



## Theodore Primary School Board Meeting Minutes – 22 February 2024

**Attendance** Nathan Pepper, Monique Little, Emma Peel, Alison Yialeglou, Sue Farrelly & Rose Rodriguez (Minutes)

**Apologies** Charisse Enrique, Vicki Hunt, Jacinta Margaronis

**Meeting Opened** 3.40pm

**Student Parliament** Nil

**Minutes of Previous Meeting** 7 December 2023

**Passed** Monique Little                      **Second** Emma Peel

### Business Arising

**Open Action Discussion** School Electronic Sign Process, neighbour notification

**Action/Office Update** Followup works commence

**Notice Board Chair** Monique Little resigning as Board Chair. Nominations commence week 5 for a two-week duration before appointment new parent member.

### Finance

#### Month Ending January 2024

Operating Results	(\$56,762,45)
GST & OTHER Liabilities	\$1,456.53
Reserves	(\$159,000.00)
Provisions	(\$62,150,71)
Accumulated Funds	(\$289,041.16)
Total summary accounts	(\$568,410.85)
Bank account	\$568,410.85

**Launch of Parent Portal** Parent Portal will be launching to all ACT Gov schools during 2024. One stop portal for families to access, direct payment to invoices, Newsletter, Interviews, and communication. The initial access will require Access Canberra digital account. Selina Hutchins will be driving the launch for Theodore Primary School and will provide families with drop-in session support for logon access.

**Library upgrade** Approach CIT for students studying Interior design who would take on the Library upgrade as a project as part of their studies.

**Buddy Chairs** Approach student Parliament – Sustainability with 'LIDS4kid' fundraising sustainable seat worth \$900.

**Subscription SeeSaw** Continued communication between community and school. Decision made to continue with Seesaw subscription for 2024. Budget subscription will be \$3000 over. Budget adjustments to be made on receiving actual SRA 2024. It was suggested that worksheets be included for students who don't access seesaw. Revisit expectations of homework.

**School Compliance 2023** Board members provided with a copy of outcome of 2023 Compliance report.

**Progress on steps identified last report** 'School advertised for a language teacher in the teacher round. This position currently remains unfilled.'

**Discussion** Approach external language providers one day workshops, ANU students.

**Passed** Sue Farrelly                      **Second** Emma Peel

**Teachers Report** Nil





## Principal report

### Student-Centred School Improvement

#### Priority 1: Improve growth in spelling for all students

This year we have commenced our new School Improvement Plan for the period of 2024- 2028. A key difference from the previous plan is that in 2024 we will have one specific focus on spelling. It is important to note that whilst spelling is our narrow focus, our work across all areas always continues. We have acknowledged this work as our 'business as usual.'

The leadership team and teaching staff have analysed a range of data including NAPLAN, at the national level and school-based data, including student writing samples which have pointed us in the direction of spelling being an area of need at the school. Pursuing spelling also provides a natural progression from the reading focus the school has had over the past 5 years. This is supported by research which highlights the correlation between a student's spelling and reading ability. Through a focus on spelling our vision is that students will:

- Have a range of **spelling strategies** that they can apply and use independently.
- Experience a **consistent approach** to spelling instruction throughout their years of schooling as outlined in the *Theodore Pedagogical Belief Statement* and schoolwide use of spelling strategies and metalanguage.
- Experience success by working towards **challenging yet achievable personalised learning goals** and receive ongoing specific feedback to further improve their learning.
- Will benefit from Professional Learning Teams (PLTs) that are designed to analyse, discuss and use **student learning data** to inform future learning in spelling.

The main actions we are taking in 2024 include:

- Development of a coherent and sequenced **curriculum** plan for spelling across the school
- Collaboratively develop a whole-school approach to teaching spelling, including an agreed approach to **pedagogy**.
- Collaboratively develop a shared understanding of **differentiated** teaching and learning.

To carry out this work all staff are part of a 'strategic team' focused on either curriculum or pedagogy. Additionally, all teaching teams are commencing 'mini action plans' which focus on targeting student needs in their cohort with a focus on implementing specific teaching strategies over a period of five weeks.

### Grants, resourcing and other opportunities

#### Inclusion Coach- Meg Signor

In 2024 Theodore has been successful in our Expression of Interest to receive an 'Inclusion Coach'. The inclusion coach is a trial initiative by the ACT Government to improve inclusive practices across ACT Public Schools. The Tuggeranong Network has been selected to trial this model, with the view to testing this model and expanding across the ACT. Our school will welcome Meg Signor as our Inclusion Coach. Meg will work with staff across the school in building practice to meet the needs of all students.

#### Wellbeing Grant

In 2023 Theodore received a grant for approximately \$22 000 to support the continuation of wellbeing programs at the school. In 2024 we are using these funds to support having two Youth Support Workers on staff to deliver wellbeing programs in the form of small group learning and alternate programs.





# THEODORE PRIMARY SCHOOL



*'A great place to grow up'*

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## UC Affiliated School Program

This year we have commenced our partnership with the University of Canberra as an Affiliated School. To begin this partnership, we are hosting twenty preservice teachers once a week as part of a teaching clinic program. University students are delivering a literacy program to our year 5/6 cohort. This is beneficial to our 5/6 teaching team as they have the opportunity to observe and provide feedback to the university students, which in turn further develops their understanding of good teaching practices. We intend to work with the university in 2025 on an action research project to measure the impact on student learning in spelling.

## Cultural Integrity

We have commenced a partnership with Eddie Longford, an Aboriginal artist, to work with students to develop a design for Theodore. The design will incorporate features unique to Theodore, including the colours, symbols and other imagery. As this is a digital design we will be able to use it on things like our newsletter, Facebook, letterheads and other environmental features.

Thank you

Finally, I would like to formally acknowledge and thank Monique Little for serving as Board Chair for the past 12 months. Theodore Primary School have been well served by a Board Chair who champions for excellent outcomes for the community. I am personally very grateful to have had such a open, trusting and rigorous relationship with Monique which has grown me a leader of our school.

Yours sincerely

Nathan Pepper

Principal- Theodore Primary School



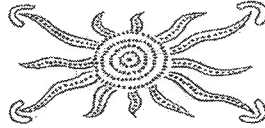
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## General Business

### Working Bee

P&C, community members, students, and Teachers all came together on Saturday 17 February for a working bee. More than 30 people supported working on Bike maintenance, the Bike Track, and gardens. The success of the morning was celebrated and all came together for a sausage sizzle BBQ.

### School Board meetings 2024

Term 1	Week 4	22 Feb
Term 1	Week 8	21 March
Term 2	Week 4	23 May
Term 2	Week 8	20 June
Term 3	Week 4	15 August
Term 3	Week 8	12 September
Term 4	Week 4	7 November
Term 4	Week 8	5 December

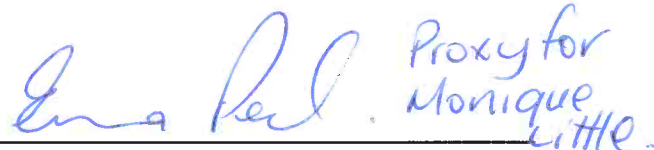
Meeting Closed

4.55pm



Principal Nathan Pepper

Date : 21/3/24



Proxy for  
Monique  
Little

School Board Chair Monique Little

Date : 21/3/24

