



## Bambara School Board 2017

### Minutes of the Meeting

#### Week 7 Term 1 2017

#### Agenda – Thursday 16 March 2017

| Agenda – Thursday 16 March 2017 |            |  |  |   |
|---------------------------------|------------|--|--|---|
| <b>TIME:</b>                    |            | Meeting location: Library<br>Date: Thursday 16 March 2017<br>Opened: 5.30 to 7.30pm<br>Present: Max Goodwin; Linda Knox; Racquel Sutton; Tim Green; Shelley Smith; David Pemberton; Christine Prime; Steven Price; Meegan Payne  | <b>Who:</b><br><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                          |            | Meeting opened by Max Goodwin; welcomed Christine Prime<br><br>Apologies: Adam Duffy; Megan Huggett<br><br>Absentees:  | MG   | Note  |
| 2 mins                          |            | Confirmation of agenda: moved by Max Goodwin; 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: <i>see separate handout</i><br>Moved Max Goodwin; accepted Racquel Sutton; Shelley Smith;<br>Seconded Linda Knox  | MG   | Endorse; moved: seconded  |
| 5.38pm                          | <b>4.0</b> | <b>Correspondence In / Out</b>   |  |   |
| 10 mins                         |            | Update on correspondence with Department of Education and Council on proposed fence for oval - action from last meeting LK & MG:<br><br>Linda Knox: contacted Central Office (CO); not enough break-ins/ vandalism to qualify for list; explained issues – impacts on lessons & school program; dog present off leads on oval; PE lessons interrupted; dog faeces; school oval used after hours by the public while sporting activities are on at COJ Forrest Park; HOOSCI unable to use oval when dogs are present.<br><br>Central Office response: under common law, anyone using an oval/ area has to have control of dog; suggested school contacts COJ and explains situation; unlikely COJ and School go 50/50 in cost; possible consideration COJ/ CO/ School go thirds.<br><br>Meegan Payne: main issues – dog faeces; motorbikes on grounds after hours & golfers using oval after hours.<br><br>Christine Prime: will approach the Mayor.<br><br><u>Action:</u><br>Meegan to arrange - HOOSCI dog sign needs to be changed to no dogs. Contact ranger to do more patrols. Christine to receive a copy of the minutes for actions etc.<br><br>Linda Knox: will collate a bio for Christine. | LK/MG  | Note  |

| TIME    |     | ITEM   | WHO   | SB TO |
|---------|-----|--|-------|-------|
|         |     | <p>Max Goodwin:<br/>Contacted COJ as to process – comes under DTF Metro Region; formal application through COJ not required but COJ Planning application required e.g. type, height (max 1200mm); need evidence of community consultation; application to COJ Planning usually done by DoE; COJ usually unsupportive of completely stopping public access to ovals.</p> <p>Noted and agreed by all.</p>  |       |       |
| 15 mins |     | <p>Update on preparations for school review in April 2017:<br/>DES Review – Monday 3/4 and Tuesday 4/4/17. Set DES Team up in ECE 2.<br/><i>Max and Linda meeting with DES Team at 8.45am on 3/4/17.<br/>Meeting with whole School Board at 8.30 – 8.45am on Tuesday 4/4/17.</i></p> <p>Review of DPA for DES review – <i>see separate handout</i></p> <p>SB maybe be asked:<br/>What think about school; how the school is progressing; how you feel about SB and your involvement in the SB.</p> <p><u>Action:</u><br/><i>All School Board members to read the DPA – may be asked to comment on aspects.</i></p> <p><i>Board to read <b>Annual Report</b> again.</i></p> <p><i>Meegan – one week before review, MP to email dates and what required of SB for DES Review.</i></p>  | LK    | Note  |
| 6.03pm  | 5.0 | <b>Business Arising from Previous Minutes</b>  |       |       |
| 10 mins |     | <p>Board self-assessment feedback:<br/>Follow-on from succession planning – review start and end dates.</p> <p>Linda Knox provided copy of tenure dates for SB members (<i>attached</i>)</p> <p>LK - need to decide when tenure commences e.g. SS and MP start 3 years from when a School Council (2014) and School Board (2015)?</p> <p>MG – suggest SB; agree on point each year when accept new SB members e.g. 6 months before someone retires;</p> <p>Identify potential election dates:<br/>Moved Linda Knox:<br/>Start School Board tenure from 2015;<br/>Term 3 – School Board to review SB composition with view to call for nominations for Term 1;<br/>New School Board members to attend SB meetings in Term 4;<br/>Exiting SB members will “retire” Term 1.</p> <p>Modify Terms of Reference as above – <i>Meegan to action for next SB meeting.</i></p> <p><i>Action: Tim Green to spilt columns into two with tenure.</i></p> <p>Accepted Racquel Sutton; Shelley Smith; seconded David Pemberton; Stephen Price; Tim Green</p> | LK/MG | Note  |

