**Belltrees Public School**

School Direction Committee Meeting Minutes

Date: 17th October, 2022

Attendance: Shane Roberts, Laura Bellamy, Ian Judd and Elizabeth Batterham

Apologies: Susanna Mason

The school direction committee is a forum to discuss school related activities in regards to compliance, planning and engagement practices.

Points for discussions:

1. School Activities and Recovery Update
	1. 95% recovered from the vandalism incident, awaiting on furniture delivery and cabinetry completion.
	2. We are a finalist in Banksia Awards 25th October.
	3. Finalist in Tidy Towns awards 5th November in Singleton. The organisation has requested students attend.
	4. Canberra Excursion 14th to 18th November.
	5. Stewart House begins next week for 2 weeks. Yr 6 attending.
	6. Mr Annan has decided he is retiring at the end of the year.
	7. Administration time was reduced at the beginning of term 3 from 5 days per week to 2.5 days per week. The school has funded the extra hours up to the present day but we are unsure for how long we are able to continue this.
2. New Communication Strategy
	1. Sentral Parent App will become the one source of parent information from the school from the beginning of next year. Information will be duplicated in email and print format for Term 4 only.
	2. Parent information pack for each family is being sent home tomorrow. It includes information and instructions for the Sentral Parent App.
	3. Parents will receive the Belltrees Business and Belltrees Bulletin through the app. The school calendar and a make a payment link can also be found in the app. Parents will be able to notify the school of student absences and we are working on putting permission notes in the app in the future. School reminders will also be put in the app.
3. Semester 1 Report Review
	1. The school changed student academic reporting this year. After some problems with the set up of the reports we are happy with the new software.
	2. Sentral provides the framework for this new report, providing teachers with a simpler and more streamlined structure.
	3. We would appreciate feedback from parents.
4. School Assessment Procedures
	1. The school uses Progressive Attainment Testing (PAT) tests at the beginning, middle and end of each year to monitor the progress of students.
	2. The Department of Education (DoE) provides data from NAPLAN and school check in assessments.
	3. ICAS assessment tests and Newcastle Permanent Maths tests are external tests the school uses each year to gauge student progress.
	4. Formative assessments provide a quick snap shot based on the content they are learning about. These include reading running records and in class quizzes are also used to help teachers plan where they are going and how the student has progressed.
	5. All of these assessments contribute to the formation of students individual learning plans.
5. Workplace Health and Safety (WHS) and Emergency Management Plans
	1. The schools Emergency Management plan is reviewed and updated annually in consultation with our WHS consultant.
	2. Bushfire plan is reviewed and updated annually in consultation with our WHS consultant.
	3. These plans are tested regularly through evacuation drills, lockdown drills and even offsite drills to ensure our planning would work in an emergency.
	4. These documents are provided to Belltrees Public School Parents & Citizens Association for their information.
	5. Risk assessments are completed for all school activities including, paddock, garden, sports and excursions. Part of a risk assessment is based on the documents parents return to school. These include updates of student details each semester and permission notes to participate in activities. We ask parents to provide as much information as possible if their child has a medical condition or is taking medication.
	6. All changes to health care and medical plans should be communicated to the school as soon as possible so we can ensure our planning is as thorough as possible.

Thank you for attending our first school direction committee meeting. The next meeting will be Monday 28th November to discuss procedural things for 2023. Agenda will be distributed in week 6.

Meeting closed 3.37pm