

# SCHOOL BOARD MEETING Minutes

Conference Room, Yokine Primary School



<b>DATE:</b>	25 <sup>th</sup> October 2018	<b>CHAIRPERSON:</b>	Mr Bradley Gannon
<b>TIME:</b>	6.10pm	<b>EXECUTIVE OFFICER:</b>	Mrs Michelle Vandenhelm

<b>ATTENDEES:</b>	Brad Gannon, Jennifer Hirsch, Michelle Vandenhelm, Naomi Matthews, Nikki George, Lorraine Manning, , Niketan Chuahan
<b>APOLOGIES</b>	Isaiah Awidi, Louise Brewster, Ewen Ong, Tanya Candy

	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.0	Welcome / Apologies	Chair		
		Brad		<b>Quorum Established</b>
2.1	Acceptance & Endorsement of Previous Minutes	Chair		
	Minutes from 11 <sup>th</sup> October 2018 (workshop) tabled for discussion and endorsement	Brad	Minutes of previous meeting confirmed, accepted and endorsed to be a true and correct record.	<b>Moved: B Gannon Unanimously endorsed CARRIED</b>
2.2	Business Arising from Previous Meeting	Chair		
	<ul style="list-style-type: none"> <li>Nominations for position as Vice Chair</li> </ul>		Nomination received from Ewen Ong; no contest. Motion to appoint Ewen - unopposed Congratulations to be extended.	<b>Moved: B Gannon Unanimously endorsed CARRIED</b>
3.0	Principal's Report	Principal		
	<ul style="list-style-type: none"> <li>Tabled by Ms Jenny Hirsch for information</li> </ul>		Principal's overview: <ul style="list-style-type: none"> <li>2019 Enrolments – slightly down</li> <li>Staff – stable T4 Welcome Laura Mickler PP/1</li> <li>Planning for 2019 underway – cleared to advertise positions. Staff demonstrating huge commitment; sense of anticipation to reap the rewards of all effort for 2019 focus &amp; directions</li> </ul>	

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		<ul style="list-style-type: none"> <li>• School Dev Day(s) – 8/10 School Assessment &amp; Review &amp; BP</li> <li>• Initiatives – Edu Dance, Circuit Breakers &amp; Breakfast club</li> <li>• DT – Library. iPad bank, TV, Apple TV purchased and delivered.</li> <li>• Boundary review – 2 Dept. reps and neighbouring Principals attended. Scattergram shows 50/50 split in disputed area. Although boundary driven- 2 policies at play; enrolments out of boundary will be referred to RO and then referred back to the school, if we have capacity, we will be permitted to enrol. Website is suffering a delay in uploading – once rectified the new map will be on the web. Best practice will be adopted to ensure addresses are verified with multiple forms of evidence. Appeal process can be discussed once the initial application is declined.</li> <li>• Public School Review – how can we circulate the directives from the panel to the board</li> <li>• 2019 Planning: WF Plan – Room 6 will be Kindy class (larger room so 2 classes can be run)</li> <li>• Primary Science Grant – approved \$25K for resources and capital works. Maths resources room to be refurbished.</li> <li>• P&amp;C – YPS 60<sup>th</sup> birthday tentatively scheduled Sat Nov 2<sup>nd</sup> – working group to be established. Looking at Bowling club (also 60<sup>th</sup> birthday) for follow on Facebook page and banners to be established; ideas welcome for the celebration</li> <li>• Year 6 Assembly and graduation dinner planning underway.</li> </ul>	<p>Further exploration into avenues to appeal for shared boundary Jenny Hirsh to pursue avenues with RO / DOE <b>Moved: B Gannon</b> <b>Unanimously endorsed</b></p>
<b>4.0</b>	<b>Financial Position &amp; Reports</b>		
	<ul style="list-style-type: none"> <li>• Manager Corporate Services Report</li> </ul>	<p>Reports presented by M Vandenhelm – MCS / Executive Officer</p> <ul style="list-style-type: none"> <li>• Operational One Line Budget Statement</li> <li>• Operational Cash Plan</li> <li>• 2018 Minimum Expenditure requirement</li> <li>• MCS report:</li> <li>• 2019 Booklists – final draft including request for Vol Contributions \$60 per student and Computer &amp; Grounds Levies additional voluntary requests presented for endorsement prior to distribution</li> </ul> <p>Brad raised sublimated shirts – funds were budgeted 2018; purchase</p>	<ul style="list-style-type: none"> <li>• Operating-forecast surplus</li> <li>• On track</li> </ul> <p><b>Motioned to approve: B Gannon – Unanimously endorsed</b></p>

