

Thursday 27 May 2021

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Time		Pre-reading and Items Requiring Preparation	Who	Action
	1.0	<p><i>(Approve a number of items that do not require Board discussion and take action through a single item)</i></p> <p>Pre-reading/ consideration before meeting:</p> <ul style="list-style-type: none"> ❖ Minutes of the Meeting Week 3 Term 1 2021 ❖ Financial Reports: <ul style="list-style-type: none"> • One Line Budget Statement • Student Centred Funding Statement • Cash Report (April data) • Financial Summary report from MCS • Funding agreement ❖ 2020 Annual Report ❖ School workforce plan ❖ Statement of Expectation ❖ Public School Review - The Standard 		Pre reading
	1.0	<p>Venue - School Library/ Staff Room Time: 7:00pm – 9:00pm Opened: 7:05pm</p>		
7.00pm	2.0	Welcome and apologies		
5 mins		<p><u>Apologies:</u> Nik Lavrakas</p> <p><u>Present:</u> Linda Knox, Shelley Smith, Paula Kervin, Lisa Bowra, Racquel Sutton, Sake van Weeghel, Deanna Foster and Meegan Payne (secretary)</p> <p><u>Welcome:</u> New School Board Member: Lisa Bowra</p> <p><i>Noted all</i></p>	SV-W/LK	Note
7.05pm	3.0	Disclosure of interests		
2 mins		<p><u>Any potential conflicts:</u> SVW – HOOSCI treasurer</p> <p><i>Noted all</i></p>	SV-W/LK	Note
7.07pm	4.0	Items for Discussion, Noting or Endorsement		
3 mins (7.10pm)		<p>Minutes of the Previous Meeting correct?</p> <p>Moved LK; accepted RS</p>	SV-W/LK	Move Endorse
3 mins (7.13pm)		<p>Community Member as the Chair – SVW change of role from parent to community member</p> <p><i>Moved PK – SVW remain as SB Chair; accepted SS</i></p>	LK	Discuss Move Endorse
5 mins (7.18pm)		<ul style="list-style-type: none"> ❖ Financial Reports: <ul style="list-style-type: none"> • One Line Budget Statement • Student Centred Funding Statement • Cash Plan • Financial Summary report from MCS <p>Comments/ suggestions from SB:</p> <ul style="list-style-type: none"> • Stagger voluntary contributions payment reminders around incursions/ excursions <p><i>Noted all</i></p> <p>Action: MP to communicate change to office staff</p>	LK/MP	Note

	4.0	❖ Items for Discussion, Noting or Endorsement Continued		
10 mins (7.28pm)		❖ Annual Report 2020 Comments/ actions: <ul style="list-style-type: none"> amend On-entry COVID wording and DF edits <p><i>Moved LK – accept 2020 Annual Report with DF edits and On-entry COVID wording re: median score; accepted DF</i></p>	LK	Note Discuss Move endorse
10 mins (7.38pm)		❖ Workforce Plan Comments/ actions/ suggestions: <ul style="list-style-type: none"> Add LB to School Board Indicate which staff are EA's MA – OSH rep MP – add to SB <p><i>Noted all</i></p>	LK	Note Discuss Move endorse
10 mins (7.48pm)		❖ On-Entry data LK presented Power Point Comments/ actions/ suggestions: <ul style="list-style-type: none"> School tours/ parent inductions and information sessions include information on preparing child for school - home handwriting tolls and resources) <p><i>Noted all</i></p>	LK	Note Discuss Move endorse
10 mins (7.58pm)		❖ Statement of Expectation About LK's performance review and SB keeping Principal and school accountable. <p><i>Document accepted by all and signed by SVW and LK</i></p>	LK	Note Discuss Move endorse
15 mins (8.13pm)		❖ Term 4 School review – refer to The Standard <ul style="list-style-type: none"> New process, school uploads evidence onto Dashboard Old review over 5 days – new 1 day Currently no set date <p><i>Noted all</i></p>	LK	Note Discuss Move endorse
5 mins (8.18pm)		❖ Endorse funding agreement 2021 <p><i>Document accepted by all and signed by LK and SVW</i></p>	LK	Note Discuss Move endorse
10 mins (8.28pm)		❖ Review Business Plan targets Deferred to next meeting	SBC/LK	Note Discuss Move endorse
5 mins (8.33pm)		❖ COVID-19 update <ul style="list-style-type: none"> LK attending WebEx 28/5/21 Connect in place Day cleaners onsite Comments: <ul style="list-style-type: none"> When communicating with parents, explain reasons for cautious approach <p><i>Noted all</i></p>	LK	Note

	4.0	❖ Items for Discussion, Noting or Endorsement Cont'd	Who	Action
5 mins (8.38pm)		Lease proposals/ renewals: <i>Moved SVW - propose increase standard lease rate to \$35 per hour; accepted SS</i>	LK/MP	Move Endorse
8.38pm	5.0	Business Arising from Previous Minutes		
5 mins (8.43pm)		❖ Follow-on from last meeting – creation of SB Connect Group Not practical or user friendly, SB parents will have 2 logins – SB and Parent; leave as is – continue using email <i>Noted all</i>	MP	Note/ discuss Move Endorse
5 mins (8.48pm)		❖ Parent/ Teacher interviews – survey feedback 32 parents responded <i>Noted all</i> Action: LK/ MP to send survey results to SB members	LK	Note Discuss
8.48pm	6.0	New Items for Discussion		
5 mins (8.53pm)		❖ Meeting schedule: Revise meeting schedule to Week 6 each term <i>Moved LB; accepted RS</i> Action: MP to send out new meeting schedule	LK	Discuss Move Endorse
		❖ School uniforms: ❖ Feedback from parents as to quality; seams splitting ❖ Yanchep Beach PS use Uniform Concepts (Nell Grey) Action: LK to contact Stephen from Lowes		
		❖ Netball courts: Resurfacing to commence on 8/6/21; will take approx. 2 weeks; reduced parking on Gosse Road and access to school; parents to be notified <i>Noted all</i>		
8.53pm	7.0	Roundtable evaluation		
3 mins		Long but covered lot of content; good meeting; good intro to SB		
8.56pm	8.0	Next Meeting and Meeting close		
2 min		Confirmation of next meeting date: Thursday 26 August 2021		
2 min (9.00pm)		Meeting closed – 9:20pm		

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

Scribe person's signature: _____

Bambara School Board - Standing Items

Term	Week 3	
One	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
Two	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	
Three	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	
Four	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	
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)	