

Tambrey Primary School School Board Agenda

DATE:	Thursday 11 th November 2021	CHAIR:	<i>Aaron Bruce</i>
TIME:	6.00	MINUTES:	<i>Aaron Bruce</i>

ATTENDEES:	Chair: Aaron Bruce Principal: Shiona Hobart Staff Representatives: Helen Cusworth, Jackie Tomlins Parent Representative Members: Aaron Bruce, Ceanne England Community Members: Todd Heron, Tiffany Wardill, Claire Alidenes (remotely) Guests: Anissa Hinchcliffe, Toni Whitbread
	Apologies: Greg Townsend

ITEM REF	ITEM	LED BY	FOR INFORMATION / DISCUSSION / DECISION	ACTION REQUIRED & TIMELINE
1.	Welcome Apologies Acceptance of previous minutes Conflict of Interest Celebrations	Aaron / All	Celebrations: PEAC, STAWA, Maths, KSHS Transition, Kindy Transition, Staffroom, STEM Days, Digitech Results, Clontarf presentations, Surveys Previous minutes:	<ul style="list-style-type: none"> Well done to the many involved in these successes.
2.	Be You Student Surveys	Anissa	Thanks to Anissa for sharing the results and insights of the TTFM and “Be You” student surveys. We observed common positive themes of educational resilience in all ages, and positive sense of well-being between PP and Yr5. We have identified opportunities to improve well-being in the Yr6 cohort and are investigating further by reviewing state-wide insights. The Board is also interested in dissecting the results further to establish if there are gender and cultural insights. This will enable focussed actions. We have immediately increased our investment into well-being and we are exploring the development of a well-being improvement plan that includes students and staff.	<ul style="list-style-type: none"> Anissa to share Yr6 insights from other WA schools and confirm if the data can be dissected further after the survey provider has performed the analysis.

3.	Data Update	Shiona/ Toni/Helen	<p>Thanks to Toni for sharing the results and insights from the 2021 NAPLAN testing. The results identify trends in student progress and achievement from Yr3 to Yr5 in comparison to like schools.</p> <table border="1" data-bbox="801 277 1617 560"> <thead> <tr> <th>Subject</th> <th>Progress</th> <th>Achievement</th> <th>Yr3 Trend</th> <th>Yr5 Trend</th> </tr> </thead> <tbody> <tr> <td>Numeracy</td> <td>Higher</td> <td>Higher</td> <td>Positive</td> <td>Positive</td> </tr> <tr> <td>Reading</td> <td>Higher</td> <td>Higher</td> <td>Positive</td> <td>Positive</td> </tr> <tr> <td>Writing</td> <td>Lower</td> <td>Higher</td> <td>Positive</td> <td>Positive</td> </tr> <tr> <td>Spelling</td> <td>Lower</td> <td>Higher</td> <td>Positive</td> <td>Negative</td> </tr> <tr> <td>Gram & Punc</td> <td>Higher</td> <td>Higher</td> <td>Positive</td> <td>Positive</td> </tr> </tbody> </table> <p>To improve spelling performance, we have conducted a “MultiLit” spelling program trial in Yr3. In February, the average spelling age of our Yr3 cohort was 8yrs 4mths. Within a 5-month period, the average spelling age has dramatically improved by 12mths to 9yrs 4mths. The success of this trial will see us continue in Yr4 2022.</p> <p>The longitudinal results show a very positive trend in progress and achievement from 2016. It was noted that our journey with Fogarty has been a material positive influence.</p> <p>In summary, we are mid-way through our Business Plan timeline and we are tracking positively towards our targets. These are results to be really proud of.</p>	Subject	Progress	Achievement	Yr3 Trend	Yr5 Trend	Numeracy	Higher	Higher	Positive	Positive	Reading	Higher	Higher	Positive	Positive	Writing	Lower	Higher	Positive	Positive	Spelling	Lower	Higher	Positive	Negative	Gram & Punc	Higher	Higher	Positive	Positive	<ul style="list-style-type: none"> No Action
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4.	Medical Policy	Shiona	<p>Tambrey Primary School recognises that students may need to take prescribed medications during school hours and will work in partnership with parents and carers to provide necessary medication if required to do so. TPS has developed a Medication Administration Policy to safely manage this requirement.</p>	<ul style="list-style-type: none"> Policy endorsed by the Board 																														
5.	School Development Days 2022	Shiona	<p><i>For Information:</i> Term 1: Thu 27 January and Fri 28 January 2022 Term 2: Tue 26 April 2022 (ANZAC Day to be celebrated in Term 1 on 08 April) Term 3: Mon 18 July 2022 Term 4: Mon 10 October 2022</p>	<ul style="list-style-type: none"> No action 																														

