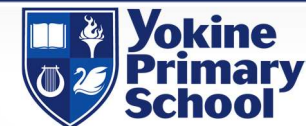


# SCHOOL BOARD MEETING MINUTES

*Conference Room, Yokine Primary School*



<b>DATE:</b>	Thursday 19 <sup>th</sup> November	<b>CHAIRPERSON:</b>	Dominic Ong
<b>TIME:</b>	6.00pm	<b>EXECUTIVE OFFICER:</b>	Ms Rachel Wenham

<b>ATTENDEES:</b>	<i>Jenny Hirsch, George Lohse, Dilani Mudalige, Tanya Candy, Louise Brewster, Shannan Stefanovski, Meghan Morton, Ellen Mackenzie, Niketan Chauhan, Dominic Ong, Carl Bishop</i>
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<b>APOLOGIES</b>	
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	ITEM	LED BY	DISCUSSION CONSIDERATIONS	ACTION & TIMELINE
1.0	<b>Welcome / Apologies</b>	Chair		
			<i>Meeting opened at 6.10pm – chaired by Shannan Stefanovski</i>	<i>Establish Quorum</i>
2.0	<b>Disclosure of Interests</b>			
			<i>None</i>	
3.1	<b>Acceptance &amp; Endorsement of Previous Minutes</b>	Chair		
	Minutes from <u>September 10<sup>th</sup> 2020</u> presented for discussion and endorsement		<i>Attached. Reviewed.</i>	<i>TC: Moved SS: Seconded</i>
3.2	<b>Business Arising from Previous Meeting</b>	Chair		
			<b><i>Kosy Kids: media attention</i></b> <i>JH addressed historical and current status. Ministerial raised and considered by DoE. DoE media department contacted – YPS and Tuart Hill PS involved OSH meeting/information session conducted with parents/carers – positive outcome.</i>	<i>JH to provide communication when requested/required.</i>

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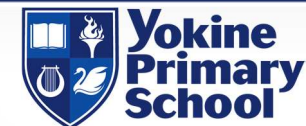


			<p><i>Due diligence / proper process and consideration followed throughout the appointment of OSH.</i></p> <p><i>School community to direct all queries to JH.</i></p> <p><b>Containers for Change</b></p> <p><i>SS raised question around uptake and awareness.</i></p> <p><i>LB suggested collection of canteen containers and involvement of Community Garden Committee members.</i></p> <p><i>Branding and signage for the collection area</i></p> <p><b>School Jacket</b></p> <p><i>TC: new school jackets have been ordered.</i></p>	
<b>4.0</b>	<b>Principal's Report</b>	<b>Principal</b>		
	<ul style="list-style-type: none"> <li>• Tabled by Ms Jenny Hirsch for information</li> </ul>		<p><b>Preliminary planning:</b> <i>Preliminary Budget to be ready for review as a draft in the coming weeks. Board to review, proposed meeting on Thursday 3 December.</i></p> <p><b>Covid-19 &amp; End of Year Events:</b> <i>requirements being followed for end of year events. Consideration for twilight EduDance concert on the school oval (open space).</i></p> <p><i>Final day of school is Thursday 17 December, preferable not to host that night.</i></p> <p><i>Other options: during school hours, 3 concerts, limited numbers.</i></p> <p><i>JH: preference to proceed with a performance and audience. Consideration of a venue (Carmel School?).</i></p> <p><i>JH to survey school communication with options.</i></p> <p><b>Leading School Improvement:</b> <i>5 staff involved (middle school leaders). MM attended sessions and shared knowledge on return.</i></p> <p><b>School Development Days:</b> <i>agreed at previous meeting</i></p> <p><b>SchoolStream:</b> <i>change of communication due to FlexiBuzz ceasing operation</i></p>	

