

**Thursday 18 February 2021**

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Time		Pre-reading and Items Requiring Preparation	Who	Action
	1.0	<p>(Approve a number of items that do not require Board discussion and take action through a single item)</p> <p><b>Pre-reading/ consideration before meeting:</b></p> <ul style="list-style-type: none"> <li>❖ Minutes of the Meeting Week 3 Term 4</li> <li>❖ Financial Reports – Proposed 2021 Budget: <ul style="list-style-type: none"> <li>• 2021 Preliminary Cash Autoload Proposed Budget</li> <li>• 2021 Preliminary Student Centred Funding Statement</li> <li>• 2021 Preliminary One Line Budget Statement</li> <li>• 2021 Preliminary Cash Plan</li> </ul> </li> <li>❖ Terms of Reference – update 8.50 Election of Chairperson</li> <li>❖ Election of School Board Chair – refer to Terms of Reference for position statement Role of Office Bearers 7.10</li> <li>❖ Newsletter analysis - attached</li> </ul>		Pre reading
7.00pm	2.0	<b>Welcome and apologies</b>		
5 mins		<p><u>Apologies:</u> Shelley Smith</p> <p><u>Present:</u> Sake van Weeghel, Paula Kervin, Racquel Sutton, Nik Lavrakas, Deanna Foster, Linda Knox, Meegan Payne (Secretary)</p> <p><u>Welcome:</u> New School Board Members: Sake van Weeghel (re-elected) and Deanna Foster Staff - only nomination from Shelley Smith (re-elected).</p> <p><i>Noted all</i></p>	LK	Note
7.05pm	3.0	<b>Disclosure of interests</b>		
2 mins		<p><u>Any potential conflicts:</u> HOOSCI – Sake van Weeghel and Nik Lavrakas</p> <p><i>Noted all</i></p>	LK	Note
7.07pm	4.0	<b>Items for Discussion, Noting or Endorsement</b>		
3 mins		<p>Minutes of the Previous Meeting correct? <i>Moved NL; accepted SVW</i></p>	LK	Move Endorse
3 mins (7.13pm)		<p>Election of School Board Chair: <i>RS moved nominate SVW; accepted all</i></p>	LK	Move Endorse
5 mins (7.18pm)		<ul style="list-style-type: none"> <li>❖ Financial Reports: <ul style="list-style-type: none"> <li>• 2021 Proposed Cash Budget – <i>presented MP/LK; noted all</i></li> <li>• Preliminary Student Centred Funding Statement</li> <li>• Preliminary One Line Budget Statement</li> <li>• 2021 Preliminary Cash Plan</li> </ul> </li> </ul> <p><i>All reports noted all</i></p> <p>Additional discussion:</p> <ul style="list-style-type: none"> <li>✓ Voluntary contributions budgeted collection rate – 70%</li> <li>✓ Promote if higher collection rate of 90% – communicate break down to parents where contribution payments go</li> </ul> <p><b>Action: SVW and MP</b></p>	LK/MP	Note

Time	4.0	Items for Discussion, Noting or Endorsement Cont'd	Who	Action
5 mins  (7.23pm)		<p>❖ Enrolments for 2021 – as of census 12/2/2021: K = 37 PP = 39 Years 1-6 = 132 <b>Total: 208</b></p> <p>Discussion/ notes: Business Plan 2018-20 enrolments target of 200 achieved; Large Year 1 class rather than PP/1 class – EA support</p> <p><i>Noted all</i></p>	LK/SBC	Note
10 mins  (7.33pm)		<p>❖ Terms of Reference – update 8.50 Election of Chairperson</p> <p>Changes:</p> <ol style="list-style-type: none"> <li>1. Update 8.50 Election of Chairperson to annually at first meeting for the year</li> <li>2. Update 6.3 to reflect 6.5</li> </ol> <p><i>Moved SVW; accepted NL</i></p> <p><b>Action: MP to update Terms of Reference and email to SB members</b></p>	LK/SBC	Discuss Move Endorse
25 mins  (7.58pm)		<p>❖ 2021-23 Business Plan – previously emailed</p> <p>LK thanked Deanna Foster and Nik Lavrakas for input <i>Endorsement moved by LK; accepted DF, NL and RS</i></p>	LK/SBC	Move Endorse
5 mins  (8.03pm)		<p>❖ Annual Report 2020</p> <p>Notes/ discussion:</p> <ul style="list-style-type: none"> <li>• Can only report on on-entry academic target; attendance; PAT</li> <li>• Financial report</li> <li>• SB report</li> <li>• Schools online – IPS Reviewers will review for accountability</li> </ul> <p><b>Action: LK to email draft 2020 Annual Report to SB</b></p>	LK/SBC	Discuss Move Endorse
5 mins		<p><b>Lease proposals/ renewals:</b></p> <p>HOOSCI expires May 2021 Proposal to increase fees</p> <p>Current Fees: \$40 – per day (morning and afternoon sessions – 5 hours) - \$8.00 p/h \$55 – per day (vacation care – 11 hours) - \$5.00 p/h</p> <p>Notes &amp; discussion: Current lease fees May 2019 – May 2021 based on 10-15 students per day</p> <p>New lease: May 2021 – May 2023 based on current HOOSCI enrolments 50+ per day.</p> <p>Proposed increase \$16,000 per annum \$60 – per day (morning and afternoon sessions – 5 hours) - \$12.00 p/h \$88 – per day (vacation care – 11 hours) - \$8.00 p/h</p>	LK/SBC	Move Endorse

