

Minutes of the Meeting – Thursday 21 February 2019				
Time:	Item No. & Pages: <i>Agenda Pages 1 - 4</i>	Discussion:	Who: <i>Identify person to lead discussion on that item.</i>	SB to: <i>Identify whether SB is to note, confirm or decide in relation to the item.</i>
(6.30pm)	1.0	Welcome and apologies Meeting location: Library Time: 6.30pm – 8.30pm Opened: 6.40pm Present: Nicole Mattingley, Kirsten Barton, Karen Kroeger, Sake Van Weeghel, Linda Knox, Paul Moss, Shelley Smith, Stephanie Lu, Brendan Everett and Meegan Payne (secretary)		
3 mins		<u>Apologies:</u> Christine Hamilton-Prime PM welcomed new board member, Kirsten Barton <i>Noted by all</i>	PM	Note
	2.0	Disclosure of interests		
2 mins		<u>Any potential conflicts:</u> SVW (HOOSCI) <i>Noted by all</i>	PM	Note
	3.0	Minutes of previous meeting		
2 mins		Minutes of the Meeting for Week 8 Term 4 2018 correct: see separate attachment <i>Move PM; accepted KK & LK</i>	PM	Moved; endorsed
(6.37pm)	4.0	Correspondence In / Out		
2 mins		LK – email regarding School Board training for LK & PM on 20/3/19 <i>Noted by all</i>	LK/ PM	Note Moved; endorsed
(6.39pm)	5.0	Priority and Standing Items		
15 mins (6.54pm)		<u>Draft Annual Report:</u> to be emailed separately LK - not ready for distribution. Draft to be emailed to board members for feedback when ready. Action: LK to email draft when ready.	LK	Note Moved; endorsed
5 min (6.59pm)		<u>ANZAC Day assembly – Week 10 Term 1.</u> <u>Open Day – Thursday Week 3 Term 2 (16/5/19):</u> <ul style="list-style-type: none"> • Advert for Open Day in Community newspaper • Signage – make bolder; apply to COJ and Main Roads (for Marmion Ave) • NM – suggest more spaced & eye-catching signage – easy to read • Re-enforce branding <i>All items moved by LK, accepted SVW</i> Action: MP to send out calendar invite for Open Day Advertising applications to be lodged with COJ & Main Roads	LK/PM	Note Moved; endorsed

Time:	Item No. & Pages	Priority and Standing Items Cont'd	Who:	SB to:
5 min (7.04pm)		<p><u>Lease renewals and updates:</u></p> <p><u>Variation to Lease for Playgroup WA:</u> School has been by central office that Bambara Beginnings is not in line with Education Act – school cannot allocate funds for the benefit of children not enrolled at the school.</p> <p>Deed of Licence for Play Group WA amended to operate on Mondays and Fridays.</p> <p>Comments: KK – communicate information with School Community</p> <p><i>Moved LK – vary Deed of Licence to reflect Mondays and Fridays; accepted KK, NM & KK</i></p> <p>Action: MP – forward variation to Deed of Licence for signing to Play Group WA.</p> <p>PM – communicate information via newsletter to school community</p> <p><u>HOOSCI:</u> expires 24/5/19 (see business arising):</p>	LK/MP	Note/ discuss Moved; endorsed
10 mins (7.14pm)	<p>Page 5 Pages 6-7 Pages 8-9 Pages 10-11 Pages 12-13</p>	<p><u>Proposed 2019 budget:</u> see attached: Preliminary One Line Budget Summary Preliminary One Line Budget Statement Preliminary SCF Statement Proposed 2019 Cash Budget Proposed 2019 Casual Salaries</p> <p>Background: LK – last day before school returned, school lost 5 unplanned enrolments. Classes and staffing had already been structured. Impact on budget - \$45,000 less; proposed budget endorsed by FC on 19/2/19.</p> <p>Cost centres and casual salaries have been cut but operating costs met.</p> <p><i>Moved LK; does school board accept 2019 proposed budget; accepted PM and KK</i></p>	LK/MP	Note Moved; endorsed
5 mins 7.19pm		<p><u>Parent/ teacher interviews:</u></p> <p>Normally held end of Term 2; beneficial to have interviews before reports sent out;</p> <p><i>Moved LK – hold parent/ teacher interviews at the end of Term 1; accepted PM & KK</i></p>		
10 mins		<p><u>Educational focus for 2019:</u> Based on Business Plan Priorities and Strategies</p> <p>Presented by LK; refer to document School Improvement Plan (SIP) 2018-20 – relates to Business Plan focus.</p> <p><i>Noted by all</i></p>	LK/PM	Note Moved; endorsed

