



## SCHOOL BOARD MEETING MINUTES

<b>MEETING NORMS:</b>	<p>During our meetings we:</p> <ul style="list-style-type: none"> <li>• are on time, present and stay on task</li> <li>• are committed to the agenda</li> <li>• are clear, honest, open and receptive when communicating</li> <li>• are respectful of the presenter/speaker</li> <li>• suspend judgement</li> <li>• acknowledge all ideas</li> <li>• provide positive and constructive feedback</li> <li>• are accountable for our actions</li> <li>• meet deadlines and come prepared</li> <li>• agree to speak as one voice</li> <li>• consider the range of stakeholders in decisions</li> <li>• are a respectful voice for the community</li> </ul>
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<b>DATE:</b>	Tuesday 12 March 2024	<b>FACILITATOR:</b>	Aaron Berghuber	
<b>TIME:</b>	6.45pm	<b>RECORD KEEPER:</b>	Chelsea Regan	
<b>AREA:</b>	Conference Room			
<b>ATTENDEES:</b>	Rebecca Burns, Sue Garland , Melissa Lionnet, Anni Thompson, Tahlia Collins, Rizza Camprag, Belinda Pang, Brett Kristiansen, Janelle Campbell-Cooke, Claire Keirnan, Aaron Berghuber, Jess Phelps, Sruvani Mukkisa			
<b>APOLOGIES:</b>	Kate Kay			
<b>TIME</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>LED BY</b>	<b>ACTION</b>
6:45 pm	<b>Welcome:</b>			

	Attendances and Apologies	Noted.	Aaron Berghuber	
	Acknowledgement of Country	Sue Garland read Her Story as an acknowledgement of Country.	Sue Garland	
	Conflicts of Interest to be declared	Nil.	Aaron Berghuber	
	What has brought you joy this week?	All members shared a joyful moment from the last week.	Aaron Berghuber	
	Confirmation of Previous Minutes	All acknowledged and accepted.	Aaron Berghuber	
6:55 pm	<b>Business Arising from Previous Minutes:</b> <ol style="list-style-type: none"> <li>Members term of membership expiry dates</li> <li>Camp Australia feedback</li> </ol>	<p>Anni's term is up. Nomination form to be provided at next meeting as she would like to continue on the Board.</p> <p>Bec spoke to Andy regarding supervision. He is working with his superior, Andrea to find suitable staff. It is very hard to source skilled staff.</p>	Bec Burns	Bec Burns
7:10 pm	<b>Reports:</b> <ol style="list-style-type: none"> <li>Chair</li> <li>Principal</li> </ol>	<p>No chair report this meeting due to first meeting for Board Chair.</p> <p>Student numbers: 517</p> <p><b>School Oval</b> – an independent assessor has discovered a bug that is destroying the roots. We are now dealing with this issue.</p>	<p>Aaron Berghuber</p> <p>Rebecca Burns</p>	

		<p><b>Attendance</b> - Regular attendance rate has improved. Automatic email is sent to parents when there is an unexplained absence.</p> <p><b>Late Arrivals</b> – communication will be going out to parents explaining why they need to be in and settled by 8.30am.</p> <p><b>Funding</b> - No update as gateway has not be received yet.</p> <p><b>Yarn &amp; Feed</b> – this is on tomorrow night. All Board members are invited to attend.</p> <p><b>Walker Study Tour</b> -</p> <ul style="list-style-type: none"> <li>• These are run by Early Life Foundation. A group of teaching staff from other schools come and look at 3 classrooms - observing investigations, tuning in and refecton time.</li> <li>• The reason we run these is to keep up the fidelity of the program. We also receive free mentoring which helps our teachers.</li> <li>• We had very positive feedback today which was nice to hear.</li> <li>• Southern Grove has 7 accredited Walker Learning staff - 3 of these are accredited in leadership. It is a personal choice if you want accreditation. More staff will choose to do this in the future.</li> </ul>		
7:15 pm	Correspondence	Nil.	Aaron Berghuber	
7:15 pm	Who are we? Getting to know each other	Each Board member answered one of the questions below in an open discussion:	Aaron Berghuber	



		<ol style="list-style-type: none"> <li>1. Why did you choose to send your child to Southern Grove Primary School?</li> <li>2. Why did you choose to work at Southern Grove Primary School?</li> </ol> <p><b>Summary of comments:</b>  <b>For parents</b> - how Southern Grove views the whole child and the importance of play based learning to grow the child's social and emotional learning. The children get to be themselves and they are accepted and nurtured. Culture of the school.  <b>For staff</b> – how Southern Grove supports learning and future growth for all staff members. Staff have the same beliefs and want the same outcomes for the students which has built a strong, positive staff culture.</p>		
7.30pm	<b>Meet our Chaplain</b>	<p>Tina was introduced as the Southern Grove Chaplain. Tina gave an overview of her journey to become a chaplain and a</p> <ul style="list-style-type: none"> <li>• Tina loves the philosophy and DNA of Southern Grove and fully embodies everything Southern Grove believes in.</li> <li>• Tina's role at Southern Grove has developed from 1 day a week to 4 days. Tina is available for students, families and staff at Southern Grove.</li> <li>• Currently there are 15 ongoing 1 on 1 sessions over a week or fortnight.</li> </ul>	Tina Lowther	



