



## Bambara School Board 2017

### Minutes of the Meeting

#### Week 3 Term 1 2017

Minutes of the Meeting – Thursday 16 February 2017				
<b>TIME:</b>		Meeting location: Library Thursday 16 February 2017 Opened: 5.30pm Present: Max Goodwin, Tim Green, Linda Knox, Megan Hugget, Racquel Sutton, David Pemberton, Shelley Smith and Meegan Payne	<b>Who:</b> <i>Identify person to lead discussion on that item.</i>	<b>SB to:</b> <i>Identify whether SB is to note, confirm or decide in relation to the item.</i>
5.30pm	<b>1.0</b>	<b>Welcome and apologies</b>		
2 mins		Apologies: Stephen Price  Absent: Adam Duffy	MG	Note
2 mins		Confirmation of agenda: confirmed by all	MG	Confirm
	<b>2.0</b>	<b>Disclosure of interests</b>		
2 min		Any potential conflicts: none	MG	Note
	<b>3.0</b>	<b>Minutes of previous meeting</b>		
2 mins		Endorse Minutes correct: moved Max Goodwin; accepted Racquel Sutton; seconded Linda Knox	MG	Endorse Moved: Seconded:
	<b>4.0</b>	<b>Correspondence In / Out</b>		
10 mins		Update on correspondence with Dept of Education and Council on proposed fence for oval:  MG emailed Councillor Norman; needs planning approval from COJ; DoE advised only fund if vandalism an issue – bottom of list; department would pay half if did proceed; Esther Cole – process needs to come from school. TG: queried if we have formally written to the COJ LK: no, only spoken to Shane (Councillor)  <i>Action: Linda Knox to talk to Esther Cole regarding strategies; Max Goodwin to send a letter to the COJ</i>	MG	Note
10 mins		Update on call with department (Dec 16) on school review in April 2017:  LK working on collating information to present to the DES Team – due 1/3/17 & 2/3/17. Needs an executive summary; Annual Report on tonight’s agenda. Date for review Monday 3/4/17 and Tuesday 4/4/17.  <i>Action: Linda to email IPS contact as to what the process is and summary of the process.</i>	LK	Note

5.40pm	5.0	Business Arising from Previous Minutes		
10 mins		<p>Board self-assessment feedback: PowerPoint presentation for questions and responses (hardcopy enclosed for absent members):</p> <p>Q3 – Risk to be included in meetings Principal and Leadership Team: LK – have spoken about SB composition but not how we manage people leaving.</p> <p><i>Action: Linda to email Max start and finish dates of current SB members.</i></p> <p>Induction: new SB members attended Glengarry PS; also inline modules. MG: could improve when we have new SB members; meet before first SB meeting. LK: could invite new prospective members to attend Annual SB meeting or 2 prior meetings. SS: new SB members need to learn role before old members leave. MG: risk that won't be elected onto the SB.</p> <p><i>Action: elections to be held in August so new members can attend SB meetings in Term 4 (before old members leave).</i></p>	SP	Note
10 mins		<p>Potential for local councillor to join Board as a community member: LK spoke to Christine Prime (Councillor for 9 years);</p> <p>Moved Linda Knox: invite/ interested Christine Prime to be a SB community member so have a local perspective of the school. Accepted: unanimous.</p> <p><i>Action: LK to invite Christine to next SB meeting.</i></p>	LK	Note/recommend
10 mins		<p>Identification of top three priority areas for school improvement to inform potential partnerships, in accordance with national schools improvement tool:</p> <p>Follow-on from Max's responses/ email: not many replies.</p> <p><u>Playgroup WA:</u> RS: suggested Playgroup WA – have own marketing tool; bring people to BPS; teachers can't run the program. Alicia Harlow (Corban Harlow's mum) works for Playgroup WA.</p> <p>SS: new trend is better to have day-care.</p> <p>RS/ LK: less parent involvement.</p> <p><i>Action: Racquel Sutton and Megan Hugget to contact Alicia regarding process and additional information.</i></p> <p><u>Indigenous Partnership:</u> TG: Adam previously mentioned Councillor with/ including indigenous elders. BPS name. SS/ LK: contacted group to come to the school.</p> <p><u>Kitchen Garden/ sustainability project/ extension program</u></p>	MG	Endorse: Seconded

