

Meeting 1 of 2023	Held in: Staffroom	Wednesday 15 th March 2023 at 7pm	Time
	Correspondence provided to members:	<ul style="list-style-type: none"> ➤ Minutes of Meeting No 4 - of 2022 ➤ Principal's report ➤ BP Documents ➤ Terms of Reference Current and Proposal ➤ Dress Code Policy Current and Updated ➤ Conduct and Confidentiality Declaration ➤ Attendance Data ➤ Annual Report 	
1.0	Chairman to Welcome and Apologies	Jacque Thompson opened meeting with a Welcome to Country	
1.1	Meeting opened	7am	
1.2	Apologies/Absentees.	Rob Schmidt	
1.3	Attendees - Members	Jacqui Thompson, Dan Turner, James McRae, Matt Paki, Claire Piper, Wes North and Graeme Watson	
1.4	Attendees - Guests	Jo Hanson	
1.5	Confirmation of agenda.	Agenda confirmed.	
2.0	Disclosure of Interest.		
2.1	None		
3.0	Minutes of Previous Meeting		
3.1	Review Minutes of previous meeting.	Minutes reviewed and accepted.	
4.0	Business Arising from Previous Meeting.		
		<ul style="list-style-type: none"> • None 	
5.0	Reports and Operational Matters		
5.1	Principal's Report	Principal presented. Highlights of the report. Graeme mentioned he is awaiting staff to complete the 360 deg survey on his performance. Graeme is in contact with a collegiate principal to assist him to analyse the data when the results are in. Noted the no fee to students kitchen costs for 2023 was well received. Future years will be investigated on whether this is sustainable into the future.	
6.0	Financial Reports		
6.1	One Line Budget Overview	As tabled. Money has not yet been released to schools. Figures tabled are what is expected to be received. Forecast SSF is higher than expected due to the Department increasing the per student funding. Plus student characteristics money increasing. Forecast salary spending less as we have 1 and a half less teaching staff than last year.	

		Voluntary contributions currently at 30% at this stage and an incentive of winning an ipad for early payments is being offered to families this week. Next meeting will be tabling a more refined budget.	
6.2	One-Line Budget Summary Report (SRS)	Not presented.	
7.0	Business Plan		
7.1	Review of progress 2022 - 2024	Overview of BP tabled with a Curriculum report at this point in time. Two areas – relationships and learning environments have not been embedded yet. Green shading indicates implemented goals. Graeme explained how this is relatable in a school review. Action: Ethos and Inclusive Environment area will be presented next meeting.	
7.2	Base line data	No data released yet.	
8.0	Priority Items		
8.1	Staff Member Nomination	Jacque was the only staff member to nominate for the vacancy. Jacque will remain as chairperson. The role of chairperson will be open at the Annual General meeting in Term 2.	
8.2	Terms of Reference	Through some investigation on practice for compiling a board composition, it is the departments recommendation that we cannot quarantine a position for a P&C member. Alternatively, it is recommended that an executive of the P&C will be invited to come along to each meeting as a guest. In addition, we will be required to state the number of members in each category. Changes to be made in the composition will be to have 2 community, 2 staff and 2 parents. This mix will comprise the membership. It will be suggested to the P&C to have a standing agenda item for them to discuss which executive member will attend the following board meeting. Action: Members unanimously agreed to the changes to the TOR as tabled. New TOR approved.	
8.3	Dress Code Policy	Change in dress code with the addition of leavers jumper. Amendment will need to be made to the Jewellery subheading (take out dot point and make as heading) James advised Pottsy will no longer be running the uniform shop and will transition a new person into the role. Claire suggested a rain proof jacket would be a welcome addition in winter, advised to contact the new uniform coordinator to discuss logistics of adding this to the items the uniform shop sell. Advised this would need to be approved as an addition to the School Dress Code. Action: New policy as tabled approved by board. Action: James will ask if a rain jacket could be investigated as an addition to the uniform policy.	
8.4	Conduction and Confidentiality	This document was created as a reminder to people coming into the school – prac students, SARP volunteers, parents helping on excursions etc. of the expectations around student confidentiality. Suggestion to add to the ipad for signing in. Potentially could be in view for all people to view when arriving at school. Query on duty of care regarding disclosure. Graeme explained how this works within the school.	

8.5	Annual Report	All schools are required to submit an annual report prior to the end of Term 1. Ours includes all the required departmental information along with some additional items. Including a principals address, a section from the BP, School overview, enrolments trends, attendance data, resolutions and behaviour stats. Action: Graeme to amend the colours in the BP section to blue (not green) Action: Graeme to add the title Maths on the last page. Action: Jacquie's chairperson section will be added. Action: Approved with noted changes.	
8.6	Attendance	Reviewed current figures. Significantly above like schools.	
8.7	Aboriginal Awareness PL	Discussed members obligations. Action: Access to members through a link will be sent via email	
8.7.1	Accountable & Ethical Decision Making	Action: Make as agenda item for next meeting. Will complete this as a whole group	
8.8	Early Intervention Discussion	Joanne Hanson – Deputy Principal presented a powerpoint of how the On Entry program is used and what data the school will obtain from it and how it is then used by staff to improve student outcomes.	
9.0			
9.1	Community Usage Agreements	Netball Courts: <ul style="list-style-type: none"> • Tracy Briant Tues 4.30pm - 5.30pm • Leesa Darby Wed 4.30pm - 5.30pm • Lekysha Johnson Fri 3.30pm - 4.30pm • Hayley Taylor Thurs 3.30pm - 4.30pm Cricket Nets & Oval: <ul style="list-style-type: none"> • SHDF <ul style="list-style-type: none"> ○ Term 1 – Tues & Fri 3.30-6.30pm ○ Term 2 & 3 – Tues, Wed, 	
9.2	Sponsorship Agreements	<ul style="list-style-type: none"> • Newsletter Advertisements: None 	
10.0	Next Meeting		
10.1	Meeting No. 2 of 2023	Wednesday 7 th June at 7pm	
11.0	Roundtable Evaluation of the Meeting		
11.1			
12.0	Meeting Close/Adjournment		
12.1	Meeting closed at 8.40pm		

Name of Chair

Signature

Date