



Minimbah Preschool, Primary School Aboriginal Corporation.  
1-15 Galloway St, Armidale NSW 2350.

**Ph:** 0267724853      **Fax** 67722040      **ABN:** 92326504029  
[jennyb@minimbah.nsw.edu.au](mailto:jennyb@minimbah.nsw.edu.au)      [www.minimbah.net](http://www.minimbah.net)

**23<sup>rd</sup> April 2021**

To the NESAB Board,

I would like to respond to the concerns that were raised during the inspection held on Tuesday, 23<sup>rd</sup> March 2021.

The areas to address were identified by the inspectors as follows:

1. **Staff (section 3.2 of the Manual)**
2. **Primary Curriculum (section 3.3.1 of the Manual)**
3. **Safe and supportive environment – child protection (section 3.6.1 of the Manual)**
4. **Safe and supportive environment – student welfare (section 3.6.2 of the Manual)**
5. **Attendance (section 3.8 of the Manual)**

The plan and timeline are as follows:

### TIMELINE

NESA CONCERN	ACTION	BY WHOM	EXPECTED COMPLETION DATE
1. Staff (section 3.2 of the Manual)	1. All staff undergo Professional Learning including at staff meetings held weekly on Friday mornings. A professional learning Application Form will be developed.	Jenny Brown	Ongoing
	2. A register of Professional Learning is kept on the school server and updated by the principal. (See attached). Professional Learning is also registered on ETAMS.	Jenny Brown	28/04/2021
	3. Angela Tippett has been appointed as Instructional Leader – This involves lesson observations and feedback for other teachers during Literacy and Numeracy sessions.	Jenny Brown	Ongoing
	4. The principal will conduct walk throughs to observe teaching and learning and gives feedback both formally and informally.	Angela Tippett	Ongoing
	5. A Professional Learning Policy has been drafted and will be developed further in collaboration with teaching staff.	Jenny Brown	Ongoing
	6. The Staffing Table has been updated to show that Angela Tippett is a Proficient teacher (see attached)	Jenny Brown	21 <sup>st</sup> May 2021
	7. The Teaching Program Checklist is now attached to all teachers' programs. (See attached)	Jenny Brown	22/04/2021
		Teachers	Ongoing

<p>2.Primary Curriculum (section 3.3.1 of the Manual)</p>	<p>1.The school keeps Tracking Records for each student in hard copy and they will also be put on the server (See attached). These are passed on to the new teacher each year, and discussed, so that they can program accordingly.</p> <p>2.Kindergarten students are assessed using ESTAL, LNAP and Best Start and are followed through with these until Year 2. (See attached)</p> <p>3.Students are also assessed using the following:          Letter/sounds assessment K-3          Johnson Basic Vocabulary K-3          SA Westwood Spelling – 2-6          Burt Reading Test 2-6          PM Reading/Comprehension Benchmarks K-6          PATMaths 3-6          NAPLAN          PreLit, MiniLit and MultiLit          Learning Support          8 Ways of Aboriginal Learning          7 Steps          Accelerated Literacy          Records of the school’s analysis of student achievement data are used to inform teaching and learning. This is done at staff meetings and will be addressed on a monthly basis.          Teachers will share what works for them at staff meetings. All of our students are Aboriginal and Torres Strait Islander students, and teaching strategies to meet the learning needs of our students are embedded in all teaching programs (8 Ways of Aboriginal Learning). Teaching is differentiated according to needs.</p> <p>4.Evidence relating to student engagement in learning includes records of:          Students’ learning progress over time recorded on individual Tracking Records and on teacher’s programs. (See attached samples)</p>	<p>Teachers</p> <p>Teachers</p> <p>Teachers</p> <p>Teachers</p>	<p>14/05/2021</p> <p>Ongoing</p> <p>Beginning &amp; end of year.</p> <p>Beginning &amp; end of year.</p>
<p>3.Safe &amp; Supportive Environment – child protection (section 3.6.2 of the Manual)</p>	<p>1.The Child Protection Policy has been updated and sent to Natali Fry (inspector) – most staff (2 have been absent and will be informed upon their return) have been informed of the update to include the <i>Children’s Guardian Act 2019</i> (see attached sign-on page and signed policy document).</p> <p>2.Amanda Spencer has renewed her WWCC. (See attached)</p>	<p>Jenny Brown</p> <p>Amanda Spencer</p>	<p>Completed</p> <p>Completed</p>
<p>4.Safe &amp; Supportive Environment – student welfare (section 3.6.2 of the Manual)</p>	<p>1.Review attendance policy to include who is responsible, what will be reported, when it will be reported and where records will be kept. Also include processes for monitoring student attendance data, intervention strategies to improve unsatisfactory attendance, including implementing strategies designed to improve student engagement in school and learning.</p> <p>2.Include how we communicate, with specific reference to formal and informal mechanisms available between stakeholders interested in a student’s education and wellbeing.</p>	<p>Jenny Brown</p> <p>Jenny Brown</p>	<p>14/05/2021</p> <p>14/05/2021</p>
<p>5.Attendance (section 3.8 of the Manual)</p>	<p>1.Review and revise Attendance Policy to include a timeframe to report poor attendance to DCJ and student destination – notify Department of Education if unknown</p>	<p>Jenny Brown</p>	<p>14/05/2021</p>

	<p>(<a href="mailto:attendance@det.nsw.edu.au">attendance@det.nsw.edu.au</a>) full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate student, and any known work health and safety risks associated with contacting the parents or student.</p> <p>2.Sentral will be updated to ensure these are included in each student's record</p>	Admin	Destination School has been updated
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I would like to assure the NESA board that we have a very professional team at Minimbah Primary School who are committed to ensuring that all regulations and requirements set out in the *Registered and Accredited Individual Non-government Schools (NSW) Manual* are abided by and implemented.

If you require any other information, please do not hesitate to contact me.

Yours sincerely,



Jennifer Brown  
Executive Principal  
Minimbah Primary School