



Rostrata Primary School

Co-operation • Achievement
Respect • Endeavour

BOARD MINUTES

25 May 2020

**Rostrata Primary School - School Board
Minutes of Meeting
Meeting Number 2 - 25 May, 2020**

Time: 19:00hrs
Location: By zoom call

ATTENDEES

Staff Representatives

Barry France (BF)	Sara Eldred (SE)	Janice Seale (JS)
Michael Gotti (MG)	Cindy Wells (CW)	
Liezl Ferreira (LF) (exec officer – non voting)		

Parent Representatives

Cheryl Chan (CC) (Chair)	Ibrahim Omeri (IO)	Khim Teh (KT)
Kwang Ngui (KN)	Les Lowe (LL)	Veronica Zelada (VZ)

Community Representative

P & C Guest

Tristan Cameron (TC)

Guest Speaker

Vanessa Bye – School Psychologist

1.0	Welcome and Apologies – Cheryl Chan	Action
1.1	<p>Opening and Welcome The Chair welcomed everyone to the first Zoom meeting. Members were asked to raise their hands if they want to add any comment or ask questions, alternatively the chair will ask each member after every section if they have comments or questions.</p>	
1.2	<p>Apologies None</p>	
1.3	<p>Confirmation of Agenda and continuous improvement nomination Michael Gotti agreed to comment on continuous improvement.</p>	
1.4	<p>Declaration of conflict of interest None</p>	
1.5	<p>Confirmation of minutes of previous meeting and actions All in favour, no amendments. No new actions.</p>	

2.0	Matters for Decision and Discussion	
2.1	<p>Guest Speaker – Vanessa Bye, School Psychologist</p> <p>The Chair welcomed and introduced Vanessa to the Board</p> <p>Shared her background information. Worked at various institutions – Census Australia, Youth Care as school chaplain. Worked in Merredin serving 8 different schools. Also at Hillbrook College and Baldivis College. Work is varied and rewarding. A normal day – evidence based psychological support to schools for school based issues. All referrals come from teachers or the Deputy of Student Services. Support might be – individual students, groups of students, whole school, teaching and learning strategies, supporting staff, behavioural analysis and writing of reports of various tests if needed. Interviewing of parents and teachers. Conducting observations liaising with care givers and external support providers. Counselling of students.</p> <p>COVID-19 situation – supporting vulnerable students in the mental health capacity. Adults need to self-care in order to care for others in our care i.e healthy eating, exercise, balanced sleep.</p> <p>Rostrata is a very supportive school providing the right atmosphere for students to learn.</p> <p>Chair questioned role difference between psychologist and the Chaplain. Chaplain is more a gentle supporting emotional needs role. There is overlap. Psychologist role is more structured. Kwang – questioned what evidence based is. Response is that there has to be evidence that it works.</p>	
2.2	<p>Principals Report – Barry France</p> <p>Report Taken as read.</p> <p>Discussion points</p> <p>COVID-19 Will be using a Youtube clip at the School Development Day – the theme is Survive, Revive and Thrive. Talking to staff around their survival of COVID-19 journeys (giving them the opportunity to tell their stories), then recovering or reviving and then how we will thrive moving forward.</p>	

	<p>We will identify what we have gained i.e. collaboration, curriculum, instructional technology, virtual assemblies and Zoom meetings. The bulk of the time will be spent on moving forward and to become better at delivering to the community.</p> <p>Other changes Reporting to parents was a directive from the Department and is consistent with other States in Australia. Reports will be sent home and the focus will be on progress and not about achievement.</p> <p>Uniforms Supplier informed that track suit pants are in short supply. The new pants will have elasticised legs. Suggested that we proceed but revert back once issue is resolved.</p> <p>Social Media Some students coming back have social media apps on their iPads. They are being reminded of the school's Mobile Phone Policy.</p> <p>Barry asked for feedback as a result of the COVID-19 situation. (can be emailed)</p> <p>The Chair asked for comments</p> <p>Cindy – dropping students at gates in the mornings works well No problem with uniform pants</p> <p>Khim – assume that design of pants remains the same – then no issue Pickup after school is a bit of a problem</p> <p>Les - questioned time frame around the pants Resilience of students when dropped off is great Virtual assemblies are great</p> <p>Tristan – elasticised pants is better and might be a permanent consideration.</p> <p>Veronica - will parents be asked to remove social apps from student iPads Virtual assemblies work great Zoom meetings also works good</p> <p>Cheryl – no problem with uniform pants Having Zoom meetings may be helpful in having guest speakers on a more regular basis.</p>	
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Finance report

Report is in the Connect Library
Variance is around +- \$200,000.

Business Plan Sub Committee Report – Khim Teh

No meeting was held this term. The following information was sent through via email by the Principal.

