Emma presented the financial report as tabled at the meeting (Appendix C) She informed the board that are budgets are not in deficit and explained the surplus in Salary is due to savings we have made from Covid relief. These funds will be used to complement our teaching program in 2023. We have received 100% of our anticipated income and expended 80% of our budgeted expenditure.

General Agenda:

1. NAPLAN Data

Tim presented the 2022 NAPLAN Data. He advised that we are still waiting on some of the data. Due to Covid absences some of the data has been tricky for the department to average out. Our data is tracking ok but still need work in all.

2. Uniform Policy Review

Tim shared with the board that in 2020 when the sunsmart policy was created the uniform policy was not changed to reflect the change in type of Hat. Tim was asking approval from the board to amend the uniform policy to change the wording to include broad rim.

Approved: All present members approved the amendment to the uniform policy.

Action: Emma to make the relevant amendments to the policy for distribution.

3. Personal Items List (Booklist)

All present members discussed the personal items lists received from Campion, COS and Learning Pod.

Approved: The board agreed to move forward with learning pod but to seek discount in the cost of glue. Learning Pod was selected due to pricing and having a location nearby for families to collect orders.

Action: Emma to email Meghan to liaise with learning pod with recommendations.

- 4. National Quality Standards Self-Assessment Report** – Meghan presented data from the NQS Self-assessment. This is a Compliance tool with 7 domains and is completed by staff from kindy – Yr 2. This is a Yearly Audit. Meghan advised that RLPS staff were ‘hard’ on themselves and if staff were not meeting all items for the particular focus area, they marked themselves as ‘working towards’.

The following areas were identified as ‘working towards’

- a. **Quality Area 1 – Educational Program and Practice**
- b. **Quality Area 2 – Children’s Health & Safety**
- c. **Quality Area 3 – Physical Environment**
- d. **Quality Area 7 – Governance & Leadership**

The following areas were identified as ‘meeting’

- a. **Quality Area 4- Staffing Arrangements**
- b. **Quality Area 5 – Relationships with students**
- c. **Collaborative partnerships with families and communities**

Meghan explained that items they are looking into for improvement is a play philosophy, sharing student progress and achievement more with families and improving the play environment.

5. Board Survey Results

The Board reflected on the tabled survey results (Appendix D) and discussed areas for improvement.

The areas for action were

- Add regular reflection on school business priorities to meetings/agenda
- A section from the chair in the newsletter after each meeting
- Add minutes to the school’s website (Completed 26/10/2022)
- The principal and Chair to meet before meetings to discuss agenda and other items.

6. Parent Survey Results

The Board discussed the parent survey results that were tabled (appendix E). We only had 68 families complete the survey this year.

7. Election of Board Chair for 2023

Tim asked for nominees for the board chair position for 2023 – Narelle Smirke nominated herself and this was supported by all present members of the school board. **Narelle’s appointment as Chair for 2023 was unanimous.**

General Business-

Tim informed that the school had put through a funding submission for \$27,000 to support our Let’s Decode program. We have got through to the interview stage.

John asked if data could be shared on the progress of spelling mastery as it progresses next year.

Presentation of the school was also brought up by multiple members – Emma to coordinate speaking to gardeners about the pruning pile that is a fire hazard and the area behind block 4 as well as the new sign from helping hands and removing the old, faded signs.

Meeting Closed: 5:20pm

Next Meeting: Term 1 2023