		<p><u>Kindergarten upgrade:</u>  MG: need to work out areas we want to improve then approach people to be partners.  RS: examples of groups Bunnings, Men's Shed.  TG: Councillor Norman involved in Men's Shed.  SS: evolving project.  RS: life-long learners – filters into classroom.  MG: extension program – LK low numbers and no funding.  MG: keep number to focus on small – 2 groups – Playgroup and Kindy upgrade. Playgroup sub-committee – Megan Hugget and Racquel Sutton.  Kitchen Garden could expand to extension students.  Next survey to include priority areas survey.  SS: shed in process of being completed – in caretaker mode. Will have more room when built.  MG: need a plan for a kindy upgrade and what needs doing.</p> <p><i>Action: Shelley Smith to collate Kindy upgrade information, what needs doing and cost ASAP. Then to be communicated to SB members before the next meeting.</i></p>		
2 mins		<p>Action from last meeting: MG to recap 2016 actions to the 2015 surveys in the newsletter (toilets addressed; maintenance; teachers not being listened to -collaborating more and stronger score this year:  <i>Max Goodwin to action</i></p>	MG	Note
6.15pm	<b>6.0</b>	<b>Priority Items</b>		
15 mins		<p>Draft 2017 annual report review: hard copy included with SB packs.</p> <p>LK: SB to read and notes any changes. Out of 32 targets achieved 26 = 72%. Figures to be re-checked.  MG: do we need to re-visit last years (2015) recommendations and link to each year?  LK: agreed.  TG: highlight achievements.</p> <p><i>Action: School Board members to read and give comments by Monday Week 5 (27/02/17).  MP to remind SB members by email towards the end of Week 4.</i></p>	LK	Endorse: Seconded:
7.00pm	<b>7.0</b>	<b>Reports and operational matters</b>		
<b>TIME</b>		<b>ITEM</b>	<b>WHO</b>	<b>SB TO</b>
<b>25 mins</b>		<p><b>Financial Reports</b>  <u>2016 Budget (see attached):</u>  Financial Report – Summary  Comparative Budget Report</p> <p><i>Noted and accepted by all.</i></p> <p><u>2017 Draft/ Preliminary Budget:</u>  2017 Draft Cash Budget (see attached)</p> <p>MP: Currently over budget. Final/ proposed budget to be presented to SB for approval in Week 7.</p> <p><i>Noted by unanimous.</i></p>	LK/MP	Endorse: Seconded:

7.15pm	<b>8.0</b>	<b>Other business</b>		
10 mins		<p>Lease renewals:  <u>After School Tutoring:</u>  MP - expires 3/3/17. Current charges \$130 p/w or \$43 per day (\$11 p/h).  Audit finding – no workers compensation – risk to DoE/ school.  LK: concerned how paying tutors e.g. superannuation, casual, cash, sick leave.  <i>Moved MP renew lease for 6 months @ \$50.00 per day. Lease charges will be reviewed before next lease expiry; accepted Megan Hugget; seconded all.</i></p> <p><u>Catering for 2017:</u>  Moved MP: Open Day/ IPS events \$300; Kindy Induction \$200; PP Induction \$200; Other PR \$300; accepted by Tim Green; seconded Racquel Sutton.</p> <p><u>Boomerang Bags Community:</u>  Nicole Mattingley (BPS EA – see attached email) has approached school regarding use of facilities free of charge to make re-usable shopping bags out of cloths.  RS: query corkers comp and public liability.</p> <p><i>Moved Meegan Payne – use facilities free of charge ECE 2 on Saturdays; accepted unanimous.</i></p>	MP	Endorse: Seconded:
	<b>10.0</b>	<b>Next Meeting</b>		
		<p>Thursday 16 March 2017  5.30pm to 7.30pm  (Week 7 Term 1 2017)</p> <p><i>Action: Meegan Payne to email SB members meeting dates for 2017.</i></p>	LK	Confirm
	<b>11.0</b>	<b>Roundtable evaluation</b>		
5 mins			All	
7.30pm	<b>12.0</b>	<b>Meeting close</b>		
		Closed 7.35pm		

Chairperson's signature: \_\_\_\_\_ Principal's signature: \_\_\_\_\_

Scribe person's signature: \_\_\_\_\_

### STANDING ITEMS:

Term	Week 3	Week 7
<b>One</b>	Financial Reports:	Financial Reports
	Endorse Draft Budget	Endorse Proposed Budget
	Review Annual Workforce Plan	On Entry Data
	Annual Report Data	Annual Report – Edit
		Oversee Operational Plans
<b>Two</b>	Financial Reports	Financial Reports
	Business Plan Milestones	

<b>Three</b>	Financial Reports	Financial Reports
		Draft Budget – following year
		Draft Voluntary Contributions and Charges - following year
		NAPLAN results
<b>Four</b>	Financial Reports	Financial Reports
	Endorse Voluntary Contributions and Charges - following year	Draft Budget- Following year
	School Dev Days	Review On Entry Data
		NAPLAN Targets
		School Board elections
<b>Incidentals / Other</b>	Review policies	
	Short community surveys	
	Renew leases	
	Business Plan (3 yearly)	
	Surveying the Community (2 yearly)	
	Workforce Plan (3 yearly)	