



**Bambara School Board 2021**  
**Annual General Public Meeting**  
**Minutes of the Meeting**  
**Week 6 Term 4 2021**

**Thursday 18 November 2021**

<b>Thursday 18 November 2021</b>				
<b>Time</b>	<b>1.0</b>	<b>Pre-reading and Items Requiring Preparation</b>	<b>Who</b>	<b>Action</b>
	<b>Venue - School Library/ Staff Room</b> <b>Time: 7:05pm – 9:05pm</b> <b>Opened:</b>	<i>(Approve a number of items that do not require Board discussion and take action through a single item)</i>  <b>Pre-reading/ consideration before meeting:</b> <ul style="list-style-type: none"> <li>❖ Minutes of the Meeting Week 6 Term 3 2021</li> <li>❖ Financial Reports: <ul style="list-style-type: none"> <li>• One Line Budget Statement</li> <li>• Student Centred Funding Statement</li> <li>• Cash Report (October data)</li> <li>• Financial Summary report from MCS</li> </ul> </li> <li>❖ 2022 Voluntary Contributions and Charges Schedule</li> <li>❖ School Review Report and Letter from Director General</li> </ul>		<b>Pre reading</b>
<b>7.00pm</b>	<b>2.0</b>	<b>Welcome and apologies</b>		
5 mins		<u>Welcome:</u> new School Board member, Stephen Armitage  <u>Apologies:</u>  <u>Present:</u> Nik Lavrakas; Lisa Bowra; Sake van Weeghel; Stephen Armitage; Paula Kervin; Racquel Sutton; Deanna Foster; Shelley Smith; Linda Knox and Meegan Payne (secretary)  <i>Noted all</i>	SV-W/LK	Note
<b>7.05pm</b>	<b>3.0</b>	<b>Disclosure of interests</b>		
2 mins		<u>Any potential conflicts:</u> Nik Lavrakas (HOOSCI)  <i>Noted all</i>	SV-W/LK	Note
<b>7.07pm</b>	<b>4.0</b>	<b>Items for Discussion, Noting or Endorsement</b>		
3 mins (7.10pm)		Minutes of the Previous Meeting correct?  <i>Moved SVW; accepted NL</i>	SV-W/LK	Move Endorse
3 mins (7.13pm)		❖ Outcome School Board nominations:  Leaving members: Nik Lavrakas (parent rep) and Paula Kervin (staff rep) Parent rep: <ul style="list-style-type: none"> <li>• 2 nominations, 1 withdrew</li> <li>• Stephen Armitage successful – welcome</li> </ul> Staff rep: <ul style="list-style-type: none"> <li>• 2 nominations – Joscelin Bell; Michael Prokojes</li> <li>• Staff vote – successful Michael Prokojes</li> </ul> <i>Noted all</i>	SV-W/LK	Note Move Endorse

	4.0	Items for Discussion, Noting or Endorsement Continued	Who	Action
5 mins (7.18pm)		<ul style="list-style-type: none"> <li>❖ Financial Reports (October data): <ul style="list-style-type: none"> <li>• One Line Budget Statement</li> <li>• Student Centred Funding Statement</li> <li>• Cash Report</li> <li>• Financial Summary report from MCS</li> </ul> </li> </ul> <p>Comments: MP to go through financial reports with new board member, Stephen Armitage</p> <p><i>Noted all</i></p>	LK/MP	Note
5 mins (7.23pm)		<ul style="list-style-type: none"> <li>❖ 2022 Voluntary Contributions and Charges schedule:</li> </ul> <p>Discussion/ comments: RS – school considered Qkr? MP – school looking into options, e.g. Compass. Currently using Microsoft Forms</p> <p><i>Moved LK – does school board endorse the 2022 Voluntary Contributions nd Charges schedule? Accepted NL; SVW and LB</i></p> <p><b>Actions: Meegan Payne to distribute endorsed schedule to school community</b></p>	LK/MP	Move Endorse
10 mins (7.33pm)		<ul style="list-style-type: none"> <li>❖ 2021 School Review outcome: comments/ discussion: <ul style="list-style-type: none"> <li>• Reviewers commended school; same response from everyone</li> <li>• What school claimed/ said was verified by interviewees (school community)</li> <li>• Area of concern – student NAPLAN progress for Year 5</li> <li>• School being reviewed again to check progress in 2022</li> <li>• School looking at strategies</li> <li>• Reading results already identified by school before review process</li> <li>• LK approached collegiate principals’ group for advice</li> <li>• No NAPLAN for 2020 (COVID) so won’t have data on progress – use PAT data</li> </ul> </li> </ul> <p><i>Noted all</i></p>	SV-W/LK	Note Discuss Move endorse
15 mins (7.48.pm)		<ul style="list-style-type: none"> <li>❖ Student performance data – NAPLAN results:</li> </ul> <p>Data presented by LK</p> <ul style="list-style-type: none"> <li>• Decile 2 school</li> <li>• Positive outcome, 100% students at or above minimum standards</li> <li>• Bambara’s Icsea rating – 1059</li> </ul> <p><i>Noted all</i></p>	LK	Note Discuss Move endorse
15 mins (8.03pm)		<ul style="list-style-type: none"> <li>❖ PAT data results:</li> </ul> <p>Data presented by LK:</p> <ul style="list-style-type: none"> <li>• Parent engagement needed and understanding/ literate on child/ren achievements</li> <li>• Need to engage students/ children on their achievements</li> </ul> <p><i>Noted all</i></p>	LK	Note Discuss Move endorse

