

Staff Meeting Minutes



Murputja Anangu School

School:	Murputja Anangu School	Date of meeting:	08/06/2021	Wk8 – T2
Chair:	Anthony	Minutes: Adam	Mat Charleston	

Attendees:	Mat Charleston, Astrid Reavley, Shelly Shell, Adam Hodgson, Anthony Weissgerber
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Actions from previous meetings

Name:	Action
Mat Charleston	Statement of Purpose – Statement of Purpose tabled for final approval.
Mat Charleston	<ul style="list-style-type: none"> Timetables – Mat had discussed the idea of documenting individual timetables for both individual teachers, Principal and a whole-school timetable. Each teacher had been asked last week to commence planning for their weekly timetable. Each class is to schedule a 50 minute morning literacy block and 50 minute morning numeracy block. With 'all staff' on deck in the mornings to support with the literacy/numeracy blocks and targeted reading intervention. The intention is for each teacher to have a detailed weekly timetable which will be used to inform the planning at individual class and whole school level. Mat will follow this work up with Anthony during the week.

Agenda/Minutes

Name:	Standing Items:
Mat Charleston	<p>WHS Items/issues:</p> <ul style="list-style-type: none"> Cadbury Award – Mat thanked everyone for engaging with the idea of a weekly 'Cadbury Award' at staff meetings to recognise the wonderful things 'little things' that people do without necessarily being asked. The inaugural winner of the weekly Cadbury Award is Shelly!! Any WHS issues? – 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. The TV in Shelly's room is to be wall mounted to eliminate the potential of it being pulled over on to others. 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"> The panel is on track to be finalised by the end of week 10, T2.
Name:	General Business:
Mat Charleston	<ul style="list-style-type: none"> Report Writing – Staff discussion re report writing arrangements and identified students requiring an end of term report. Staff required to have reports to Mat by end of week 8. Semester 2 Report Writing – Mat proposed the idea of each student having a 'learning portfolio' as part of their ongoing assessment and to address the issues of transiency. Mat suggested the use of an A3 document wallet where teachers regularly (frequency to be determined) insert photocopied work samples with a standard explanation of the task, learning intention and teacher comment regarding the student's demonstrated level of achievement etc. This would then be distributed at report writing time for all students in attendance at the time of report being sent home. Even if students had only attended a limited number of days we would be able to show a number of work samples/evidence. Work samples could be as simple as photos of the students engaging in the learning and/or copies of their work. Mat also emphasised that the daily debrief notes should be written in a way that can easily be incorporated into the end of semester reports. Roll Books – Staff were reminded to keep their roll books up-to-date in readiness for the end of term. Roll books are a legal document and we can be called to court

Name:	Site Improvement Agenda
Mat Charleston	<ul style="list-style-type: none"> • Walk Throughs – Mat thanked everyone for their support of the ‘walk through’ process. The intention is that Mat will endeavour to conduct walk throughs and provide written feedback on a weekly basis. This is to be considered a supportive process with Mat looking to be as positive as possible in his feedback and provide an ‘additional pair of eyes, to provide questions which might challenge your thinking/practice. Classroom walls should reflect what you are currently teaching and what the students are learning. ‘What do your classroom walls say about your teaching/learning?’ <i>Importantly, from day 1 of next term I would like/expect anyone to be able to walk into each classroom and instantly know what you are teaching and what the students are learning.</i> • End of Term Preparation for T3. – Mat discussed with staff requirements for prior to departing at the end of T2 and prior to the start of T3. <ul style="list-style-type: none"> Prior to departing at the end of T2: (Friday afternoon routine) <ul style="list-style-type: none"> • Have classroom, tables & benchtops completely cleaned (with Gumption) • Floors vacuumed/mopped (including under/behind furniture where practical) • Whiteboards/screens cleaned • Furniture setup ready for day 1 • Stationery sets sorted/restocked • Bins emptied • Clutter eliminated • Random bits’n’pieces binned • Class library updated • Displays updated to indicate ‘the learning ahead’ ie this term we will be learning about...’ Prior to the start of Term 3 <ul style="list-style-type: none"> • Teaching programme for weeks 1-5 in literacy/ numeracy (with weekly learning intentions) • Teaching programme for weeks 6-10 in literacy/numeracy (with weekly learning intentions) • Whole-School cross curricular thematic unit plan for weeks 1-5 • Whole-School cross curricular thematic unit plan for weeks 6-10
Name:	AOB
	Meeting Closed: 5:10pm