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			<p>delayed due to priorities                  OHSC – lease review ongoing – agreed ill-timed process; R Wenham to arrange surveys and progress interested parties to interviews once need matrix identifies suitable alternative providers                  Approval requested to prepare new lease for Kosy WA with initial term 14/12/19 – end Term 1, 2019 for consistency.                  Review to be given priority T4.</p>	<p><b>Moved: B Gannon</b>  <b>Unanimously endorsed</b></p>
<b>5.0</b>	<b>NAPLAN Data – School Assessment</b>			
	<ul style="list-style-type: none"> <li>Review of data and implications for 2018- 2020 Business Plan and 2019 Planning.</li> <li>Public School Assessment – eSAT Update</li> </ul>		Defer discussion to next meeting	<p><b>Agreed to discuss data in next meeting</b></p>
<b>6.0</b>	<b>Policy Review</b>			
	<ul style="list-style-type: none"> <li>Yokine Workforce Plan Draft</li> <li>2018-2020 Business Plan</li> <li>Emergency Management Plan – Update</li> <li>Mobile Phone Policy Review – Update</li> </ul>		<p>Draft document tabled for discussion and feedback</p> <p><b>Purpose</b> to be reworded to be more succinct without taking away from the intent. <b>Beliefs</b> to be reworked to be more sharp and snappy. <b>L.E.D</b> – targets left broad to specify in Op plan (allowing room for changes determined by each year’s need); broad milestone for each area to monitor achievement. School Creed and some phrases to go with the graphics – elements that we want to capture or project.</p> <p>Following updated documents tabled for discussion and feedback, pending endorsement by Board.</p> <p>Add - Use of electronic devices incl Smart watches must not be used                  Add ‘recording’ including voice and accessing the internet                  Education dept policy - Principal has discretion to suspend</p>	<p><b>Draft Document approved for publication</b>  <b>Moved: J Hirsch</b>  <b>Second: B Gannon</b>  <b>CARRIED</b>                  Proof to be circulated for electronic endorsement</p> <p>To be circulated for electronic endorsement</p> <p><b>Addition of audio recording and smart phones added.</b> - To be circulated for electronic endorsement</p>

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7.0	General Business			
	<ul style="list-style-type: none"> <li>Public School Review 22 November @ 3.00pm</li> <li>DoE Board Training information – details attached.</li> </ul>		<ul style="list-style-type: none"> <li>Confirmation of availability to attend at 3.00pm</li> <li>1 day training workshop being held on Wednesday 14<sup>th</sup> November in Leederville.</li> <li>On-Line Training Modules 1-5 <a href="https://www.education.wa.edu.au/training-for-school-councils-boards">https://www.education.wa.edu.au/training-for-school-councils-boards</a> Face to face options – considerations for 2019.</li> <li><b>Next meeting gazetted as an open meeting.</b></li> </ul>	<p><b>Invite to be sent to all members to confirm attendance</b>  <b>Principal &amp; Board chair – Ewen to be invited</b>                  All board members encouraged to complete as directed by Brad by the end of the year</p> <p>Information to be disseminated to community via Flexi and Newsletter</p>
8.0	<p><b>Next Meeting:</b>  <b>Meeting Closed :</b></p>		<p><b>29<sup>th</sup> November 2018</b>  <b>7.35pm</b></p>	<p>Minutes endorsed as a true and correct record</p> <hr/> <p>Signed:                  (Chair)                  Date:</p>

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