

ORELIA PRIMARY SCHOOL
SCHOOL BOARD MEETING MINUTES



DATE:		^{30th} November 2023	CHAIR PERSON:	Lara Davis	
Time		1.00pm	MINUTE TAKER:	Jane Littlewood	
ATTENDEES:		Lara Davis, Joanne Stewart-Magee, Toni Scharf, Charlotte Glasson, Vanessa Bourne, Troy Mayne, Maddison			
APOLOGIES:		Kristy Mippy,			
NO SHOW		Christine Winmar			
Item No	ITEM	LED BY	DISCUSSION/PROGRESS REPORT		Action – inform, discuss, endorse
1	Welcome and Apologies – discuss training for new members	Lara	Welcome to Troy our new parent and Maddison from the P & C and also a parent. Apologies from Kristy as she is sick.		Inform
2	- Approve Previous Minutes - Declaration of conflict of interest	Lara	Previous minutes were approved.		
3	ESAT - (copy for members)	Jo	All staff were included in the public school review. Staff answered questions and held discussions, they were then individually interviewed and their answers re discussed. We were classed as “Very good”, we don’t need a review again for 3-5 years.		
4	OHI - discuss the focus	Jo	Data was analysed and figures compared to 2021 on how to make your school more effective. Data has improved and next year we will focus on instructional coaching, 3 staff will be involved in this program.		Inform
5	Board newsletter suggestion	Lara	From the reviews received, parents didn’t know a school board existed. The P & C to create a newsletter this can then be uploaded onto Connect,		

			we can then check how many people view the newsletter and a hard copy printed to the eldest child.	
6	Budgets 2024 - Endorse	Jane	Budgets were discussed, low money this year as our student numbers are low form 2024. Only 1 kindy class at the moment, everyone got bare essentials, but if budgets improve due to more students, we may look at some of the specialist program budgets again in 2024.	Budgets endorsed
7	Tell Them From Me survey	Jo	Parents, students and staff replied to a survey on their sense of belonging to the school. Only around 38 families replied so next year we need to maybe consider calling parents individually to complete the survey. We could always do a survey monkey on fb, see if we can get more families involved that way.	Survey Monkey was developed
8	P and C Disco and Colour Fun Run	Maddison	The spooky disco was extremely successful. We raised approx. \$600.00 and raised approx \$1400 profit from the colour run. We also need to think of a way to involve more parents, there's too much work for 2 members of the P & C to do. Maybe we do a whole school newsletter add the options of maybe morning or evening meetings for those parents who work who may wish to be involved with the P & C. We need to think of ways to get the P & C canteen running for 2024. The next AGM is 13 Feb 2024.	
9	Gilmore - use of facilities and their Robotics International Prize	Jo	Staff went to Gilmore and met with German to see how their robotics work, he did suggest they may donate their old Lego robot box and resources to our school to encourage students to be able to decode before they get to Gilmore, he will also help train our staff to be able to teach the students. Carmelina in discussion with German.	

10	• Bike Library _ training students program		Julie	We currently have 10 bikes un the fleet, These bikes were donated by the City of Cockburn, our bike mechanics at the moment are “People on bikes” and we get locks and helmets donated. In 2024 we are hoping to grow and will try apply for a grant with the City of Kwinana. The bikes need to be safe and roadworthy to lend out to the students.		
11	• New members -encouraging police, cultural groups		Lara	Try and encourage more parents to join, maybe do a whole school newsletter, add the options of am or pm meetings to try entice people who may work and are unable to come during school hours.		
12	• Instructional Leadership Strategy 2024 - 3\$0 000 - special attributes		Jo	We want to increase teacher efficiency. This survey came back that more staff wanted leading opportunities, we have applied for a grant for \$30,000, this would cover 3 staff to be professionally		
13	• Staff Development Days 2024		Jo	Staff Development days will be: 9 Feb, 31 May and 6 Sept for 2024		
14	• General Business			The next AGM for the P & C is 13 th February 2024		
NEXT MEETING:	29 th March 2024	MEETING CLOSED:	2.30pm	SIGNED:		