- **Learning Environment**
There is a need to remind students transitioning back to school about their behaviour.
- Some works happened during the school break.
- Barry has been actively on the lookout for struggling staff and students during the lockdown process.
- Claire Dawson will be starting Green Lab and Millennium Kids programs.
- The school has received positive feedback from parents around before and after school pick up and drop off during the COVID-19 experience.
- **Leadership**
School Captains are actively helping out with the virtual assemblies.
Future Leaders will start up their focus again.
- **Resources**
The instructional technology workshops over the past few years have been to great benefit. Staff are more comfortable using technology.
- **Leave**
3 staff members are on COVID-19 leave because of high risk health.
- There was additional finance spending – additional support staff has been contracted in.
- **Reports**
Teachers will only be reporting on progress and not achievements.

Khim will load mentioned list onto Connect.

The chair asked for any comments.

Janice – students are more motivated and engaged when using technology. Teachers are balancing the time spent on devices and normal hands on work done in class.

Cindy – want to acknowledge the work of Michael Gotti, Leanne Darby and Isabella Crane with virtual assemblies and congratulations to the school captains on a great job done.

Khim to upload report to Connect

Governance and Risk Sub Committee – Veronica Linares

Meeting held 19 May 2020.

Discussion points:

- **Covid19**
2 additional cleaners are cleaning the playground equipment after recess and lunch.
Students apply hand sanitiser each time they enter a class room.
- **Capital works**
Works completed during the school break were painting, replacement of floors in the canteen, wet area of C Cluster and entrance to A5 & A6.
Outstanding works that might be done during the next school break are:
Removal of vinyl flooring containing asbestos.
- **Workforce planning**
Claire Dawson has been appointed as the new Science teacher.
- **Risk Register**
Has been updated to include COVID-19.
- **BYO device**
May be extended to Year 2 next year.

The chair asked for comments.

Janice : students adapt very quickly to electronic devices.

Ibrahim : concerned that young students might not be able to take care of devices.

Janice responded: students are taught to work with care.

Ipads are handed to the teacher when students enter the classroom in the morning. Students only work on iPads when permitted by the teacher.

Community Engagement and Policy Sub Committee – Les Lowe

Meeting held 18 May 2020.

Discussion points :

- **Community Rep**
still to be resolved.
- **TOR**
Consolidation of TOR for Community Engagement and Policy Sub Committees are in progress and will be presented for comment in due course.
- **Policies**
Some new policies have been implemented since COVID-19 such as social distancing, hand sanitizing,

	<p>cancellations of excursions etc. No permanent changes.</p> <ul style="list-style-type: none"> ▪ Relief Floating relief to help teachers prepare for online teaching and learning. ▪ Congratulations to school and teachers for all their hard work preparing the online material. ▪ Attendance rate Start of school – attendance rate was +- 60 % In second week it increased to around 90% ▪ Reports Reports going out will be different than in past but is understandable. ▪ School Survey Still proceeding in Term 3 as planned. ▪ Letter from City of Canning Proposal of development application for new medical centre in shopping complex behind the school asking for feedback. No objection was raised by the school. <p>The Chair asked for comments.</p> <p>Cheryl : Community Engagement Rep – update requested on Noni School Survey – will we be able to ask questions around the communities response to COVID-19</p> <p>Barry : Have not made contact with Noni. Will contact her in due course. Survey – we can structure questions as we like.</p> <p>Veronica thanked everyone for all the hard work over the past couple of months.</p> <p>Cheryl asked Barry to thank all staff at the SDD from the Board for all the hard work during this time.</p> <p>Cheryl reminded everybody that the school is able to have two Community reps and to please let her know of any interested parties.</p>	
3.0	Matters for Noting – Cheryl Chan	
3.1	<p>Chair Report taken as read Will be signing the new School Funding Agreement if no issues raised. All in favour.</p>	
4.0	Continuous Improvement – Michael Gotti	

4.1	<p>First ZOOM meeting was well organised, and it could be a more efficient way of getting the community to engage with the board. It was good to have Vanessa participating in this meeting.</p> <p>Barry proposed that the next meeting be another ZOOM meeting with the option to review and the last meeting to be in person.</p>	
5.0	Other Business – Cheryl	
5.1	<p>Any suggestions for other guest speakers.</p> <p>Barry - Claire Dawson – Science Specialist</p> <ul style="list-style-type: none"> - Astrid Kind – Garden Specialist - Noni <p>Tristan – perhaps someone to speak on Cyber safety from both parent and student perspective.</p>	
6.0	Meeting close	20h33

Next meeting:

The Chair of the Board acknowledges these minutes as an accurate reflection of the meeting.

Sign _____

Date _____