	4.0	Items for Discussion, Noting or Endorsement Continued	Who	Action
5 mins (8.08pm)		<ul style="list-style-type: none"> <li>❖ Lease proposals/ renewals: <ul style="list-style-type: none"> <li>• Zenshin Martial Arts – expires 31/12/21. Currently pays \$25 per hour</li> <li>• Request for reduced lease rate – numbers have been impacted by 2020/2021 COVID lockdowns and not increased</li> </ul> </li> </ul> <p>Request not supported; licensee aware of 2022 rate when original Deed of Licence signed; need to be fair to all</p> <p><i>Moved SVW – renew DOL 12 months at standard rate of \$35 per hour; accepted unanimous</i></p> <p><b>Action: MP to advise Licensee and arrange new DOL</b></p>	LK/MP	Note Discuss Move endorse
5 mins (8.13pm)		<ul style="list-style-type: none"> <li>❖ Student enrolments: <ul style="list-style-type: none"> <li>• Current enrolments - 212</li> <li>• 2022 Projected enrolments – 232</li> </ul> </li> </ul> <p><i>Noted all</i></p>	LK	Note
5 mins (8.18pm)		<ul style="list-style-type: none"> <li>❖ Class organisation and structure for 2022: Presented by LK - proposed classes:</li> </ul> <p>K (20); K/PP (K – 10 &amp; PP – 15); PP (25); Year 1; Year1/2; Year 2; Year 3; Year 4/5; Year 5/6 – total 9 classes</p> <p>Digital technologies specialist – Paula Kervin; robotics and Term 1 combined with NAPLAN support; class lists out just before end of term</p> <p><i>Noted all</i></p>	LK	Note
5 mins (8.23pm)		<ul style="list-style-type: none"> <li>❖ 2022 Pupil Requirement Lists - Champion <ul style="list-style-type: none"> <li>• 20% commission</li> <li>• \$900 free booklist vouchers</li> <li>• Free delivery</li> <li>• Reasonable prices: refer to Voluntary Contributions and Charges Schedule</li> </ul> </li> </ul> <p><i>Moved LK; accepted NL; PK</i></p>	LK/MP	Move endorse
10 mins		<ul style="list-style-type: none"> <li>❖ COVID-19 update - all DoE staff first vaccination by 31/12/21; full vaccinated by first day of Term 1</li> </ul> <p><i>Noted all</i></p>	LK	Note
10 mins (8.43pm)		<ul style="list-style-type: none"> <li>❖ Relationships and Partnerships - update from DF on indigenous contacts:</li> </ul> <p>Discussion/ comments by DF:</p> <ul style="list-style-type: none"> <li>• Approached 2 contacts – no luck</li> <li>• Mosman Park PS – award for work with Indigenous communities; held norming tea for aboriginal families at school</li> <li>• Local shire referred to South West Aboriginal Land Council</li> <li>• Work in progress</li> <li>• School considered aboriginal flag?</li> <li>• MP – look into cost, also need flag pole</li> <li>• LK - Sutherland PS success with Indigenous community</li> </ul> <p><i>Noted all</i></p>	DF	

	5.0	❖ Business Arising from Previous Minutes	Who	Action
2 mins (8.45pm)		❖ Lease update - Book Bug Productions for drama classes:  Did not proceed with Deed of Licence/ lease agreement: did not proceed with lease, undercover area and days not suitable  <i>Noted all</i>	MP	
5 mins		❖ Lowes uniform update from LK:  <ul style="list-style-type: none"> <li>• Lowes waiting for samples – delayed</li> <li>• No complaints/ feedback from other schools</li> </ul>		
<b>8.50pm</b>	<b>6.0</b>	<b>New Items for Discussion</b>		
5 mins		❖ Leaving School Board members – Nik Lavrakas and Paula Kervin:  SVW – thank you both for time and contribution to School Board	SVW	
<b>8.55pm</b>	<b>7.0</b>	<b>Roundtable evaluation</b>		
3 mins				
<b>8.58pm</b>	<b>8.0</b>	<b>Next Meeting and Meeting close</b>		
2 min		Confirmation of next meeting date:  Thursday 10 March 2022		
(9.00pm)		Meeting closed – 9.05pm		

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

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

## Bambara School Board - Standing Items

Term	Week 6	
<b>One</b>	Draft Annual Report	Following year's proposed budget
	Deed of Licence/ Lease renewals	Preliminary financial reports
	Open Day / ANZAC Day	Review Business Plan targets from previous year
	Parent/ teacher interviews	Report from school board sub-committees
	Approve early close for parent/ teacher interviews	
<b>Two</b>	Operational financial reports – SB to “note” school budget	Student performance data – On Entry
	Deed of Licence/ Lease renewals	Review Business Plan targets – current year
	Annual Report – endorse	Report from school board committees
	Parent/ teacher conference feedback	Current enrolments
	Endorse Funding Agreement	Voluntary contributions collection rate
<b>Three</b>	Review Business Plan targets – current year	Student performance data - NAPLAN results
	Report from school board committees	Review school board membership tenures and call for nominations
	Deed of Licence/ Lease renewals	Current enrolments
	Notice of Annual General Public Meeting	Enrolments for following year
	Operational financial reports	Following year's school development days
	School board elections	Voluntary contributions collection rate
<b>Four</b>	Endorse Voluntary Contributions and Charges - following year	Draft Annual Report
	School board elections	Class organisation for following year
	Operational financial reports	Report from school board committees
	Preliminary budget	Following year's pupil requirement lists
	Deed of Licence/ Lease renewals	Current student enrolments
	Annual General Public Meeting	Following year projected enrolments
	Induction – new school board members	Voluntary contributions collection rate
<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)	