

# Staff Meeting Minutes



## Murputja Anangu School

<b>School:</b>	Murputja Anangu School	<b>Date of meeting:</b>	08/06/2021	Wk7 – T2
<b>Chair:</b>	Anthony	<b>Minutes:</b>	Adam	Mat Charleston

<b>Attendees:</b>	Mat Charleston, Astrid Reavley, Shelly Shell, Adam Hodgson, Anthony Weissgerber
<b>Apologies:</b>	NA

## Actions from previous meetings

Name:	Action
Mat Charleston	<b>Statement of Purpose</b> – Statement of Purpose tabled for final approval.
Mat Charleston	<b>Daily Debrief Process</b> – Mat thanked everyone for their engagement in this process and sought feedback... and also discussed the concept of how the debrief process can support report writing and the concept of Learning Portfolios for students.

## Agenda/Minutes

Name:	Standing Items:
Mat Charleston	<p><b>WHS Items/issues:</b></p> <ul style="list-style-type: none"> <li>• <b>Any WHS issues?</b> – Anthony raised the potential hazard to fingers in the sports box on the basketball court. Mat will arrange a wheelie bin for sports equipment until a solution can be found to eliminate the hazard.</li> <li>•</li> <li>• <b>EAP</b> - Staff reminded of EAP Service with contact details to be included in the weekly bulletin. Corporate Health Group: 1800 870 147, ACCESS: 1300 66 77 00, Benestar: 1300 360 364</li> </ul> <p><b>PAC Items/Issues:</b></p> <ul style="list-style-type: none"> <li>• Panel to met on Friday 04/06/2021 to commence the panel process. The panel is on track to be finalised by the end of week 10, T2.</li> </ul>
Name:	General Business:
Mat Charleston	<ul style="list-style-type: none"> <li>• <b>Staff Induction/Handbook tab added to Bulletin</b> – This will be expanded as the year progresses in readiness for 2022 staff induction processes.</li> <li>• <b>Berry Street Training</b> – as mentioned in bulletin the Berry Street training has been postponed due to COVID-19 outbreak in Melbourne. Arrangements being sought for an alternative date/venue.</li> <li>• <b>Ernabella Dance Planning Discussion</b> – Dance company has been employed to support with Ernabella Dance preparation</li> <li>• <b>Running Records Assessment Training</b> – Shelly to provide RR training session at the end of tonight's staff meeting.</li> <li>• <b>Staff Bulletin</b> – Mat sought feedback re the weekly staff bulletin.</li> </ul>
Name:	Site Improvement Agenda
Mat Charleston	<ul style="list-style-type: none"> <li>• <b>Statement of Purpose</b> - Mat finalised facilitating a process of refining our succinct statement of purpose... Staff opted for our Statement of Purpose to be...</li> </ul>

	<p><i>“Broadening pathways through high quality teaching of literacy and numeracy”.</i></p> <ul style="list-style-type: none"> <li>• <b>Vision Statement</b> - Mat facilitated a discussion starting the development of a Vision of Education at Murputja Anangu School. Mat shared an outline of his vision and asked that staff provide written feedback by end of the week. No written feedback presented. Mat facilitated a discussion seeking feedback.</li> <li>• <b>Reading Intervention Room</b> – Mat expanded on the concept of the ‘reading intervention room’, it’s purpose and how he imagines it will operate in supporting the assessment of new students, reading intervention and the ongoing monitoring of students’ reading progress.</li> <li>• <b>IT Update</b> – Adam and Bianca have set up our photocopier so that you are able to scan documents which will be emailed directly to your email address. A Google Chrome dongle will also be purchased which will enable all rooms to have internet/TV access.</li> <li>• <b>Report Writing</b> – Staff discussion re report writing arrangements.</li> </ul>
<b>Name:</b>	<b>AOB</b>
	<ul style="list-style-type: none"> <li>• Shelly facilitated Running Records PD and also shared how to access Reading Eggs accounts.</li> <li>• Cadbury Awards - Mat proposed a weekly ‘Cadbury Award’ process as part of staff meeting with the award to commence at staff meeting in week 8.</li> </ul>
	<b>Meeting Closed: 5:10pm</b>