

Meeting 1 of 2024	Held in: Staffroom	Thursday 14 th March 2024 at 7pm	Time
	Correspondence provided to members:	<ul style="list-style-type: none"> ➤ Minutes of Meeting No 4 - of 2023 ➤ Principal's report ➤ Financial Summary Help Cards ➤ Annual Report – Draft ➤ Homework Policy ➤ Board Survey – This is a copy of questions FYI. We will complete this online at end of meeting to ensure anonymity. 	
1.0	Chairman to Welcome and Apologies	Jacquie Thompson	
1.1	Meeting to be opened at 7pm.		
1.2	Apologies/Absentees.	Jacquie Thompson – apologies.	
1.3	Members.	Rob Schmidt, Claire Piper, Jacqui Thompson, Dan Turner, Matt Paki, Wesley North and Graeme Watson	
1.4	Guests	Jo Hanson Deputy Principal & P&C Vice President Nora Ahokas	
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 confirmed by Dan and seconded Matt	
4.0	Business Arising from Previous Meeting.		
		<ul style="list-style-type: none"> • Board supported the change for reporting comments. This was also strongly supported from staff so this has been implemented. • Self Assessment survey – thank you for the person who attended to this task from the last meeting. We will do an online survey this evening as a group task. 	
5.0	Reports and Operational Matters		
5.1	Principal's Report	Principal presented as tabled. New psych Laura Chisholm commenced with new ideas and enthusiasm. Installation of new CCTV cameras has been completed and already used by police for a recent break in.	

6.0	Financial Reports		
6.1	One Line Budget Overview	Help cards explanation. Brief walk through with an explanation on what figures mean for the school. Finance sheet for Dec 2023 tabled.	
6.2	One-Line Budget Summary Report (SRS)	No report available yet.	
7.0	Business Plan		
7.1	Review of progress 2022 - 2024	N/A for this meeting	
7.2	Base line data	N/A for this meeting	
8.0	Priority Items		
8.1	Public School Review	<p>Reviews have changed from 3 years to 1, 3 or 5 year return to review, depending on results from previous review. Our last review was held in 2019, our next review (3rd) will be in first week of Term 3 this year. School will prepare paperwork to be completed by late July to submit to review team.</p> <p>Board members will have an opportunity to meet with reviewers.</p> <p>Graeme ran through the ESAT online with members to explain how the assessment would work.</p> <p>Action: Graeme will share with board members discussions he is having along the way in preparation for the review.</p>	
8.2	Annual School Report	<p>Graeme guided members through the draft report explaining the various graphs, figures and information.</p> <p>Graeme thank Jacque for her contribution statement at the end.</p> <p>Action: Board members to let Graeme know by Tuesday if there is anything you spot that needs attention prior to submitting to the department.</p> <p>Action: Board members endorsed the Annual Report as tabled.</p>	
	AEDC & NQS	<p>Presented by Jo Hanson</p> <p>National Quality Standards – Jo explained recent audit by the NQS requested by Jo was recently conducted. How Elements of quality areas that were investigated were reported on was explained.</p> <p>Feedback from auditors is due in 3 weeks.</p> <p>Jo will put together the information from the audit and put in practice to meet any advice or instructions given.</p> <p>AEDC, Australian Early Development Census – Research tool to understand our early childhood data. Jo gave an overview of this census for board members information.</p>	
8.3	HR Spend	<p>Reviewed by board members actual spend on human resources in 2023.</p> <p>Proposed spend noted.</p>	

8.4	Homework Policy	Board members reviewed new / updated policy. Policy is strong on regular reading at home as a priority.	
8.5	Meeting start time	Earlier meeting start time, ie: 4.30pm/5pm. Claire would be unable to meet at an earlier hour due to work commitments. Claire will be advised in advance to try to accommodate attending. Action: Set next meeting for 5pm	
8.6	Business Plans	In preparation for our next BPcycle, members read BP's supplied from other schools and made notes during discussions around tabled BP's. Action: We will put together the comments, suggestions and notes and provide this information to members at next meeting.	
8.7	P&C	Nora Ahokas – the recently appointed Vice President of the P&C addressed the board and gave an overview of the new P&C for 2024 Canteen – The P&C have done a revamp of the canteen and it is financially improving. A temporary closure on Mondays has been put in place as this was the least financially viable day. Big focus on community events and awareness. P&C looking at improving the infrastructure of their facilities (canteen, uniform shop) ie: air con, better facilities to work in and with.	
8.7	Member Composition	Discussed Terms ending in 2024: Dan Turner – Staff – 23/03/2024 – This will be put out for nominations from staff members. Matt Paki – Parent – 04/05/2024 – Matt invited to attend next meeting, school will advertise within the parent community. Wesley North – Community - 03/08/2024 Potential opportunities are being investigated for a new community member looking into the future.	
9.0	General Business		
9.1	Community Usage Agreements	Netball / Basketball Courts: <ul style="list-style-type: none"> Michael Bulbrook – 31/3/2024-21/09/2024 - Tues 5pm-6pm, Wed 5.30pm-6.30pm & Sun 8am-10am Cricket Nets & Oval: <ul style="list-style-type: none"> SHDFC – Term 2 & 3, Mon-Wed + Fri 4pm – 7pm Action: All approved.	
	Sponsorship Agreements	Newsletter Advertisements: <ul style="list-style-type: none"> None 	
10.0	Next Meeting		
10.1	Meeting No. 2 of 2024	Thursday 6 th June 2024 Week 8 at 5pm	
11.0	Roundtable Evaluation of the Meeting		

11.1	Board Survey	Deb sent members link to the survey during the meeting and members completed at the end. <i>Action: Results will be provided to members next meeting.</i>	
12.0	Meeting Close/Adjournment		
12.1	Meeting close.	8.30pm	

Name of Chair

Signature

Date