

Beenyup Primary School Board Meeting Minutes

Subject: Board Meeting

Location: Beenyup PS Meeting room – Beenyup PS conference room

Time: 3pm – 4.30pm

Chair: Shaye Mack

Secretary: Mel Lipple

Date: Monday, 26 June 2023

Present: Shaye Mack, Chelsea Versaico, Rebecca Instance, Monique Pepper, Michelle Mader, Rob Coales, Morwenna Ferrari, Ben Luckens, Leeann Eifler

Apologies: Ben Luckens, Donna Covill



Open:

Time	Item	Documents	Purpose	Led by	Recommendations	Discussion	Actions
	1. Welcome and apologies			Chair		Meeting opened 3:02pm Apologies Ben Luckens, Donna Covill	
	2. Disclosure of interests			Chair		Nil	
	3. Minutes of meeting	Meeting minutes from 20/3/23	Make: (for approval)	Chair	Accept	Accepted SM Seconded CV	
	4. Action register		Understand	Chair		Updated Terms of Reference	actioned
Administration agenda items							
	5. Correspondence		Understand	Chair		. Letter of confirmation re: Public School Review validation visit date . Needing to re advertise for recently vacant parent position on the board	
Strategic Agenda Items							
	6. Principal's Report	Principal's Report	Understand	Principal		. Currently 280 enrolled . Opportunities to visit classrooms – potential dates . Date for Public School Review . Teaching Pool . Parent Teacher conferences – 94.9% engagement from years K-6 . On-entry P-2 results discussed . School Development Day focus aligned to Business Plan . Attendance data	
	7. Financials	One Line Budget Statement	Understand	Principal		. Reviewed One Line Budget Statement . Budgets on target . Expenditures – 90% salaries, 10% operational budget	
	8. Public School Review	The Standard Resources domain evidence	Understand	Principal		. School Programs – Intervention, Bond Blocks, Rock & Water program, Be You, Be Strong, MiniLit . Resourcing . School Funding discussed	

9.	School Dress Code	Dress Code	Understand	Principal		. Noted . Discussed issue with skorts elastic – Mel Lipple following up with Uniform Concepts	
10.	Parent Liaison Officers Update		Understand	Principal		. 3 families responded to survey re launching liaison officer roles . Looking into shared email for parent liaison officers . Feedback discussed	
Information Agenda Items							
11.	Priority Area presentation	Spelling Mastery	Understand	Monique Pepper		. Spelling Mastery running in Block 4 for years 4 – 6 (2024 will be 3-6), P-2 Sounds Write, Kindy Pre-Lit . Carefully sequenced curriculum of knowledge and skills - Groups based on spelling abilities not year groups – instructed on these levels . Phonemic approach . Monique Pepper presented sample lesson of Spelling Mastery to School Board	
12.	PAT data	PAT data	Understand	Principal		. PAT data discussed – positive progress . Updated Behaviour Management Policy to align with updated Department policy – student referral policy added . Student Referral Policy discussed	
13.	Attendance data	Attendance data	Understand	Principal		. Discussed in Principal's Report . Discussed Attendance codes –codes apply for specific reasons . Absence follow up process	
14.	OEA data	OEA data	Understand	Principal		. Noted	
15.	Ongoing induction Module 2	Module 2	Understand	Chair		. Noted	
16.	Perception Forum		Inform	Chair		NA	
General Business							
	Next meeting		Understand	Chair		Monday, 31 July 2023 at 3pm.	
	Close			Chair		Meeting closed: 4:55pm	