

Thursday 30 June 2022

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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 and/or consideration before meeting:</p> <ul style="list-style-type: none"> ❖ Minutes of the Meeting Week 6 Term 1 2022 ❖ 2022 Annual Report ❖ Sample NSOS National Schools Opinion Survey ❖ 2022 Funding Agreement ❖ NAIDOC Week Program ❖ Schools Improvement Plan - Response to Domain 6 Student (Public School Review) ❖ Financial Reports: <ul style="list-style-type: none"> • Financial report from MCS • Student-Centred Funding Statement • Operational One Line Budget Statement • Cash Plan 		Pre reading
	2.0	Welcome and apologies		
5 mins		<p><u>Welcome:</u> All</p> <p><u>Apologies:</u> None</p> <p><u>Present:</u> Linda Knox, Michael Prokojes, Stephen Armitage, Deanna Foster, Sake van Weeghel, Shelley Smith, Racquel Sutton, Lisa Bowra and Meegan Payne (secretary)</p>	SV-W/LK	Note
	3.0	Disclosure of interests		
2 mins		<u>Any potential conflicts:</u> None	SV-W/LK	Note
	4.0	Items for Discussion, Noting or Endorsement		
5 mins (7.12pm)		Minutes of the Previous Meeting correct? See attached <i>Moved LB, seconded RS and LK</i>	LK	Move Endorse
3 mins (7.15pm)		2021 Annual Report: see attached <u>Notes:</u> <ul style="list-style-type: none"> • Staff endorsed • LK added Statewide Services query/ feedback – what synthetic program is school using to get Year 3 results, Year 3 test results in top 50 high performing schools <p><i>Moved LK - does SB accept 2021 Annual Report; seconded DF and RS</i></p>	Chair/LK	Move Endorse
10 mins (7.25pm)		2022 On Entry Results: <i>Presented LK; noted by all</i>	LK/SS	Note

	4.0	Items for Discussion, Noting or Endorsement Continued	Who	Action
10 mins (7.35pm)		<p>Schools Improvement Plan - Response to Domain 6 Student Achievement and Progress, Public School Review: see attached</p> <p>Presented Lk:</p> <ul style="list-style-type: none"> Reviewers will want to see plan, have had good feedback from DoE. K – Year 1, using Dianna Rigg Year 2 – 6, using Soundwaves Timeframe realistic <p><i>Noted all</i></p>	LK/SS	Note
5 mins (7.50pm)		<p>Parent/ teacher interviews:</p> <ul style="list-style-type: none"> Participation Rates <p>2021 – face-to-face 82% 2022 - Phone meeting 76%</p> <p>For 202, LK to put to staff to consider face-to-face or phone Aim is to Increase parent engagement</p> <p><i>Noted all</i></p>	LK	Note
10 mins (7.55pm)		<p>National Schools Opinion Survey: see attached</p> <ul style="list-style-type: none"> Date Set – survey to run from 25/8/22, close on 9/9/22 Survey results to be presented to SB meeting on 15/9/22 <p><u>Notes:</u> Unable to change questions but can add to survey questions Keep questions and survey simple</p> <p><u>Agreed actions:</u></p> <ul style="list-style-type: none"> Michael to write welcome script; Lisa – editor for script Script due Week 5 Term 3 Survey to go out Week 6 Survey closing date – Week 8 <p><i>Moved LK; seconded SVW and SA</i></p>	LK	Move Endorse
5 mins (8.05pm)		<p>❖ Financial Reports: see attached</p> <ul style="list-style-type: none"> Financial report from MCS Student-Centred Funding Statement June 2022 One Line Budget Statement June 2022 Cash Plan – June 2022 <p><i>Noted all</i></p>	MP/LK	Move
5 mins (8.15pm)		<p>Endorse Funding Agreement: see attached</p> <p>Does SB endorse 2022 funding agreement?</p> <p><i>Moved LK; seconded SVW and DF</i></p>	LK	Note Discuss Move endorse
5 mins (8.30pm)		<p>Current/Future Enrolments:</p> <p><u>Staffing Changes</u></p> <ul style="list-style-type: none"> Year 1 teacher resigned, finishes end of Term 2, new teacher starting Term 3 Additional special needs (SN)/ disability funding for student <p><u>General:</u></p> <ul style="list-style-type: none"> Term 3 – starting with 230 enrolments To date, 34 2023 Kindy applications Year 4/5 and 5/6 31 and 32 students, classes have EA SN support Fixed term contracts have been extended for Term 3, DoE hold on advertising vacancies due to COVID and staffing upheavals/ shortages Vacancies to be advertised Term 4 COVID cleaning continuing in Term 3 <p><i>Noted all</i></p>	LK	Note Discuss

	4.0	Items for Discussion, Noting or Endorsement Continued	Who	Action
5 mins (8.35pm)		Voluntary Contribution Rates – see Financial Report from MCS <ul style="list-style-type: none"> • New system for accounts – reminders being emailed instead of paper copies • School will send more payment reminders <i>Noted all</i>	LK	Note
2 mins (8.47pm)		❖ Lease proposals/ renewals/ updates: <ul style="list-style-type: none"> • PsyFit – expires 09/09/22 Discussion: <ul style="list-style-type: none"> • Before renewing lease, SB to review lease charges Suggested new fee structure: 1 year - \$45 p/h 2 year - \$40 p/h Action: MP to investigate how many attendees and how much classes costs	LK/MP	Move endorse
8.47pm	5.0	❖ Business Arising from Previous Minutes	Who	Action
10 mins (8.49pm)		❖ Relationships and Partnerships: - progress/ update ❖ NAIDOC Week CELEBRATIONS 2022 - Program <ul style="list-style-type: none"> • Aboriginal Flag Donated by Caitlyn Collins • Flagpole purchase by P&C and School Discussion and notes: <ul style="list-style-type: none"> • LB – contacted Neville Pollard, respected Elder • Keen to be involved after NAIDOC Week • Assist with developing RAP • Retired Broome Principal, Sister Freda – more assist with activities with students - Indigenous flag; smoking ceremony • Need to have a RAP in place • Lots of organisations have RAP on their website Action: LB to contact FREDA for advice	DF/LB M Prokojes	Notes
8.49pm	6.0	New Items for Discussion		
5 mins		LK – Indigenous Books and Possible SB Community Member John Raftis (COJ) dropped off Indigenous books, Involved with First Nation people Previously expressed interest in joining SB Good Indigenous contact <i>Moved LK – approach JF to be a Community Member of SB; accepted unanimous</i> Action: LK to contact John; JR to attend next meeting if joining SB		Discuss
8.54pm	7.0	Roundtable evaluation		
3 mins		Meeting – feedback Productive meeting, Teams worked well, moving forward with Indigenous relationships; NAIDOC positive & well done Michael		
8.57pm	8.0	Next Meeting and Meeting close		
3 min		Confirmation of next meeting date: Proposed Week 9 Thursday 15 September		
(9.00pm)		Meeting closed – 8.45pm		

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

Scribe person's signature: _____

Bambara School Board - Standing Items

Term	Week 6	
One	Election School Board Chair	Proposed budget and preliminary financial reports
	Draft Annual Report	Deed of Licence/ Lease renewals
	Open Day	Review Business Plan targets from previous year
	ANZAC Day	Report from school board sub-committees
	Approve early close for parent/ teacher interviews	
	Parent/ teacher interviews	
Two	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
Three	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
Four	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
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)	