

Staff Meeting Minutes



Murputja Anangu School

School:	Murputja Anangu School	Date of meeting:	18/05/2021	Wk5 – T2
Chair:	Shelly Schell	Minutes:	Mat Charleston	

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

Actions from previous meetings

Name:	Action
Mat Charleston	Follow-Up of Purpose Discussion from last week's meeting

Agenda/Minutes

Name:	Standing Items:
Mat Charleston	<p>WHS Items/issues:</p> <ul style="list-style-type: none"> WHS Safety Inspections of indoor areas and vehicles – Mat thanked staff for completing the WHS Safety Inspections of indoor areas and vehicles (not their own classroom). <p>The inspections highlighted only a few minor issues which will be addressed asap. The issues to be addressed are:</p> <ul style="list-style-type: none"> blinds required on north facing windows work station assessments required by staff regularly working on computers powerboards with individual on/off switches and overload protection step ladders for library The trip hazard identified in the sports shed has been addressed with Fluro yellow paint to highlight the trip hazard EAP - 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 <p>PAC Items/Issues:</p> <ul style="list-style-type: none"> NA
Name:	General Business:
Mat Charleston	<ul style="list-style-type: none"> Staff Induction/Handbook tab added to Bulletin - You will have noticed that a new ' Staff Induction/Handbook' tab has been added to the staff bulletin. This tab will serve as a permanent resource for staff to Murputja Anangu School. The resource will be built over the coming months so that new (and existing) staff are able to easily access the necessary induction material as they join the Murputja Anangu School community. This will support the induction of new staff, but will also serve as our electronic staff handbook. Classroom Organisation – The stationery orders and furniture orders have been. Please continue to consider resources which will help make your classrooms more functional as learning spaces. Berry Street Training – Accommodation for conference has been booked and then cancelled. We are currently in the process of sourcing more appropriate accommodation.

	<ul style="list-style-type: none"> • Ernabella Dance Planning Discussion – Staff identified the key tasks required in preparation for the Ernabella Dance. • Support at Pip – Thank you for supporting with staffing at Pip during the week. This is great to have staff willing to support across other sites!
Name:	Site Improvement
Mat Charleston	<ul style="list-style-type: none"> • Collective Purpose - Mat continued facilitating a process unpacking our 'Collective Purpose' as educators at MAS. Mat will develop a couple of draft proposals for staff to finalise a purpose statement at next week's staff meeting. • Staff Norms – Mat 'carried over' a discussion inviting staff to identify some shared staff norms which will inform the development of a Whole-School Agreed Staff Norms to next week's staff meeting. • External Review – Site External Review has been scheduled for week 7, T3. • Whole School Positive Behaviour Process – Shelly has kindly taken on the lead of this work and briefly outlined a proposal with staff. This work will be progressed and presented to staff in coming days. • LAB Daily Debrief Process – Mat shared a draft LAB Daily Debrief Process with staff where staff facilitate a review process of the day unpacking students' learning, attendance and behaviour. Staff agreed to trial the process until the end of T2 with a review to be held in the week 10 staff meeting.
Name:	AOB
Mat	<ul style="list-style-type: none"> • Decodables to be ordered to support reading/reading intervention. • Shelly has been invited to trial the use of the Reading Eggs App with a view to its use across the school.
	Meeting Closed: 5:10pm