| TIME    | ITEM  | WHO  | SB TO                   |
|---------|---|--|-------------------------|
| 15 mins | <p>Additional School Board Community Member – Christine Prime attending Week 7's meeting:<br/> Max welcomed Christine to School Board meeting.<br/> Christine addressed SB: councillor for 8 years (since 2009);<br/> Part of local community; involvement in what COJ can do for the school;<br/> Member of/ involved in – Adopt a Coastline; Hospital Board; Audit Committee; sister school; Wanneroo/ Joondalup emergency committee.<br/> Have contacts in State and Federal side of politics;<br/> Graduating Bachelor of Health Science at ECU.</p> <p>Moved Linda Knox: does SB agree to Christine joining Bambara's School Board; accepted unanimous</p>   | LK/MG  | Move; endorse; second   |
| 15 mins | <p>Identification of top three priority areas for school improvement to inform potential partnerships, in accordance with national schools improvement tool. All items carried forward from Week 3:</p> <p><b>Playgroup:</b> <i>see separate handout/ email from RS and MH</i><br/> Racquel – RS and MH met with Alicia Harlow (involved in Play Group WA) and PGWA colleague Marie; PGWA in support of idea &amp; work in with Community Kindy; area deemed suitable by PGWA; tap into school community/ younger children; Bambara Beginnings for committee members e.g. president/ secretary/ treasurer.</p> <p>Both happy to walk us through; 3-week trial; Alicia and Marie will provide support.</p> <p>Biggest issue: insurance and total coverage on and off-site;<br/> Look at integrating PCK <b>playground</b> to library sessions.</p> <p><i>Linda: need to upgrade gate entrance</i><br/> Racquel: also look at play group grants</p> <p><i>Action: Alicia to attend the next SB meeting</i></p> <p><b>Indigenous partnership:</b><br/> Linda applying for a health funding grant (closes Friday)<br/> Current/ 1<sup>st</sup> project: involvement with Mooro Boodjar – applies to Joondalup area; significance of area to indigenous people – lakes, ocean, land.</p> <p>2<sup>nd</sup> project: involve local indigenous people from Yellagonga tribe – visit the school and show how spears are made etc.</p> <p>Idea/ vision: build a bush tucker garden.</p> <p>Christine: have a lot contacts e.g. welcome to country people;<br/> <i>Action: will ask for contacts.</i></p> <p>Linda: difficult to access contacts for indigenous groups in WA.</p> <p><b>Kitchen Garden:</b><br/> Shelley Smith: planted this week; Friday is first kitchen garden planting morning with Year 5/6's; shed – should see more progress now election is over.</p> | <p>MG</p> <p>RS/MH</p> <p>LK/MG</p> <p>SS/LK</p> | Move; endorse; seconded |

| TIME    |            | ITEM  | WHO   | SB TO                          |
|---------|------------|---|-------|--------------------------------|
|         |            | <p><b>Kindergarten upgrade:</b><br/>Shelley Smith:<br/>Internal – install own IWB;<br/>External – main upgrades roof over sandpit; looking to move fence out; removing tree to reclaim area; <b>dec.</b> nature play; remove paving and existing garden beds; install limestone retaining walls; extend veranda; cover play equipment; remove old shed (near staff carpark);</p> <p>Front of kindy (facing netball courts) – marry up with Kitchen Garden; limestone wall; bush tucker.</p> <p><i>Christine: will contact Ian Goodenough if he has grants available; Sue Ellery – drop contact. Opportunity to link us with grants.</i></p>   | SS    |                                |
| 2 mins  |            | <p>Follow-on action from last meeting:<br/>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).</p> <p><i>Action: Max is to include survey results in School Board newsletter item.</i></p>   | MG    | Note                           |
| 6.45pm  | <b>6.0</b> | <b>Priority and Standing Items</b>  |       |                                |
| 20 mins |            | <p>Update draft for 2017 annual report review: <i>see separate handout</i></p> <p>LK - sent lead DES Reviewer copy of the draft AR - looked at favourably; looking at printing A5 booklet; TG – standard font size min. 12; RS – going online.<br/>MG – purpose of session to have AR completed by Friday.<br/>LK – in response to TG’s emails re: graphs etc, school is given that information.<br/>TG – usually when releasing information not as specific e.g. see page 26 2 made very low progress (ABS does this format).</p> <p>Linda Knox – move to start an Annual Report Sub Committee and commence the AR in Term 4.</p> <p>DP/ SS – page 9, 21 &amp; 27 can see student names; page 29 – student has a necklace on (not part of uniform)</p> <p>Moved Max Goodwin: does the School Board endorse the 2016 Annual Report; accepted Tim Green; seconded David Pemberton.</p> | LK    | Move, endorse: seconded:       |
| 1 min   |            | Oversee operation plans – defer agenda item to Week 3 Term 2  |       |                                |
| 1 min   |            | On entry assessment – defer agenda item to Week 3 Term 2  |       |                                |
| 7.07pm  | <b>7.0</b> | <b>Reports and operational matters</b>  |       |                                |
| 15 mins |            | <p><b>Financial Reports - 2017 budget</b></p> <p><u>2017 Budget:</u><br/>Financial Report – Summary (<i>see attached</i>)</p> <p>Amounts for bank balance missing; verbal – term deposit \$40,000 and cheque account = \$90,000; total in bank accounts as of 28/02/17 = \$130,000.00</p> <p>Noted by all</p> <p><i>Action: Meegan to included updated copy with minutes.</i></p>   | LK/MP | Note; move, endorse: seconded: |
|         |            | Page 4  |       |                                |



|        |             |  |     |         |
|--------|-------------|--|-----|---------|
| 7.27pm | <b>10.0</b> | <b>Next Meeting</b>                                      |     |         |
| 1 min  |             | Thursday 11 May (Week 3 Term 2 2017)<br>5.30pm to 7.30pm | LK  | Confirm |
|        | <b>11.0</b> | <b>Roundtable evaluation</b>                             |     |         |
| 2 mins |             |  | All |         |
| 7.30pm | <b>12.0</b> | <b>Meeting close</b>                                     |     |         |
|        |             | 7.40pm   |     |         |

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-<br>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) |  |
|  |                           |  |
|  |                           |  |
|  |                           |  |