

Meeting 2 of 2024	Held in: Staffroom	Thursday 13 th June at 5pm	Time
	Correspondence provided to members:	<ul style="list-style-type: none"> ➤ Minutes of Meeting No 1 - of 2024 – Amended version with School Survey ➤ Principal's report ➤ School Financial Summary ➤ 2024 Funding Agreement for Schools ➤ 2024 School Budget ➤ Terms of Reference ➤ 2024 School Board Survey ➤ BP - <ul style="list-style-type: none"> ○ Comments, suggestions, inclusions etc from other schools BP's ○ Staff Beliefs and Focus Areas ➤ School Compliance Desktop Review Report 	
1.0	Chairman to Welcome and Apologies	Jacqui Thompson – welcome new people, parents and staff	
1.1	Meeting opened at 5pm.		
1.2	Apologies/Absentees.	Alisha Joynes – family illness, Wesley North, Rob Schmidt and Claire Piper	
1.3	Planned attendees.	Jacqui Thompson, Jo Hanson and Graeme Watson	
1.4	Guests	Lee Emerson and Daniel Lanyi	
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 attending Board members. Self evaluation activity wasn't noted in the original meeting 1 minutes. The amended minutes reflected an accurate account of this activity.	
4.0	Business Arising from Previous Meeting.		
4.1		Nothing to note.	
5.0	Reports and Operational Matters		
5.1	Principal's Report	As tabled	
6.0	Financial Reports		
6.1	School Financial Summary	Board members viewed One Line Budget Overview correspondence. No queries or comments from members regarding this information.	
6.2	2024 Funding Agreement	Tabled and Board discussed and noted. Principal has endorsed and the Chair will sign off as required.	

		Action: Deb to pass signed document on to MCS – Sandy Kent.	
6.3	2024 Budget	Board noted this was approved by the finance committee.	
7.0	Business Plan		
7.1	Overview of 2022 – 2024 BP	Graeme shared the overview sheet. All areas bar 1 have been achieved. Graeme explained to board members this area won't be achieved as the CBPLC are not currently meeting, therefore unable to proceed with previous expectation.	
7.2	Base line data	Board advised still awaiting NAPLAN comparison data. Action: Will present this data at next meeting.	
8.0	Priority Items		
8.1	Board Member Vacancies	Board members wished to open a discussion around composition of Board. Daniel stepped out of the meeting for this part. Change to TOR was discussed to add a 3 rd parent position, due to two parents nominating themselves for the current vacancy. The nominations went to a vote through CB parents. Voting was tied with each nominee gaining 13 votes. Both candidates were seen to be a valuable addition to the board, therefore the decision was proposed to accept both rather than go to a tie breaker. Action: Deb to edit the TOR member composition, send a copy through to board members for approval by email and then submit to CAB to meet Department guidelines. Action: Graeme explained to Daniel result (pending clearances) Action: Graeme will contact Alisha Joynes to advise she will become a board member (pending clearances) Action: Deb will send Daniel and Alisha links to screening process and later after they have been cleared, will send Dept of Education mandatory training links.	
8.2	Community position	Maxine Litwin – former school psychologist was put forward as a candidate for the upcoming vacancy of Community Member which will be vacated by Wes North. No other alternative was put forward. Action: Deb will email absent board members to consult if they are in agreeance to offer Maxine this position, Graeme will contact Maxine and commence her addition to the board.	
8.3	New membership	<ul style="list-style-type: none"> Code of Conduct – this was highlighted within the TOR. Action: As not a full meeting this will be revisited next meeting. <ul style="list-style-type: none"> Induction – new board members will be invited to meet with Graeme prior to next meeting. Action: Deb to send appointments when clearances done.	
8.4	Public School Review	Electronic presentation – Graeme spoke with the board members about upcoming review and shared the review entry relating to the board.	
8.5	Board Survey	Results shared.	
8.6	Business Plan Development	<ul style="list-style-type: none"> Comparison of plans shared, with Principal to take note when framing up and formatting new BP. Staff feedback on focus areas shared with board. Board supportive of chosen focus areas. 	
8.7	Financial Desktop Audit	Graeme gave a purpose of audit explanation ie: all schools complete each year. Audit found 4 areas of note which were shared with board members and schools responses to audit items shared with board members.	

8.8	Farewell letters for Matt Paki and Dan Turner	Board Chair and Principal to sign letters of appreciation for Matt and Dan.	
9.0	General Business		
9.1	Community Usage Agreements	<p>Netball Courts:</p> <ul style="list-style-type: none"> • Mel Wanless – Monday's 3.15pm - 4.15pm • Naomi Bell – Friday's 3.30 - 4.30pm <p>Cricket Nets & Oval:</p> <ul style="list-style-type: none"> • Planet Soccer – new 2 year term Jan 2024 – Jan 2026 	
9.2	Sponsorship Agreements	<p>Newsletter Advertisements:</p> <ul style="list-style-type: none"> • None 	
10.0	Next Meeting		
10.1	Meeting No. 3 of 2024	<p>Wednesday 4th September 7pm – Week 8, Term 3, 2024</p> <p>Discussion regarding future meeting times with a decision to return to 7pm start times for the remainder of Claire's term to allow Claire to attend meetings.</p> <p>Action: Decision to transition to 5pm meetings from June 2025.</p>	
11.0	Roundtable Evaluation of the Meeting		
11.1		Nothing to note.	
12.0	Meeting Close/Adjournment		
12.1	Meeting close.	6.30pm	

Name of Chair

Signature

Date