

	Millen Primary School Board Meeting Minutes
Time	3.00pm to 4:30pm
Date	Meeting 5/2023 10 th August 2023
Location	Room 19
Chair	Jason Shapcott (Acting)
Secretary	Janine Leng
Principal	Jason Shapcott (Acting)
Attendees	Janine Leng, Janita Woods, Kate Harwood, Sean Overend, Anna Redman, Steven Feast, Shona Gatenby, Patricia Gabb, Janette Tuttle

Item Number	Summary of Discussions	Actions
Welcome and Apologies	Jason welcomed all Board members with an acknowledgement of country. Apologies: Sam Sterrett, Renee Darbyshir, Isobel Comrie	
Confirmation of Agenda	Confirmed	
Conflict of interest	Non declared	
Minutes of previous meeting	All members approved the minutes	Approved with Edits
Correspondence	NIL	
Actions Arising	None	
Principal's Report	Update from Principal: Jason presented Isobel's report which: <ul style="list-style-type: none"> • Welcomed new members – parents and staff • Isobel welcomed Jason to the meeting • Staffing update • School Board Chair • Annual Public Meeting update • Actioning the Business Plan • Bike pump – mentioned in the Katitjiny 	

	<ul style="list-style-type: none"> • Quad – mentioned in the Katitjiny • Assemblies and upcoming events 	
<p>Survey Results</p>	<p>The Board went through the survey results and discussed the results. The board looked at the number of online responses (79) and talked about possible strategies to engage more families with the next survey and the results for:</p> <ul style="list-style-type: none"> • Teachers at this school provide my child with useful feedback (3.9) and • The school works with me to support my child's learning (3.9) <p>Board parent members noted that although these were the least positive results, they were still in the positive range.</p> <p>The staff members spoke to the Board about the PLS staff meeting and the rubrics that are being established to report back to the students with regards to their learning.</p> <p>The Board raised the questions as to whether Connect could be used to better communicate to parents about their child's learning.</p> <p>The Board then looked at the toolkit with regards to the following milestones</p> <p><u>Milestone 3.1</u> Partnerships with the local community have been broadened to create further opportunities to support Aboriginal and Torres Strait Islander students and families.</p> <p>Strategies:</p> <ul style="list-style-type: none"> • The school staff and members of the school board have contacted existing partners to access opportunities in the community • New partnerships with Curtin University, the Town of Victoria Park and local member of the community have been established <p><u>Milestone 3.2</u> The welcoming and engagement strategy for new families has been strengthened to include a long-term focus on developing strong, ongoing partnerships with families with English as an additional language and families with children who may be at educational risk (including those from disadvantaged backgrounds)</p>	<p>Actions:</p> <p>Sean Overend will contact the TOVP to look at ways the school can build a partnership with the Council</p> <p>Shona, Steve and Anna will form a sub committee to look at strategies for these milestones and report back to the Board in Term 4.</p> <p>Anna will consult with Isobel to see if the school is interested in holding a conversation circle at the school.</p>

Strategies:

- The school's welcoming approach will be expanded beyond the Kindergarten Orientation and the New Families Orientation to provide a formalised approach to students and families who join the school during the school year
- The leadership team, the teachers, the School Board and the Parents and Citizens' Association will be involved in the welcoming strategy
- Elements of the strategy will target families with English as an additional language
- Elements of the strategy will embrace the cultural diversity of the school
- The approach includes strategies to promote stronger partnerships with a focus on the families of students who may potentially be at educational risk

Milestone 3.3

The learning environment is reflective of the students' diverse cultural backgrounds and plays a role in building connections with the community

Strategies:

- Create learning environments (inside and outside classrooms) reflective of the school's cultural diversity
- Enhance the physical environment to reflect the school's cultural diversity for example adding the Torres Strait Islander flag, increased signage including multiple language and new artworks reflecting the cultural backgrounds of all the students

The Board was informed of the mural that the Year 6 students will be commencing at the end of term 3. The Board was also informed of the process behind the naming of the parent centre and Quad and the signage that the school is budgeting for.

Milestone 3.4

The school, provides authentic opportunities for parent voice to ensure the community's needs and aspirations are represented

Strategies:

- Planet Millen includes parents who work alongside the school to collectively contribute to sustainable practices
- School Board to work through action plan based on feedback from parents including that gathered from the Parent Opinion Surveys administered in 2021 and 2023

<p>P & C Report</p>	<p>Steven reported on the following:</p> <ul style="list-style-type: none"> • Annual Manure Drive • Father's Day Raffle – no stall this year • School Camp Out • Fundraising for outdoor spaces • Uniforms – orders for 2024 • Donation of 2023 Leavers Shirts to school • Canteen succession planning for 2024 	
<p>School Board Chair</p>	<p>Jason asked for nominations for School Board Chair. Support will be provided by Isobel and Linda if required. Sean nominated himself for the position. Nomination was accepted by all members. Jason congratulated Sean on his appointment.</p>	<p>Sean was accepted by all members to be the School Board Chair.</p>
<p>Public Meeting</p>	<p>The public meeting will be on Thursday 7th September. The students' leaders will again present to the Board and Isobel has invited Federal member for Swan, Ms Zaneta Mascarenhas to see if she is interested in speaking at the meeting. Isobel has also invited Ms Mascarenhas to the STEM Fair at Millen. Jason and Narelle will work with the Leaders to present at the meeting.</p>	<p>Janine and Jane will follow up with Federal member for Swan, Ms Zaneta Mascarenhas to see if she can attend.</p>
<p>Personal List Items and Contributions and Charges for 2024</p>	<p>Janine presented the Board with the changes to the Voluntary Contributions and Charges for 2024.</p> <p>Janette spoke to the Board about the process of finalising the Personal List items quantities and items – focusing on being more sustainable with the items and quantities that the school is requesting. Members were pleased that the school was trying to be more sustainable. Janette and Shona will look at an alternative to the twistable crayons</p>	<p>The Board noted and approved the 2024 Voluntary Contributions and Charges</p> <p>The Board noted and approved the items and quantities of the 2024 Personal list items subject to finding alternatives. Janine will email Campions with some questions re quantities and ordering.</p>

Katitjiny	<p>School Board update</p> <p><i>The Millen PS Board met on Thursday 10 August. We welcomed 6 new members to the Board who are Patricia Gabb (Staff), Janette Tuttle (Staff), Anna Redman (Parent), Shona Gatenby (Parent), Sean Overend (Parent) and Steven Feast (Parent) . On behalf of the school community, we thank these incoming Board members for dedicating their time to this important part of our school community. An important agenda item was nominations for a School Board Chair to replace outgoing Chair Linda Adynana. The Board is pleased to announce parent Sean Overend was elected unopposed as the Millen PS School Board Chair. We thank Sean for taking on this important leadership role in our community.</i></p> <p><i>Other important items discussed were details of the recent National School Opinion Survey (NSOS) results. Teacher Board members shared strategies that they are developing in Professional Learning Community (PLC) sessions to provide children useful feedback, in the form of grade rubrics, that provide guidance on how children can improve their work. This will help support improvement in areas NSOS data discussed by the Board. A small working group of Board members was formed to develop actions that will take forward the Engaging and Working with your School Community Toolkit.</i></p> <p><i>In addition, the Board noted preparations for the Annual Public meeting to be held on Thursday 7th September 2023 in Room 1 and the School Contributions and Charges for 2024 and booklist. The Board looks forward to seeing parents attend the Annual Public meeting.</i></p>	
Next meeting	Term 3 Week 8 2023 Thursday 7 th September 2023 Room 19	

Signed _____ Chair Date _____