Time	4.0	Items for Discussion, Noting or Endorsement Cont'd	Who	Action
(8.18pm)		<p>HOOSCI Cont'd: No charge for HOOSCI administration moving to Bambara site</p> <p><i>Moved LK – renew HOOSCI DOL for 2 years with new lease charges; accepted unanimously (excluding NL &amp; SVW – refer to agenda item 3.0)</i></p> <p><b>Actions:</b> MP to officially notify HOOSCI of new lease charges and prepare DOL</p> <p>MP to email SVW and NL spreadsheet with summary of charges by other schools</p>	LK/SBC	Move Endorse
5 mins (8.23pm)		<p>❖ PsyFit – expires 5/3/21</p> <p>Discussion: Review for-profit lease charges; increase to \$35 p/h</p> <p><i>Moved LK: renew PsyFit's DOL for 6 months with new rate \$35 p/h; accepted unanimously</i></p> <p><b>Action: MP to officially notify PsyFit of new lease charges and prepare DOL</b></p>	LK	Discuss Move Endorse
5 mins (8.28pm)		<p>❖ Parent/ Teacher interviews</p> <p>Discussion/ notes:</p> <ul style="list-style-type: none"> <li>Year 3 students and up attend meeting with parents</li> <li>Wednesday Week 9 (last week of Term 1)</li> <li>Meetings will run until 2.35pm</li> <li>Feedback form for parents to complete after their meeting – tie survey form in with Business Plan 2021-23</li> <li>Look at QR code for survey</li> </ul> <p><b>Action: DF to create feedback form</b></p> <p><i>Noted all</i></p>	LK/SBC	Note Move Endorse
<b>8.28pm</b>	<b>5.0</b>	<b>Business Arising from Previous Minutes</b>		
5 mins (8.33pm)		<p>❖ Newsletter – reduced content. No class items – parents now accessing Connect. <i>See newsletter analysis – attached</i></p> <p>Discussion/ notes:</p> <ul style="list-style-type: none"> <li>Newsletter format has been change to Microsoft Sway</li> <li>Has enabled access to data on who accesses newsletter</li> <li>Reduce content – teachers/ parents now use Connect</li> <li>Publish newsletters twice each term – mid/ Week 5 and end of term/ Week 10</li> <li>Term 1 newsletter to be published Weeks 3, 5 and 7</li> </ul> <p><i>Noted all</i></p>	LK/SBC	Note/ discuss Move Endorse
5 mins		<p>❖ COVID 19 update</p> <p>Discussion/ notes:</p> <ul style="list-style-type: none"> <li>LK - DG announced parents may now enter classrooms and school grounds</li> </ul> <p><i>Noted all</i></p>	LK	Note

8.38pm	6.0	New Items for Discussion		
5 mins (8.43pm)		<p>Zenshin Martial Arts – new lease</p> <ul style="list-style-type: none"> <li>• DOL signed December 2020 – lessons were to commence in Xmas holidays</li> <li>• Previously at Hillarys PS – area unavailable due to works</li> <li>• Rate \$25 p/h</li> <li>• 12 month lease 01/01/21 to 31/12/21</li> </ul> <p><i>Moved SVW; accepted all</i></p>	LK	Discuss Move Endorse
5 mins (8.48pm)		<p>Movement Therapy group – new lease</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Requested use of room e.g. library</li> <li>• No available space</li> </ul> <p>Moved LK; request not accepted by unanimous</p> <p>Action: MP to advise group outcome</p>	LK	Discuss Move Endorse
		<p>Additional item:</p> <p>Action - MP to create Connect group for SB</p>		
8.48pm	7.0	Roundtable evaluation		
5 mins				
8.53pm	8.0	Next Meeting and Meeting close		
5 min (8.58pm)		<p>Next meeting – 2021 meeting dates</p> <p>SB agreed on Week 3 each term</p> <p>Action: MP to send out meeting schedule</p>		
2 min (9.00pm)		Meeting closed – 9.05pm		

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

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

## Bambara School Board - Standing Items

Term	Week 3	
<b>One</b>	Draft Annual Report	Proposed budget
	Lease renewals and updates	Preliminary financial reports
	Open Day / ANZAC Day	
	Parent/ teacher interviews	Review Business Plan targets
	Approve early close for parent/ teacher interviews	Report from school board sub-committees
<b>Two</b>	Operational financial reports	Student performance data – On Entry
	Lease renewals	Review Business Plan targets
	Annual Report – endorse	Report from school board committees
	Parent/ teacher conference feedback	
	Endorse Funding Agreement	
<b>Three</b>	Review Business Plan targets	Annual General Public Meeting
	Report from school board committees	Student performance data - NAPLAN results
	Lease renewals	Review school board membership tenures and call for nominations
	Notice of Annual General Public Meeting	Enrolments for following year
	Operational financial reports	
<b>Four</b>	Endorse Voluntary Contributions and Charges - following year	Induction – new school board members
	School development days	Draft Annual Report
	School board elections	Review Business Plan targets
	Lease renewals	Report from school board committees
	Operational financial reports	
<b>Incidentals / Other</b>	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)	