6.	Board Survey	Aaron	<p><i>For Information:</i> The School Board survey is completed annually by Board members to identify strengths and improvement opportunities to ultimately ensure that the Board is delivering for students, staff and the school community. 8 out of 9 members completed the survey. Below are the 3 improvement areas identified from the survey:</p> <ol style="list-style-type: none"> 1. “The board has developed a succession plan to identify skills needed from members” 4.1 out of 5 2. “The chair reports back to the school community after meetings” 4.1 out of 5 3. Efforts are made to help board members get to know one another and develop “team spirit” 4.0 out of 5 	<ul style="list-style-type: none"> • Action 1 – Aaron to report back to school community after each Board meeting. Shiona to review message and to post online. • Action 2 – Shiona to explore opportunities for Board member visibility at assemblies • Action 3 – Aaron to publish Board member tenure dates so Board can discuss recruitment and succession planning at next meeting. See below. • Action 4 – Board to discuss a team building opportunity to foster “team spirit” at the next meeting
7.	Contributions and Charges	Shiona	2022 Voluntary Contributions and Charges from K to 6 were reviewed and endorsed by the Board. Negligible change from 2021.	<ul style="list-style-type: none"> • Endorsed by the Board
8.	Principals report	Shiona	<i>For information:</i>	<ul style="list-style-type: none"> • Thanks Shiona. Principal Report to be attached to web page.
9.	Schools Resourcing	Shiona	<p>Shiona delivered the 2021 Operational One Line Budget Statement. Total Funds = \$7,543,948 Total Expenditure = \$7,299,459 Variance = \$244,489 Currently attendance is 682 students (with daily fluctuations)</p>	<ul style="list-style-type: none"> • No action
10.	Strategy Development	Aaron	Strategy covered in responses to survey data and NAPLAN results	<ul style="list-style-type: none"> • No action
	General Business	Chair	<ol style="list-style-type: none"> 1. Board training is available in Term 1 2022 for those who are interested. 2. Board Members to create short Bios to post on TPS website. 	<ul style="list-style-type: none"> • Members to express interest to Shiona • Discuss details and timing at next meeting

	Board Member Tenures	Aaron	<table border="1"> <thead> <tr> <th>Name</th> <th>Represents</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Shiona Hobart</td> <td>Principal</td> <td>Term 3 2020</td> <td>No Expiry</td> </tr> <tr> <td>Greg Townsend</td> <td>Parents</td> <td>Term 1 2020</td> <td>Term 1 2022</td> </tr> <tr> <td>Ceanne England</td> <td>Parents</td> <td>Term 1 2020</td> <td>Term 1 2022</td> </tr> <tr> <td>Jackie Tomlins</td> <td>Staff</td> <td>Term 1 2020</td> <td>Term 1 2022</td> </tr> <tr> <td>Helen Cusworth</td> <td>Staff</td> <td>Term 1 2021</td> <td>Term 1 2023</td> </tr> <tr> <td>Aaron Bruce</td> <td>Parents</td> <td>Term 1 2021</td> <td>Term 1 2023</td> </tr> <tr> <td>Claire Alidenes</td> <td>Community</td> <td>Term 1 2021</td> <td>Term 1 2023</td> </tr> <tr> <td>Todd Heron</td> <td>Community</td> <td>Term 1 2021</td> <td>Term 1 2023</td> </tr> <tr> <td>Tiffany Wardill</td> <td>Community</td> <td>Term 1 2021</td> <td>Term 1 2023</td> </tr> </tbody> </table>	Name	Represents	Start Date	End Date	Shiona Hobart	Principal	Term 3 2020	No Expiry	Greg Townsend	Parents	Term 1 2020	Term 1 2022	Ceanne England	Parents	Term 1 2020	Term 1 2022	Jackie Tomlins	Staff	Term 1 2020	Term 1 2022	Helen Cusworth	Staff	Term 1 2021	Term 1 2023	Aaron Bruce	Parents	Term 1 2021	Term 1 2023	Claire Alidenes	Community	Term 1 2021	Term 1 2023	Todd Heron	Community	Term 1 2021	Term 1 2023	Tiffany Wardill	Community	Term 1 2021	Term 1 2023	<ul style="list-style-type: none"> As above: Action 3 – Aaron to publish Board member tenure dates so Board can discuss recruitment and succession planning at next meeting
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NEXT MEETING:	Wednesday December 1st 6.00pm Annual Open Meeting	MEETING CLOSED:	2012hrs	SIGNED:		11/11/2021
					CHAIRPERSON	DATE