



<p style="text-align: center;">Meeting Week 3 – Term 3 – 2023 Tuesday 1 August North Cottesloe Primary School – Staff Room</p>		
Item	Agenda	Minutes
1.0	Welcome and apologies	
1.1	Opening and welcome Acknowledgement of Country	<i>Board Chair, James Fitzpatrick, opened the meeting at 6:23pm, after a social bowl of soup, with an Acknowledgement to Country</i>
1.2	Apologies and absentees	<i>Apologies - Sally Erleve In Attendance – Jenn Allsop [Principal], James Fitzpatrick [Chair], Meg Klaver, Helen Knowles, Justin Edwards, Amy Maynard, John Livingston, Jeanette Williams Executive Member [minutes] – Paula Hartley</i>
1.3	Confirmation of agenda	<i>Agenda confirmed by James Fitzpatrick</i>
2.0	Disclosure of Interests	
2.1	Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the Chairperson prior to the meeting to determine appropriate way to manage the conflict.	<i>Nil</i>
3.0	Minutes of Previous Meeting	
3.1	Review of Previous Meeting	<i>Confirmation of the minutes from the previous meeting; Moved Justin Edwards, Seconded James Fitzpatrick</i>
3.2	Actions Arising from the previous meeting. 3.2.1 WG Review of Technology Guidelines	<i>Review of Tech guidelines – General consensus is positive, the document empowers teachers to teach within a realistic and trustworthy framework. Adjustments to Appendices for formatting. Jenn will remove old Guidelines and add new ones to the website. Helen nominated to review the release to community. Review of draft Student Leadership Guidelines. There is a focus on true leadership rather than how many students have leadership positions. Student leadership currently has 6 prefects, if</i>

	3.2.2 WG review of Student Leadership Guidelines	<p>student numbers are greater than 50, we will consider electing 8 prefects. Discussion about what we currently do and how to offer leadership skills.</p> <p>Feedback on draft required by end of the week.</p> <p>Leadership Guidelines and Technology Guidelines to be released together as soon as possible.</p>
4.0	Correspondence In and Out	
4.1	Centre for Excellence – Literacy	The school has been included and funded in an intern model, and we've been aligned with a high-performing school, Caladenia Primary School. It aligns well with 'Shaping Minds' & 'Leading Culture for Excellence Learning'
5.0	Reports and Operational Matters	
5.1	OLB finance statements at 25 July [one week prior to meeting] 2023	Two members of the DoE Finance Team came to NCPS to support our school planning and finance, they gave us links to some great help cards to guide us in how to read the finance reports. Board members are encouraged to forward any questions or queries before meetings so responses can be prepared. Board members are encouraged to contact the Leadership Institute if they need help with reading the reports/help cards.
5.2	Reporting to Parents Sem 1 Grade analysis	Data presented by Meg Klaver showed grade analysis across each cohort. Data showed comparisons between Semester 1 2022 and Semester 1 2023, by Learning Area. Positive review from Board.
5.3	Reporting to Parent Sem 1 Parent Interview [uptake]	Parent feedback received by the school indicated the Individual Reports and Evidence of Learning folders sent home at the end of Semester One were outstanding and with feedback that the reports supported by the Evidence of Learning were the most informative they've ever received. Well done to the staff of NCPS.
5.4	Reporting to Parents Sem 1 Parent feedback	<p>Draft survey considered to obtain feedback on the sentiment regarding the reporting model for 2024. The Board determined a survey was not necessary given the large volume of positive feedback received from parents already and the 2024 model was discussed by staff and parents on the Board and agreement reached on what it will look like.</p> <ul style="list-style-type: none"> • Term 1 – Parent Interviews • Term 2 – Formal Reports and Evidence of Learning [together] • Term 3 – Learning Journey [Open Night] • Term 4 – Formal Reports <p>The Board agreed this would be a more manageable workload for staff and provide regular information re progress and achievement to parents.</p>
5.5	School Self-Assessment *Domain 1 – Relationships and Partnerships *Domain 2 – Learning Environment *Domain 3 – Leadership	The School Executive Leadership Team will review the 3 domains for Board and a report will be provided at the next available meeting.

	JEI – template on Connect	
5.6	NAPLAN Data pre-load if released by 1 August with authority to share with Board	<i>Meg Klaver presented our preliminary NAPLAN data, but we are still waiting to receive our comparative data. Writing for Year 3 was on paper, everything else was on devices. Year 5's did the assessment on their school owned devices which was seamless compared to previous years. The rating scale has changed this year, we no longer apply 10 bands of achievement, we now report with individual performance Exceeding, Achieving, Developing or Needs Support. Our preliminary data shows we need to maintain our focus on Spelling, Grammar & Numeracy.</i>
6.0	Board Box	
	School newsletter – Board contribution *Topic *Author	<i>Helen Knowles will complete the Board Box this week</i>
7.0	Next Meeting	
	Next meeting – Week 7 – Term 3 Date Tuesday 29 August at 6pm	<i>The next meeting is Tuesday 29 August 2023 at 6pm in the Staff Room.</i>
8.0	Meeting close	<i>Meeting closed at 7:45pm</i>

Ngany kaaditj waangkiny koora burdiya nidja boodja yanginy nganyang yira koora yey koorliny noongar moort. Ngany djoorabiny mandja nyin kaadatjiny Noongar boodja.

I acknowledge the traditional owners of this land and pay my respects to past, present and emerging elders. It is a privilege to meet, live and learn on Noongar land.

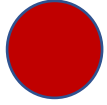
Understand	Understand decisions made by the principal and others
Inform	Inform decisions made by the principal and others
Make	Make decisions with the principal and others
Note	Note information presented to the Board by Principal and others



Meeting



Working Towards



Not meeting

Judgement – How are we going?
Evidence – How do we know how we are going?
Improvement – What are we doing next, determined by our judgement and evidence?