

Thursday 26 August 2021

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Time	1.0	Pre-reading and Items Requiring Preparation	Who	Action
Venue - School Library/ Staff Room Time: 7:00pm – 9:00pm Opened: 7.10pm		<p>(Approve a number of items that do not require Board discussion and take action through a single item)</p> <p>Pre-reading/ consideration before meeting:</p> <ul style="list-style-type: none"> ❖ Minutes of the Meeting Week 6 Term 2 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 ❖ Summary of Relationships and Partnerships – School Review response 		Pre reading
7.00pm	2.0	Welcome and apologies		
5 mins		<p><u>Apologies:</u> Lisa Bowra, Sake van Weeghel</p> <p><u>Present:</u> Racquel Sutton, Deanna Foster, Linda Knox, Paula Kervin, Nik Lavrakas, Shelley Smith, Meegan Payne (secretary)</p>	SV-W/LK	Note
7.05pm	3.0	Disclosure of interests		
2 mins		<u>Any potential conflicts:</u> Initially N/A; NL on HOOSCI committee	SV-W/LK	Note
7.07pm	4.0	Items for Discussion, Noting or Endorsement		
3 mins (7.10pm)		Minutes of the Previous Meeting correct? <i>Moved DF; accepted RS</i>	SV-W/LK	Move Endorse
5 mins (7.15pm)		<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><u>Discussion/ Action:</u> Noted overall collection rate under budget Unpaid Billing Reminders to go out end of Term 3 – letter requesting payment to be sent out with reminder. Letter to include diaries.</p> <p>Action: MP to prepare letter to go out with Unpaid Billing reminders</p> <p><i>Noted all</i></p>	LK/MP	Note
20 mins (7.35pm)		<ul style="list-style-type: none"> ❖ 2021 School Review: <ul style="list-style-type: none"> • Summary of Relationships and Partnerships – School Review response <p><u>Discussion/ Action/ Notes:</u></p> <ul style="list-style-type: none"> ➤ SB discussed draft response ➤ SB to assist in establishing indigenous contacts in the community – DF has contacts <p>Actions: DF to investigate indigenous contacts MP/SS to email Aboriginal Cultural Standards Framework to SB</p> <p><i>Noted all</i></p>	SV-W/LK	Note Discuss Move endorse

	4.0	Items for Discussion, Noting or Endorsement	Who	Action
20 mins (7.55pm)		<ul style="list-style-type: none"> ❖ Student performance data – NAPLAN results <ul style="list-style-type: none"> • LK presented base data from SCSA showing data from SSSR. • Great results for Bambara and all schools <p><i>Noted all</i></p>	LK	Note Discuss Move endorse
5 mins (8.00pm)		<ul style="list-style-type: none"> ❖ Notice of Annual General Public Meeting: <ul style="list-style-type: none"> • Thursday 18 November 2021 • RS to send through newsletter item from SB; include mention of annual general meeting and upcoming call for nominations • Advertise to community beginning of Term 4 <p><i>Noted all</i></p>	SV-W/LK	Note Discuss Move endorse
10 mins (8.10pm)		<ul style="list-style-type: none"> ❖ School Board membership: <ul style="list-style-type: none"> • Review tenures - NL and PK tenure finishes end of 2021 <p>Action: Call for nominations Week 10 Term 3 formally call for nominations; nominations close end of Week 2; Voting Weeks 3-4; successfully candidate attend SB meeting in Week 6</p> <p><i>Noted all</i></p>	LK/MP	Note Discuss Move endorse
8.10pm	4.0	Items for Discussion, Noting or Endorsement Continued		
5 mins (8.15pm)		<ul style="list-style-type: none"> ❖ Lease proposals/ renewals: <ul style="list-style-type: none"> • Book Bug Productions – drama classes <p>Discussion: \$35 per hour; only available after fitness classes on Saturday mornings</p> <p><i>Moved NL; accepted SS, RS</i></p> <p>Action: MP to contact licensee</p>	LK/MP	Note Discuss Move endorse
20 mins (8.35pm)		<ul style="list-style-type: none"> ❖ Review Business Plan targets (deferred from last meeting) <p>LK presented excel spreadsheet</p> <p><i>Noted all</i></p>	SV-W/LK	Note Discuss Move endorse
5 mins (8.40pm)		<ul style="list-style-type: none"> ❖ Student enrolments: <ul style="list-style-type: none"> • Current enrolments – current 212 (based on Term 4 enrolments in advance, expect to be 215-216) • Projected enrolments for 2022 – Kindy numbers low currently at 27 <p><i>Noted all</i></p>	LK	Note Discuss Move endorse
5 mins (8.45)		<ul style="list-style-type: none"> ❖ 2022 School Development Days <ul style="list-style-type: none"> • 3 set by DoE: 27/1/22; 28/1/22; 16/12/22 • 3 flexible days chosen by school – propose 4/3/22; 3/6/22; 19/8/22 • Last day of 2022 school year, staff to trade off 0.5 day – staff meetings go longer <p>Action: check OBV date – not yet available</p> <p><i>Moved LK; accepted all</i></p>	LK	Note Discuss Move endorse

5 mins (8.50pm)		❖ COVID-19 update <ul style="list-style-type: none"> • Remote learning plans setup ready to go if needed • 3 staff involved in setting up programs • Parents need to access Connect • Students being allocated time to go onto Connect <p><i>Noted all</i></p>	LK	Note
pm	5.0	Business Arising from Previous Minutes		
		❖ Uniform update: Action: LK to follow-up with Lowes		
pm	6.0	New Items for Discussion		
		❖ 2022 Pupil Requirements Lists: <ul style="list-style-type: none"> • Seeking quotes from Campion • 20% commission • Reasonable prices • Free delivery • Provide \$700 towards free booklists <p><i>Noted all</i></p>		
8.50pm	7.0	Roundtable evaluation		
5 mins				
8.55pm	8.0	Next Meeting and Meeting close		
3 min		Confirmation of next meeting date: Thursday 18 November 2021		
2 min (9.00pm)		Meeting closed – 9.15pm		

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

Scribe person's signature: _____

Bambara School Board - Standing Items

Term	Week 6	
One	Draft Annual Report	Proposed budget
	Lease renewals and updates	Preliminary financial reports
	Open Day / ANZAC Day	Review Business Plan targets
	Parent/ teacher interviews	Report from school board sub-committees
	Approve early close for parent/ teacher interviews	
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	Current enrolments
	Endorse Funding Agreement	
Three	Review Business Plan targets	Student performance data - NAPLAN results
	Report from school board committees	Review school board membership tenures and call for nominations
	Lease renewals	Current enrolments
	Notice of Annual General Public Meeting	Enrolments for following year
	Operational financial reports	Following year’s school development days
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	Following year’s pupil requirement lists
	Annual General Public Meeting	
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)	