Meeting Opened at: 6:30pm

1.0 Present: Kerrie Slaymaker, Heidi Morgan, Alison Britt, Linda Attard, Lisa White, Ross Preston, Brian Hill, Anthony White, Michelene Ryan, Brian Reynolds, Helen Fraser

2.0 Apologies:

3.0 Minutes of Previous Meeting
Motion: To accept the minutes from June meeting as tabled.
Moved: K Slaymaker
Seconded: A Britt

4.0 Business Arising from Previous Meeting: n/a

5.0 Correspondence:
  5.1 Inwards: as tabled
  5.2 Outwards: as tabled

Motion: To accept the correspondence as tabled
Moved: L Attard
Seconded: H Morgan

6.0 Business Arising from Correspondence: n/a

7.0 Reports
  7.1 Executive Officer: as tabled
  7.2 President’s Report: n/a
  7.3 Parents’ Association:
   • Financial Balance - $16,532.74
   • Profit from the chocolate drive is now $697.58
   • Due to popular demand the Heather Brae fundraiser flyers will be sent home this week with deliveries to be made by the end of August
   • Father’s Day items are being ordered
   • Diane Davidson from PA has volunteered to assist with the Woolworths Earn and Learn program commencing on the 15/7/15
   • PA next meeting – 3rd August 2015.
  7.4 Education Committee:
   • Reports went home on the 25th June – the leadership team has reviewed the process, identifying both positive and negative aspects i.e. a positive was the administrative setting up of reports was time efficient / a negative was the inability to change formatting options, such as the font size.
   Staff, students and parents will also be given the opportunity to provide feedback on the report process.
   • Our continuous implementation of AIP improvement strategies has included;
     — The School Improvement Leaders presenting and discussing student data, identifying cohort levels of achievement for Reading, Writing and Number. Intervention practices (for each year level), were have also been discussed and evaluated.
— Staff continued to develop our *Guaranteed and Viable* numeracy curriculum by completing the school wide explicit vocabulary list for number and algebra.

- At the end of last term staff were involved in a wellbeing and recognition session to celebrated semester one and our achievements.
- Team planning for term 3 occurred in week 11, last term. As part of our strategy to build teacher capacity and knowledge to embed quality ICT pedagogy and practice, staff involved with the BYOD iPad Program (years 3, 4 and 5) were guided and supported by Phill Cristofaro – Consultant, 1:1 / eLearning Leader and Apple Distinguished Educator. Both staff and students will benefit greatly from Phill’s expertise.
- AIP improvement strategies for term 3 have been detailed in our meeting schedule, these include;
  - continuous monitoring of student growth; consistent monitoring of curriculum delivery and rigor across all year levels; developing a whole school approach to intervention; investigating and showcasing of best practice in embedding ICT in teaching and learning; monitoring of PLTs (Professional Learning Teams); investigating best practice for transition including class to class team to team pre-school to Foundation and Year 6 to Year 7 and developing an action plan for improving school connectedness with the school community.

7.5 Finance: as tabled

**RECOMMENDATIONS**

1. That the cash payment report for June 2015 be ratified and passed for payment
   
   **Moved:** B Hill  
   **Seconded:** M Ryan

2. That the balance sheet and operating statement for June 2015 be accepted.
   
   **Moved:** B Hill  
   **Seconded:** B Reynolds

3. The following actions are hereby submitted for approval by Westgrove Primary School Council:
   
   To endorse the following list of officers approved to sign official order forms:
   - Helen Fraser
   - Heidi Morgan
   - Kerrie Slaymaker
   - Brooke Barnes (where the officers above are unavailable)
   
   **Moved:** B Hill  
   **Seconded:** R Preston

   That Lila Gray shall be removed as signatory on all official bank documentation, and that Helen Fraser be added as signatory.
   
   **Moved:** B Hill  
   **Seconded:** M Ryan

7.6 Buildings and Grounds: n/a

7.7 Fundraising Committee: as tabled

7.8 Canteen: see Principal’s and Finance report

7.9 Student Leadership Group: n/a
Motion: To accept all of the reports
Moved: B Hill
Seconded: A White

8.0 General Business:
• Prep 2016 enrolments
  Currently almost 100 enrolments – in zone/ siblings out of zone. About 13 accepted as interim enrolments (out of zone). Information packs will be sent out to confirmed enrolments before the end of term.

• Incursion – Financial Literacy Commonwealth Bank involving Year 2, 3 and Year 5 (as tabled)
  Moved: H Morgan
  Seconded: A Britt

Meeting Closed at: 7:20pm

Next meeting: Tuesday 11th Aug, 2015 - 6:30pm