

Staff Meeting Agenda/Minutes



Murputja Anangu School

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| Business Unit: | Murputja Anangu School | Date of meeting: | 04/05/2021 | Wk2 – T2 |
| Chair: | Mat Charleston | Minutes: | Mat Charleston | |

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| Attendees | Mat Charleston, Astrid Reavley, Shelly Shell, Adam Hodgson, Anthony Weissgerber |
| Apologies | |

Actions from previous meetings

| Name | Action |
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| | NA |
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Agenda/Minutes

| Name: | Standing Items: |
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| Mat Charleston | <p>WHS Items/issues:</p> <ul style="list-style-type: none"> Chemical storage – Staff asked ‘round-up’ any chemical products and to store in locked cupboard in hallway so that children are unable to access. Any items stored on top of cupboards to be removed and either binned or stored below shoulder height. Staff asked to de-clutter the classrooms as much as possible to minimise hazards – Mat will use the trailer and do a ‘dump-run’ this Sunday Staff BBQ Breakfast – would staff like me to prepare a bacon & eggs BBQ Breakfast. Friday, week 4. <p>PAC Items/Issues:</p> <ul style="list-style-type: none"> Permanent JP/Primary position has been put up in VSP and should be advertised next week. Staff reminded to regularly check for the release of advertised positions. |
| Name: | General Business: |
| Mat Charleston | <ul style="list-style-type: none"> AEDC Data Collection <p>Key Dates:</p> <p>19 March 2021 – Principals, please activate your school in the data collection system.</p> <p>6 April 2021 – Teachers register in the data collection system and complete training.</p> <p>27 April 2021 – School coordinators create class lists ready for the collection to start.</p> <p>3 May 2021 – Teachers start data collection. School coordinators submit invoice when all teachers finish data collection.</p> <p>2 July 2021 – Deadline to complete data collection.</p> <p>17 September 2021 – Deadline to submit teacher relief invoi</p> <ul style="list-style-type: none"> Classroom Organisation – Thank you for the efforts in organising learning spaces. Important to continue to declutter spaces as much as possible and ensure classrooms are organised, inviting and safe. |

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| | <ul style="list-style-type: none"> • Storage - Built in cupboards have been ordered for installation ASAP which will help. Please use spare time continuing to 'go through' and keep/chuck as required. Trailer needed to dump items. • Ear Health Checks – Monday • Classroom Routines – Staff are asked to consider classroom routines and to invest time in developing routines and then creating the visuals to support. This will be discussed further in PDP discussions. • Berry Street Training – Please note the follow information in preparation for our Berry Street training session.: The session will be held : Day 1 - Tuesday 22 June – Body Day 2 – Wednesday 23 June – Relationships @ Double Tree by Hilton - Alice Springs. Sessions run from 9am – 4pm (usually finish at 3-3:30 but given the additional talking time for tables it might be closer to 4pm). A light breakfast will be served from 8am. Morning tea and lunch is also provided. • Events Calendar – What annual events are there that need to be documented in the planner • Staff Bulletin – Staff are reminded to check the staff bulletin each weekend (usually Sunday). |
| Mat Charleston | <p>SIP Review Process – Staff engaged in a review of the existing Site Improvement Plan.</p> |
| | <ul style="list-style-type: none"> • 100 Day Plan – Staff engaged in a discussion regarding: What's working well / What are the challenges / What are the opportunities. Mat will then use this discussion to inform the development of a 100 Day Action Plan, with a draft to be shared at next week's staff meeting. |
| | <p>Meeting Closed: 5:20pm</p> |