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			<p><b>Canteen:</b> <i>Third party agreement to become a 5 year lease. Canteen is a service provision to the school, not for school profit. Negotiating 2021 agreement.</i></p> <p><b>LB:</b> <i>is there an option to increase number of days of operation. JH to review.</i></p> <p><b>School Parking:</b> <i>JH liaising with the City of Stirling, to provide signage</i></p> <p><b>Science Lab Refurb:</b> <i>completed and handover done.</i></p> <p><b>Commissioning Artwork:</b> <i>see notes</i></p> <p><b>Book Fair:</b> <i>successful, record sales achieved.</i></p> <p><b>Teacher Appreciation Day:</b> <i>acknowledged.</i></p> <p><b>Upcoming Dates:</b> <i>end of year graduation, end of year assembly.</i></p>	
<b>5.0</b>	<b>Financial Position &amp; Reports</b>			
	<ul style="list-style-type: none"> <li>• Manager Corporate Services Report</li> </ul>		<p>Financial reports prepared by Ms Sandra Couper– MCS.</p> <ul style="list-style-type: none"> <li>• Finance Meeting Minutes 29<sup>th</sup> October 2020</li> <li>• Student Centred Funding Statement – 2020</li> <li>• Next Finance Meeting scheduled for 24<sup>th</sup> November</li> </ul> <p><i>JH: Discussion of Reserve Replacement Plans, to be distributed.</i></p>	On track, operating in surplus
<b>6.0</b>	<b>School Board Operational Aspects</b>			
	<ul style="list-style-type: none"> <li>• Reserve Replacement Plans</li> <li>• Student Book Lists</li> <li>• 2021 Meeting Schedule</li> </ul>		<ul style="list-style-type: none"> <li>• Revised Reserve Replacement Plans – tabled for discussion and endorsement. <i>JH: Discussed / viewed</i></li> <li>• 2021 Student Book Lists – tabled for discussion and endorsement. <i>(These documents were previously circulated electronically to members, with electronic summary attached)</i> <i>JH: Discussed. SC to approve final version and distribute to families.</i></li> <li>• School Board - 2021 dates and suitability of current meeting schedules/timing etc. Actions to be considered prior to 2021.</li> </ul>	

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			<i>JH: Suitable timing for all members for 2021. Request for feedback from members.</i>	
<b>7.0</b>	<b>Strategic Directions</b>			
	<ul style="list-style-type: none"> <li>• School Resourcing &amp; Funding 2021</li> <li>• 2018 -2020 YPS Business Plan</li> <li>• Lease Agreement Proposal for provision of Third Party Canteen Service (<u>Confidential</u>)</li> </ul>		<ul style="list-style-type: none"> <li>• <u>Preliminary Planning for 2021</u> – tabled for information. <i>JH: Targeted expenditure. Class structures for 2021 discussed. Numbers and distributions to be reviewed at next meeting.</i></li> <li>• <u>Business Plan Tracking Document</u> – update on how we are travelling in relation to meeting key milestones/targets and strategies. <i>LB: Phases of Learning. Influence of Covid-19 on progress – opportunities to build relationships with community and parents has been limited. Relationships &amp; Community Partnerships: Communication has improved. Achievement of various incursions. Relationship built with Sarah &amp; Dave Anderson (canteen). Progress on cultural awareness being made. DO: Consideration of “Linked-In” for YPS integration of community. Discussion of communications mediums / uptake / usage / targets / how many should be used. Consolidation of parent views to be provided by SS.</i></li> </ul> <p style="text-align: center;"><a href="#"><u>YPS 2018 -2020 YPS Business Plan</u></a></p> <ul style="list-style-type: none"> <li>• <u>Ruby Bay Catering Trust</u> – 2021 Canteen Service Proposal Discussions with current provider in relation to continuity of service in 2021, as the current lease is due to expire on 31<sup>st</sup> December 2020. This year was seen as a trial period, to determine if the business model</li> </ul>	Tracking Document attached.

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	<ul style="list-style-type: none"> <li>Commissioning of Art</li> </ul>		<p>was sustainable; and there was sufficient school community support for the service. Negotiations with current leases have commenced, and the DoE now require the school to enter into a Commercial Lease Agreement (5 year).</p> <p>Seek endorsement of School Board to progress with the Lease Agreement with Sarah &amp; Dave Anderson.</p> <p><i>School Board Endorsed Lease Agreement with Sarah &amp; Dave Anderson 11/11</i></p> <ul style="list-style-type: none"> <li><u>In line with the Business Plan; Link - The Arts and Cultural Inclusivity Proposal</u> to commission art work by Ms Rosie Paine that will be incorporated into branding and community visual art across the school. \$2000.00 has been allocated within the 2020 budget for Visiting Artist project. Incorporate school values of Respect, Responsibility and Resilience.</li> </ul> <p>Seek approval to proceed with Commissioned Artworks by Ms Rosie Paine.</p> <p><i>School Board approval of Commissioned Artworks by Rosie Paine 11/11</i></p>	11/11
<b>8.0</b>	<b>General Business</b>			
	Items not listed, raised for discussion (with permission of Chair)		<ul style="list-style-type: none"> <li>Consideration given to additional meeting for 2020 to finalise preliminary budget and school self-assessment. <u>Suggested Thursday 3rd December</u> – opportunity for refreshments to follow afterwards. Invite P&amp;C Executive and members to join the group at 7.00pm?</li> <li>Primary Science Lab complete – Board may wish to view new facilities, as signed off on 18 November 2020.</li> </ul>	

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9.0	Next Meeting: Meeting Closed :		Thursday 3 <sup>rd</sup> December 2020 – to be confirmed	

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