		<ul style="list-style-type: none"> <li>• Main issues presenting are family relationships, anxiety, anger management and self-esteem. There is a notable increase in the complexity of issues since commencing at Southern Grove (and all schools) 4 years ago.</li> <li>• In the last 4 years there have been 1700 formal pastoral conversations at Southern Grove.</li> <li>• Emphasis of Play is the Way has allowed Tina to get a little deeper into conversation with students.</li> </ul> <p><b>Questions and Discussion:</b>            Aaron - Nice to put a face to the name.            Anni – appreciate that there is a ‘no preaching’ aspect to a Chaplain’s role at Government schools.            Bec / Melissa – Tina gets our school. She digs deep and children learn to own their behaviours. Willing to have difficult conversation in a beautiful, supportive manner. She is appreciated.</p>		
7:45 pm	<p><b>Our role as a Board</b>  <b>What skills / expertise do you bring to our Board?</b></p>	<p>The current skill set of all members was discussed to create a ‘skills matrix’. This can be useful when appointing new members and the skills they can bring to the Board.</p> <p>The responses were forwarded to Aaron. This will be discussed next meeting.</p>	Aaron Berghuber	Aaron Berghuber

8:00 pm	<p><b>Terms of Reference update</b></p>	<p>The following items from the Terms of Reference were discussed:</p> <p><b>10.4</b> The quorum for the purposes of a meeting will be six members, of who two must be parent members and two must be staff members.</p> <p><b>10.5</b> A decision of the Board does not have effect unless it has been made by an absolute majority.</p> <p><b>10.6</b> An absolute majority means a majority comprising enough of the members of the Board for their number to be more than 50% of the number of offices whether vacant or not pursuant to Regulation 119.</p> <p>With the above clauses in mind, do all members agree that if an emergency meeting needs to be held we will adhere to these, or do we wish to change the wording? All agreed wording does not need to be changed. These clauses can be adhered to as we have up to a week to hold an emergency meeting and members can attend via zoom if required.</p>	Aaron Berghuber	
8.05pm	<p><b>Other Business:</b></p> <p><b>Koora Waangkininy Boodja</b></p>	<p>This is a professional learning recently done by staff. Often referred to as the Blanket Ceremony. It was a heartfelt presentation.</p>	Bec Burns	

	<p>Stories of School Values being displayed in the school</p>	<p>We would like the Board, P&amp;C and possibly parents in our community the opportunity to attend this PL. All Board members were in agreeance if the time suited, they would like to attend.</p> <p><b>Discussion :</b>  <b>Bel</b> – Would we extend the opportunity to other educators in the community? Bec responded maybe if we don't get enough uptake from our community.  <b>Brett</b> - Extending this to parents could help build parent engagement and help them to understand cultural importance in our school.</p> <p>Southern Grove values:          Be brave          Be kind          Be polite          Be caring          Informal conversation ensued with examples of how these values have been displayed recently.</p>		
<p>8.20pm</p>	<p><b>Board Meeting Effectiveness Survey</b></p>	<p>Board Meeting Effectiveness Survey will not be done at the end of each meeting. This is not the best way to evaluate our meeting as often solutions are not discussed.</p> <p>Instead we will discuss:</p> <ul style="list-style-type: none"> <li>• Agenda items for next meeting?</li> </ul>	<p>Aaron Berghuber</p>	



		<ul style="list-style-type: none"> <li>Do we feel tonight's meeting was a good use of every-ones time?</li> </ul> <p><b>Discussion:</b>  <b>Janelle</b> – to understand skill sets and understand who is on our board is helpful going forward and should assist in clearer decision making.  <b>Bec</b> – As the school is now 7 years old, policies and processes need to be looked at so the Board have a deeper understanding on things like our Supporting Student Engagement Policy. This could be done in an interactive way, such as participating in a Play is the Way game.  <b>Bel</b> – Special guests coming in face to face (literacy co-ordinator, chaplain) is so important and allows greater knowledge to be shared with the rest of the community.  <b>Anni</b> – assessing the skills matrix is a great idea so we can see the skill gaps within our Board.  <b>Aaron</b> – the Board can be used in other areas that may not have been thought of. It would be great to discuss this at a future meeting.  <b>Tina</b> – getting to know each other creates trust and plays into the creative side of each other.</p>		
	Meeting closed at 8:25pm	In closing, Board members are encouraged to email or speak up if there are things you don't like or want changed. This can be done privately or at the meeting.	Aaron Berghuber	





Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Aaron Berghuber - Board Chair

