

# Staff Meeting Minutes



## Murputja Anangu School

<b>School:</b>	Murputja Anangu School	<b>Date of meeting:</b>	11/05/2021	Wk3 – T2
<b>Chair:</b>	Anthony Weissgerber	<b>Minutes:</b>	Mat Charleston	

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

### Actions from previous meetings

Name:	Action
Mat Charleston	DRAFT 100 Day Plan presented following-up from last week's staff discussion
Mat Charleston	Implications for SIP following from last week's 'Traffic Light' process

### Agenda/Minutes

Name:	Standing Items:
Mat Charleston	<p><b>WHS Items/issues:</b></p> <ul style="list-style-type: none"> <li><b>Chemical storage</b> – Staff reminded to 'round-up' any chemical products and to store in locked cupboard in hallway so that children are unable to access.</li> <li><b>De-cluttering</b> - Thank you all so much for the amazing work in cleaning our and reorganising the school... what a fantastic job!</li> <li><b>Staff Dinner</b> – Monday Wk 8 Public Holiday Pub Dinner?</li> <li><b>Staff BBQ Breakfast</b> – of bacon &amp; eggs BBQ Breakfast to be on Friday, week 4.</li> <li><b>WHS Safety Audit of classroom.</b> Mat will distribute the WHS Safety Audit paperwork next week in readiness for audit in week 5.</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 Human Psychology: 1300 277 924 Benestar: 1300 360 364 <a href="http://www.edi.sa.edu.au/EAP">www.edi.sa.edu.au/EAP</a></li> </ul> <p><b>PAC Items/Issues:</b></p> <ul style="list-style-type: none"> <li>Permanent JP/Primary position have been advertised. Staff reminded to regularly check for the release of advertised positions.</li> <li>Librarian – Mat would like to investigate options regarding the employment of an SSO/Librarian to progress the work of reorganising the library</li> </ul>
Name:	General Business:
Mat Charleston	<ul style="list-style-type: none"> <li><b>Leaders' Days</b> - Mat at leaders' days Thursday-Friday with Shelly 'stepping-up' as required.</li> <li><b>Classroom Organisation</b> – 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.</li> <li><b>Ear Health Checks</b> – Tuesday week 3</li> <li><b>Laminator</b> – A large laminator has been purchased for the school. This will enable us to laminate large items. It is important that we have these resources at our disposal so that we can create an enticing, and engaging learning environment. Taking pride in classroom learning environment is an essential aspect of the teacher's role. If teachers do not show pride and set the expectations, how can we expect students to</li> </ul>

	<p>show greater pride in 'their classroom'? This has to be modelled... high expectations. If you ignore it you are accepting it!</p> <ul style="list-style-type: none"> <li>• <b>School Library Audit/Clean-out</b> - Thomas &amp; Mat have commenced the cleanout of the library. There are a huge amount of books/resources which will need to be sorted/re-shelved or culled.</li> <li>• <b>Events Calendar</b> – What annual events are there that need to be documented in the planner</li> <li>• <b>Staff Bulletin</b> – Staff are reminded to check the staff bulletin each weekend (usually Sunday).</li> <li>• <b>Mandatory Notification Refresher Session</b> – Thank you to everyone for your active participation in last weeks' Mandatory Notification Refresher Session. It is important that as 'Mandatory Notifiers' we are all aware of our legal requirements in relation to reporting suspected abuse.</li> </ul>
<b>Name:</b>	<b>Site Improvement</b>
Mat Charleston	<ul style="list-style-type: none"> <li>• <b>DRAFT 100 Day Plan Sharing/Feedback Process</b></li> <li>• <b>DRAFT Revised 2021 SIP Sharing/Feedback Process</b></li> <li>• <b>Whole School Positive Behaviour Process</b> – Is there someone who would like the opportunity to work with me, but lead this work?</li> <li>• <b>Share PDP documentation/process with staff</b></li> </ul>
<b>Name:</b>	<b>AOB</b>
	<b>Meeting Closed: 5:20pm</b>