



Minutes 2 of 2021	Held in: Staffroom	Wednesday 5 th May 2021	Time
	Correspondence provided to members:	<ul style="list-style-type: none"> ➤ <i>Minutes of Meeting No 1 - of 2021</i> ➤ <i>Principal's report</i> ➤ <i>2019 – 2021 BP Review Document</i> ➤ <i>Managing Staff concerns and complaints</i> 	
1.0	Chairman to Welcome and Apologies	Michelle Nash	
1.1	Open meeting	Meeting opened at 7pm and Michelle welcomed new member Matt Paki. Board members participated in a community circle to introduce Matt to the group.	
1.2	Apologies/Absentees.	Ashleigh Dixon,	
1.3	Attendees.	Rae Rowley, Michelle Nash, Hema Wadhwa, Jacqui Thompson, Dan Turner, James McRae, Matt Paki and Graeme Watson	
1.4	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.	
4.0	Business Arising from Previous Meeting.		
4.1	Board members – parent	Parent nomination to school Board – Matt Paki commenced his 3 year parent term as a board member tonight.	
4.2	Strategic Directions	Members reviewed this document between the meeting and had no questions.	
4.3	Correspondence to Sharnie	Letter of recognition was read out at meeting and signed by Board Chair and Principal. Action: Deb will give to Cassidy tomorrow to give to her mum.	
4.4	Board Chair	Jacque Thompson submitted an interest in the Board Chair role. All members agreed Jacque would make an excellent Chair. Action: Jacque Thompson will take on the role of Board Chair. Michelle will commence hand over between this meeting and the next.	
4.5	Statement of Expectations	No questions regarding this document from board members.	

		Action: Deb to complete with CBPS details, print out and send to Michelle for signing. Get Graeme to sign and send through to Department for final approval.	
5.0	Reports and Operational Matters		
5.1	Principal's Report	<p>Principal presented as tabled. Included:</p> <ul style="list-style-type: none"> Kindy 2022 places have opened for applications. Graeme explained tiered system of intake – boundaries, siblings etc. 80 places will be available for next year's students. Discussions have taken place with the local schools regarding accepting students in own boundaries for consistency. MCS is still on partial leave at home recovering from an operation. As she is able to work from home part time she is currently working on the school budgeting and will have this ready for Graeme to present at a school finance meeting to be approved and bring to next meeting to be endorsed. <p>Action: Graeme to bring finance report to be noted.</p>	
6.0	Financial Reports		
6.1	One Line Budget Overview	<p>With a permanent Principal now employed, future budgeting will be easier. School won't need to take into account potential admin change over and uncertain staffing numbers and different scenarios with substantive staff potentially returning.</p> <p>With a lower number of students enrolled this year we have received slightly higher student funding, this is partly due to teachers being allocated more DOTT.</p> <p>Current variance showing due to Principal / DP staffing uncertainty in Term 1, which has created a \$40,000 overlap. There is also uncertainty and anticipated salary spending to cover Denise Duffy who holds a substantive position and due to return in Term 4.</p> <p>Explanation of cash revenue, expenditure, account balances and future expectations for future spends.</p> <p>Voluntary Contributions are looking positive with higher than usual percentages received so far. It was noted that 2020 figures were lower due to COVID and school not sending invoices to parents.</p>	
6.2	One-Line Budget Summary Report (SRS)	As per finance report.	
7.0	Business Plan		
7.1	Review of progress 2019 - 2021	<p>Members looked at the breakdown of content in current BP, including strategies and targets. Members were requested to consider thoughts on keeping similar format in next BP.</p> <p>BP progress – overview tabled and reviewed by members. Majority of data is now moving towards the blue – achieved / embedded indicator. Overall school is tracking along very well against the BP.</p>	

7.2	2022 – 2024	<p>A timeline for preparing the new business plan was tabled and discussed. Indications for staff and board member expectations and when preparations are being done for each stage. Staff have started by summarizing their ‘shared beliefs’</p> <p>Board to consider the following - Community Aspirations:</p> <ul style="list-style-type: none"> • What is it that the community expects of the school? • Where do we want to see our school placed in the next 3 years? <p>Members were asked to make notes on the back of ‘Thoughts Sheet’ to leave for consideration. Graeme talked through our current BP – structure and how it is currently set out, what the information in the different elements mean, targets/strategies, milestones, ethos and vision. 4 other schools BP’s (Mindarie PS, Lakelands PS, Harrisdale PS and Rostrata PS) were tabled for members to make a note of their likes/dislikes and other thoughts on. Rostrata’s page on ‘What they feel’ was appealing to members. Notes kept on file.</p> <p>Noted the importance to keep the new BP in line with the Departments overall strategic plan. Inclusive of information around indigenous education and cultural awareness. These will be included in future BP.</p> <p>Action: Graeme will bring the Comet Bay Professional Learning BP to the next meeting.</p>	
8.0	Priority Items		
8.1	Community member	<p>Michelle Nash’s term is ending at the end of this semester. Graeme suggested he could contact Commander Wesley North (parent) to find out if he would consider taking up a Community role on the Board. Suggested he could make a great candidate as a community member working in partnership with the school with his defence background and business skill set.</p> <p>Action: Graeme Will contact Commander North prior to the next meeting.</p>	
8.2	School Board Terms of Reference	<p>With consideration to our member composition we will need to get further clarification on whether or not we can state a ‘minimum number’ for each role or if the number has to be fixed in our Terms of Reference. Minimum keeps flexibility with member’s terms ending at different dates/years, people moving on etc.</p> <p>Action: Composition of numbers will be reviewed pending further information.</p>	
8.3	Managing staff concerns and complaints	<p>Graeme shared the draft document with the board to get a non education workplace perspective. Graeme explained that a staff health and wellbeing committee was put together at the start of the year to look at health and wellbeing under the lens of environmental (green space, refurbishing) social (social opportunities and connection) and mental (mindfulness, workload, stress). Part of this was providing the staff with information on how to address a concern / complaint, which would be included in our staff planner / diary. Graeme explained that this document was developed from department documents and had been reviewed by the committee and then by the whole staff.</p>	

		Query from member what other resources do staff have to manage workplace issues and stress. Graeme advised that all staff have access to the Employee Support Bureau with 6 free counselling sessions for themselves and their immediate families per year per person.	
8.4	Growing Together	A GT card was written for Board members. Graeme read out to members and acknowledged the important role they play and the work they do for the school.	
9.0	General Business		
9.1	Community Usage Agreements	<p>Netball Courts:</p> <ul style="list-style-type: none"> • Rae Rowley – Fri 4pm – 5pm Terms 2 & 3 • Kym Titmus – Mon 3.30pm – 4.30pm Terms 2 & 3 • Sarah Wilmott – Thurs 4.30pm – 5.30pm Term 2 & 3 • Wesley North – Mon and Wed 5pm – 6pm Term 2 & 3 <p>Cricket Nets & Oval:</p> <ul style="list-style-type: none"> • 	
	Sponsorship Agreements	<p>Newsletter Advertisements:</p> <ul style="list-style-type: none"> • 	
10.0	Next Meeting		
10.1	Meeting No. 3 of 2021	Wednesday 9 th June 2021 at 7pm	
11.0	Roundtable Evaluation of the Meeting		
11.1			
12.0	Meeting Close/Adjournment		
12.1	Meeting close.	Meeting closed at 8.40pm	

Michelle Nash _____
Name of Chair

Signature

Date