

FORRESTDALE SOUTH EAST PRIMARY SCHOOL
(planning name)
PILOT GROUP

Minutes of Meeting No. 1 / 2021 - Tuesday 16th February 2021

1.0

Welcome and apologies

Present: Yogesh Dalavi, Shweta Jain, Erin Parry, Greer Parry, Hannah Carson, Pippa Casey, Glen Seiler, Ancil Kappen, Christine Dyson, Monika Sagi, Ashleigh Currie, Aaron Chaplin.

Apologies: Maria Kuriakose, Chantal Tysoe

2.0

The Pilot Code

• **What's this group all about?**

- Start with why – the Pilot Group responded to the question – why are we here? – both as personal motivation for joining the group, and the purpose of the Pilot Group generally.
- Each member contributed a number of responses which were grouped. Three key themes emerged: Children, Contribution, Community. The various statements will be distilled into an overarching statement of purpose for the Pilot Group.

• **How will we work together?**

- Members of the Pilot Group contributed their expectations of how the group will work to be inclusive, productive and purposeful. A Pilot member worked on advice from the group to cluster expectations into themes. Strong themes of respect, collaboration, purpose and open-mindedness. These themes have been developed into meeting norms to guide Pilot Group meetings.

3.0

Starting Point

- The Pilot Group received a brief overview of the early progress in establishing the school:

I. Building plans

The Pilot Group were provided a copy of the Architectural Masterplan which shows the layout of the buildings on the school site. This plan has been added to the school website for community use. Building has commenced and is on schedule. The slab and initial steel framework of the Administration Block is taking shape, and the footings for the Early Childhood Block should be poured this week. Future meetings will involve a site tour of North Harrisdale Primary School which is very similar in design to Forrestdale South East (planning name).

II. Enrolment enquiries and process

Enrolment is a two-stage process. Applications for enrolment will be invited, and can be made through the online forms, or in person. Offers of placement will only be made from early in Term Three, once key personnel are in place, and we reconcile Kindergarten intake with other local schools. The Local Intake Area has been gazetted and the map and information is on the school and Department of Education websites.

III. Prospectus documents

The Pilot Group were provided an electronic copy of the school prospectus one week prior to the meeting for review and feedback. The purpose of this document is as an initial information package about the general directions where we may be headed. As the year progresses, and more aspects of school personnel, consultation, community input and of course our students have involvement, this will evolve into a full branded and revised document, reflecting the school we've created together. A prospective staff document has also been developed along similar lines.

IV. Website

A Forrestdale South East Primary School (planning name) website is waiting to launch, giving the school a digital home in our planning stages. The website will house information about the school, building

FORRESTDALE SOUTH EAST

PRIMARY SCHOOL
(planning name)

www.forrestdaleseps.wa.edu.au
e: forrestdalese.ps@education.wa.edu.au
t: 0476 077 631

progress, news and updates, as well as community engagement and enrolment information. The website will be updated regularly. When the school ultimately transitions to its new name, uniform, colours and logo, there will be a website relaunch, much later in the year.

Motion: *The Forrestdale South East Primary School (planning name) Pilot Group approve publication of the Prospectus and the school website going live.*

CARRIED UNANIMOUSLY

4.0

What makes a good school?

The Pilot Group considered and contributed input into what a good school (and therefore our school) would look like, sound like and feel like. Responses will be collated for further consultation.

5.0

FAQs

The Pilot Group generated questions that they as community representatives may have, or anticipate may come from our community. This will inform the development of information for our community, as we identify key areas for consideration.

Initial common themes:

- Outside School Hours Care
- Parking / Traffic Management / Safety
- Start and finish times (school day)
- Local intake area and outside LIA enrolment applications
- Teaching and learning approach
- Our inclusivity focus / Education Support
- Which Language Other Than English will be provided?

These will be added to our FAQs on the website. Parents and community members are encouraged to ask questions on Facebook, or through our enquiries channels and we will keep updating the information.

6.0

Future meeting dates and times

- The Pilot Group members present discussed the timing and scheduling of our meetings. Initially, we will meet monthly, with the flexibility to meet more frequently as required.
- The day identified as best suiting the majority of members was **Wednesdays**.
- The start time for meetings will be **5.00pm**.
- Meeting duration will be from one hour up to no more than one and a half hours.

7.0

Meeting Close

There being no further business, Aaron thanked all members of the Pilot Group for their attendance and declared the meeting closed at 5.50pm.

8.0

Next Meeting

Wednesday 17th March 2021, 5pm, North Harrisdale Primary School.