

| Meeting 3 of 2024 | Held in: Staffroom | Wednesday 4 th September at 5pm | Time |
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| | Correspondence provided to members: | <ul style="list-style-type: none"> ➤ Minutes of Meeting No 2 - of 2024 ➤ Principal's report ➤ NAPLAN Comparison Data ➤ Financial Report ➤ 2025 Booklist Items and 2025 Contribution and Charges | |
| 1.0 | Chairman to Welcome and Apologies | Jacque Thompson – welcome new members Alisha and Maxine | |
| 1.1 | Meeting opened at 5.04pm. | | |
| 1.2 | Apologies/Absentees. | Apologies: Jo Hanson and Daniel Lanyi. | |
| 1.3 | Planned attendees. | Rob Schmidt, Maxine Litwin, Jacqui Thompson, Alisha Joynes, Claire Piper and Graeme Watson | |
| 1.4 | Guests | None | |
| 1.5 | Confirmation of agenda. | Agenda confirmed. | |
| 2.0 | Disclosure of Interest. | | |
| 2.1 | | | |
| 3.0 | Minutes of Previous Meeting | | |
| 3.1 | Review Minutes of previous meeting. | Minutes reviewed and confirmed. | |
| 4.0 | Business Arising from Previous Meeting. | | |
| | Noted | <ul style="list-style-type: none"> • TOR – Absent member Claire agreed via email - Noted • Maxine – Community position – Absent member Claire agreed via email - noted • Farewell letters to Matt and Dan – given - noted | |
| 5.0 | Reports and Operational Matters | | |
| 5.1 | Principal's Report | <p>Principal presented, highlighting:</p> <p>SNEA time increased by 5 additional days per week.</p> <p>PPR will be held mid T4 – Graeme explained how process is held and purpose of review.</p> <p>Leadership team has recently engaged in professional learning attending the WAPPA event.</p> <p>Unable to run community survey this year due to changes in platform by dept.</p> <p>School committed recently to move to reverse cycle in all classrooms within the school by the end of next year. P&C have committed to assisting with funds to achieve this.</p> | |
| 6.0 | Financial Reports | | |
| 6.1 | School Financial Summary | One Line Budget Overview – Board members viewed current financial status for school. | |

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| | | Minimum expenditure requirement explained, 96% of current year funding must be spent in current year. School intending overspend this year as carried over too much last year. | |
| 6.2 | 2025 Booklists | School is funding students in 4-6 for a diary and reading log for P-3 for every child. Cost centre funding will also be increased to cover items such as glue sticks, markers etc. Query regarding why specialist items are separated from classroom items. Action: Graeme to take feedback to Sandy on layout of booklist items with specialist separated to see if there is another way to do it to make it easier for parents not ordering through school supplier. Action: Board members approved | |
| 6.3 | 2025 Contributions & Charges | As tabled Action: Board members approved Action: Advised by Rob Schmidt to amend the charges for swimming by an additional \$10 due to increase in Aqua Jetty fees of \$1per child per day. Graeme will discuss with Sandy. | |
| 7.0 | Business Plan | | |
| 7.1 | Business Plan 2022 – 2024 | NAPLAN comparison data tabled and discussed. Curriculum, Ethos and Learning Targets results as tabled. School is currently looking into ways to make improvements in areas of concern ie: writing for year 5 cohort. Comparison to like schools. | |
| 8.0 | Priority Items | | |
| 8.1 | 2025 - 2027 Business Plan Development | Discuss development of new Targets and classification Staff were involved in providing information regarding Priority Areas and Successes and the information was collated. Staff have been given the collated data and will review over the next week and provide additional feedback. Items framed up for next year's targets (as tabled) include – areas in Ethos, Curriculum and Partnership objectives. Published BP is expected to be completed by the end of term 1, 2025. Board members were asked for feedback regarding this information. | |
| 8.2 | School Review Report | Our report has been completed and available on our school website and also available on schools online. CBPS will undergo the next review in 3 years time. Recommendations tabled and school will work towards meeting areas / how and when, working through to the end of this year and implementing at the start of next year. RAP - Rob suggested City of Rockingham have department staff who are able to assist in development of a plan, Alisha also indicated she had access to contacts who could assist development. | |
| 8.3 | Next meeting | Public Open Meeting – date to be advised. | |
| 8.4 | Code of Conduct | Revisited current Code of Conduct that sits within our Terms of Reference document. Members were advised to read through. | |

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| 8.5 | Principal Performance Review | Graeme explained how this process is distributed, collated and analysed. Reflection of results tabled. Comments were also a part of the review with the majority being positive and productive. | |
| 9.0 | General Business | | |
| 9.1 | Community Usage Agreements | Netball Courts: Cricket Nets & Oval: | |
| 9.2 | Sponsorship Agreements | Newsletter Advertisements: <ul style="list-style-type: none"> • None Action: Remove this item from future agendas. | |
| 10.0 | Next Meeting | | |
| 10.1 | Meeting No. 4 of 2024 | Annual Public Meeting | |
| 11.0 | Roundtable Evaluation of the Meeting | | |
| 11.1 | | Suggestion for board members to be offered tour of areas of the school they don't already know about through their own children. School will aim to provide guests (teachers or community members) along to future meetings. Will send next meeting date out soon (not 1 st Wednesday of month as Alisha has prior commitment) Week 6 ?? | |
| 12.0 | Meeting Close/Adjournment | | |
| 12.1 | Meeting closed at 6.42pm | | |
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