(7.29pm)	6.0	Business Arising from Previous Minutes		
15 mins (7.44pm)		<p><u>NAPLAN</u>: cont'd from last meeting:</p> <p>Review Business Plan (BP) targets: next BP and amend current BP, sole focus not on NAPLAN – align grading similar to Maths program.</p> <p><i>Moved LK – amend wording for BP around Geometry and Measurement to Numeracy; accepted KK, PM & SVW</i></p>	LK	Note Moved; endorsed;
15 mins (7.59pm)		<p><u>Surveying the community – presentation of findings: to be emailed separately</u></p> <p>Presented by LK as PowerPoint presentation – copy emailed to SB members after meeting.</p> <p>Document is presentation of survey content that was the same for Parents, Staff and Students.</p> <p>BE – regarding communication; parents had responses but need to come and see school so can be addressed; attend Term 1 parent/ teacher interviews; give survey feedback to parents.</p> <p>PM – place adhoc item in newsletter – introducing programs as a result of feedback from surveys and rationale behind programs and initiatives.</p> <p>BE – feedback useful content of SIP document to parents.</p> <p>Feedback to parents positive and improvements from surveys.</p> <p>Action: LK to communicate survey information in newsletter.</p> <p><i>Noted by all</i></p>	LK	Note Moved; endorsed
10 mins (8.09pm)		<p><u>HOOSCI Lease Renewal:</u></p> <p>Review of lease charges</p> <p>Current charges: After school care - \$120.00 per week Vacation care: \$55 per day</p> <p>Outcome from HOOSCI committee meeting Tuesday 18/2/19</p> <p>MP waiting for response via email from HOOSCI Coordinator, Chris, on outcome/ comments from meeting.</p> <p>Action: SVW to follow-up with HOOSCI. MP – communicate information to SB when available.</p>	LK/MP	Moved; endorsed
5 mins		<p><u>Website upgrade and marketing:</u></p> <p>Update on progress</p> <p>Action: LK – to send a link SB members a link to the website and PowerPoint presentation from the company.</p>	LK	Note Moved; endorsed

(8.14pm)	7.0	Reports and operational matters		
2 mins		<u>Enrolments update:</u> Defer to next meeting – not addressed	LK	Note Moved; endorsed
3 mins		<u>Introduction of new staff:</u> Josh Short (P.E.), Cara Deed (ECE 5), Joscelin Bell (ECE 2); Kaye Leckie (Indonesian); Lauren van Niekerk (EA ECE 5); Lisa Ing (relief for Julie Bentley ECE 1) <u>Action:</u> LK to do short bios over time in newsletters starting with Kaye Leckie (Indonesian).	LK	Note
(8.19pm)	8.0	New business		
5 mins		None	LK/PM	
(8.24pm)	9.0	Other Business		
1 min		<u>2019 meeting dates:</u> <i>see separate attachment</i> Noted by all		
(8.25pm)	9.0	Other Business Cont'd		
1 min		<u>Updated School Board tenure list:</u> <i>see separate attachment</i> Noted by all		
(8.26pm)	10.0	Next Meeting		
2 mins		Thursday 28 March 2019		Confirm
(8.28pm)	11.0	Roundtable evaluation		
2 mins			All	
(8.30pm)	12.0	Meeting close		
1 min (8.30pm)		Meeting closed at 8.55pm		

Chairperson's signature: _____ Principal's signature: _____

Scribe person's signature: _____

Bambara School Board - Standing Items

Term	Week 3 (Doing)	Week 8 (Admin)
One	Present draft Annual Report	Endorse proposed budget
	Lease renewals and updates	Preliminary financial reports
	Open Day / ANZAC Day	Annual Report – endorse
	Parent/ teacher interviews	Review Business Plan targets
		Report from school board sub-committees
Two	Operational financial reports	Student performance data – On Entry
	Lease renewals	Review Business Plan targets
		Report from school board committees
Three	Student performance data - Semester 1 reporting	Annual General Public Meeting
	Parent/ teacher conference feedback	Student performance data - NAPLAN results
	Lease renewals	Review school board membership tenures and call for nominations
	Notice of Annual General Public Meeting	Review Business Plan targets
	Operational financial reports	Report from school board committees
Four	Endorse Voluntary Contributions and Charges - following year	Present draft budget - following year
	School development days	Induction – new school board members
	School board elections	Draft Annual Report
	Lease renewals	Review Business Plan targets
	Operational financial reports	Report from school board committees
Incidentals / Other	Review policies	Review school board code of conduct
	Short community surveys	Review DPA (3 yearly)
	Renew leases	Review Business Plan/ strategic direction
	Business Plan (3 yearly)	Voluntary contributions collection rate
	Surveying the Community (2 yearly)	
	Workforce Plan (3 yearly)	