



# Buddina State School

Honour. Honesty. Pride.

	<b>Belonging</b> <i>Build strong relationships with students, parents and community so everyone can feel successful</i>	<b>Engagement</b> <i>Develop safe and supportive learning environments where students are engaged</i>	<b>Learning</b> <i>Implementation of the Australian Curriculum through the use of evidence-based strategies</i>
<b>Whole School Targets</b>	<ul style="list-style-type: none"> <li>✓ 95% SQS</li> <li>✓ 95% wellbeing survey (link to general capabilities)</li> </ul>	<ul style="list-style-type: none"> <li>✓ 93% Attendance</li> <li>✓ &lt; 3 Major incidents per week</li> </ul>	<ul style="list-style-type: none"> <li>✓ 98% A-C English</li> <li>✓ 65% A/B English</li> <li>✓ 100% NMS</li> <li>✓ 50% Upper 2 bands</li> </ul>
<b>Observable Behaviours</b>			
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Know the wants and needs of the community</li> <li>Self-reflection and emotional intelligence</li> <li>Understand your role as a leader</li> </ul>	<ul style="list-style-type: none"> <li>Know the school data and be able to disaggregate the data</li> <li>Collaboration skills where perspectives and assumptions are tested</li> <li>Commitment to valid data and informed shares</li> </ul>	<ul style="list-style-type: none"> <li>Active listening to staff</li> <li>Coaching - questioning and active listening</li> <li>Feedback - giving and receiving</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>Staff collaboration (share and value practices)</li> <li>Change Engagement (reflection of implemented strategies, ICT/IT, invitation to classrooms, Co-plan, co-teach)</li> <li>Know strategies for self-regulation and ask for help</li> <li>Identify friendship groups</li> </ul>	<ul style="list-style-type: none"> <li>Know and understand the needs of their learners</li> <li>Make adjustments for student learning and engagement (NCCO, IAA)</li> <li>Know and understand school expectations and processes</li> <li>Know how and where to go for help/support</li> </ul>	<ul style="list-style-type: none"> <li>Know the Australian Curriculum standards</li> <li>Implement evidence-based strategies linked to the needs of their students</li> <li>Feedback - giving and receiving</li> <li>Know what they are learning and why</li> <li>Articulate how they are going with their learning and their learning goal</li> <li>Feedback - giving and receiving</li> </ul>
<b>Students</b>			

## Parent Rep Meeting – 11 May 2023

Meeting:	Parent Representative Meeting		Meeting No for 2023:	3
Date:	Thursday 11 May	Time:	8.45am	
Chairperson:	Aleta			
In Attendance:	Aleta, Jennifer, Tatum, Aimee, Sharna, Ellie, Ines, Kate, Courtenay			
Apologies:	Sam, Gillian			
Minutes:	Courtenay			

Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
<b>Welcome and Apologies</b>	Allocation of Positions for the meeting (Chair, time keeper, minute taker, moderator)	Russell	
<b>Confirmation of Minutes from Previous Meeting</b>	<p>Eating Areas – cleaned and pressure cleaned</p> <p>Flexi Schools</p> <ul style="list-style-type: none"> <li>Qkr! looked at as option, some cons that ruled it out due to loss of feature / functionality</li> <li>Working group looking at consolidating payment / costs for purchasing tucksop items</li> </ul> <p>Main Event</p> <ul style="list-style-type: none"> <li>Purchase through Flexi schools – Russell to send out comms reminder</li> <li>May 26<sup>th</sup></li> </ul> <p>School packs/Booklist to be ordered centrally by school – cost saving to parents – Information/Survey out to parents → Josh to create</p> <p>Lawana Beach Project – Josh has emailed and contact away until 17<sup>th</sup> May – Parking, Crossing → Safety Issue</p>		
<b>Business Arising from the Minutes</b>	<ul style="list-style-type: none"> <li>Eating Areas – Cleaned in school holidays</li> </ul>		
<b>Commendations</b>	<ul style="list-style-type: none"> <li>Uniform Shop – thanks to Michelle – more communication re the uniform shop, donations and selling.</li> <li>Russell – parent comms when it's on. And donations</li> <li>Loving P&amp;C transparency and comms</li> <li>DaVinci Competition – well done to those students and their results</li> </ul>		
<b>AIP – Observable behaviours/ Why we meet?</b>	<ul style="list-style-type: none"> <li>Reading (Page 2) – Observable Behaviours of Annual Implementation Plan, Collated parent rep responses</li> <li>Areas of Belonging, Engagement and Learning – looking at the observable behaviours for leadership, staff and students – reflect – what is the purpose of parent rep</li> <li>Set 2 goals for the parent rep meeting – observable behaviours for parent reps (from collected responses)</li> </ul> <p>Actions</p> <ul style="list-style-type: none"> <li>How do the minutes get distributed – Parent Rep update sent post meeting</li> <li>Listen and bring issues to Parent Reps, minutes distributed to key stakeholders</li> <li>Goals: <ul style="list-style-type: none"> <li>Listen to and bring agenda items for discussion</li> <li>Communicate actions from the meeting to key stakeholders</li> </ul> </li> </ul>		
<b>Facilities Update</b>	<ul style="list-style-type: none"> <li>Senior Playground: works are progressing slowly. This is supposed to be finished by this week.</li> <li>Toilet Blocks: Amenities A is having a new roof installed. Project to commence week 4 of term 2 and be completed by end of June/July holidays.</li> <li>Oval – engaged Honeywill Consulting to Project Manage and put out to tender. This is due to commence in the September school holidays.</li> <li>Prep Shade structure – secured regional funding, school to contribute 10k - engaged Honeywill Consulting to Project Manage and put out to tender. This is due to be completed by end of financial year.</li> <li>Electrical Inspection conducted by Schools Officer. Numerous lights, security lights, switches etc being fixed this term.</li> <li>Corroded beam in the Year 1 covered area is being replaced. This should occur before the end of financial year</li> <li>New industrial roller door being replaced in the Hall</li> <li>Roofing audit has been conducted over the holidays. This will assist us in being eligible for future roofing projects that may come available within the Department</li> <li>BM continuing to log every trespasser, break in or suspicious activity with QPS to assist in the school getting a new fence funded by the Department.</li> </ul> <p>Actions</p> <ul style="list-style-type: none"> <li>Part of Oval out of action during resurfacing, logistics to be determined</li> </ul>		
<b>PBL</b>	<ul style="list-style-type: none"> <li>PBL Team Member (Craig Rutherford)</li> <li>Survey to be conducted with community, staff and parents (in process)</li> </ul>		

	<ul style="list-style-type: none"> <li>General Discussion - Driven by data, from schools, incidents, teachers. Delivery in a timely manner, less impact due to frequency i.e. not during lunch / playtime, Overall PBL intention is good, delivery questionable</li> </ul> <p>Action</p> <ul style="list-style-type: none"> <li>Wait on results from student/parent/staff survey</li> </ul>		
<b>Seating for prep area</b>	<ul style="list-style-type: none"> <li>Only area where parents are required to go to the class rooms to drop off and collect kids yet there is almost no seating available- pickup times can be a bit crowded especially on hot or wet days</li> </ul> <p>Actions</p> <ul style="list-style-type: none"> <li>P&amp;C to look into seating in prep area, logistics, location – could look at drop off / pick up area</li> </ul>		
<b>Shadowing for future leadership tasks</b>	<ul style="list-style-type: none"> <li>Term 4 can be a good opportunity for future leadership students to shadow on roles that are currently being done - hanging of flags, SRC roles and tasks etc</li> </ul> <p>ACTION</p> <ul style="list-style-type: none"> <li>Leadership shadowing – incorporate into Leadership camp before they choose school captain</li> </ul>		
<b>School fences</b>	<ul style="list-style-type: none"> <li>Especially the front – holes and quick fences</li> </ul> <p>ACTION</p> <ul style="list-style-type: none"> <li>BM continuing to log every trespasser, break in or suspicious activity with QPS to assist in the school getting a new fence funded by the Department.</li> <li>Encourage others to log trespassers at school – include URL</li> </ul>		
<b>Senior communication</b>	<ul style="list-style-type: none"> <li>Is there a way to improve/encourage better communication between the school and parents? Especially with Year 6s – to have a clear picture of what's happening, when and what we need to do to be prepared: camp, end of year dance, high school tests. Maybe a Buddina mobile app (thinking long term).</li> </ul> <p>ACTION</p> <ul style="list-style-type: none"> <li>Can we look at streamlining the comms, simplify how we communicate?</li> <li>Reminder out to parents on the formats – Russell to send formats of comms</li> </ul> <p>Invoicing being streamlined? Invoice for every single item may be cumbersome – ACTION remind parents to go to QParents for source of truth of invoices</p>		