

# SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School



<b>DATE:</b>	Thursday 29 <sup>th</sup> August 2019	<b>CHAIRPERSON:</b>	Mr Domenic Ong
<b>TIME:</b>	6.00pm	<b>EXECUTIVE OFFICER:</b>	Ms Rachel Wenham

<b>ATTENDEES:</b>	<i>Jenny Hirsch, Dominic Ong, Shannan Stefanovski, Carl Bishop, Meghan Morton, Ellen Channon, Louise Brewster, Tanya Candy, Nikki George, Nicholas Chauhan, Sandy Couper</i>
<b>APOLOGIES</b>	<i>Isiah Awidi</i>

	ITEM	LED BY	DISCUSSION CONSIDERATIONS	ACTION & TIMELINE
1.0	<b>Welcome / Apologies</b>	<b>Chair</b>		
			The Chair welcomed all members and noted apologies. Ms Sandy Couper was introduced to the Board, A/Manager Corporate Services whilst Michelle Vandenhelm is on temporary assignment at another school.	<b>Establish Quorum</b> <b>Meeting opened at 6:06pm</b> by Domenic Ong Seconded: Ellen Channon
2.0	<b>Disclosure of Interests</b>			
				None.
3.1	<b>Acceptance &amp; Endorsement of Previous Minutes</b>	<b>Chair</b>		
			Minutes from June 6 <sup>th</sup> 2019 presented for discussion and endorsement.	Minutes from 6 <sup>th</sup> June 2019 accepted and endorsed as presented. Moved: Domenic Ong Seconded: Carl Bishop  10/10
3.2	<b>Business Arising from Previous Meeting</b>	<b>Chair</b>		
	<ul style="list-style-type: none"> <li>• Circulation of information and documents</li> <li>• Vice Chair role for consideration</li> </ul>		Aiming to ensure that there is adequate lead time with the circulation of documents prior to meetings; where possible allow one-week. Domenic advised that he will be finishing term of appointment as Chair at the end of 2019, due to family relocating.	Noted  Vice chair position to be filled. Expressions of interest invited by

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			It was noted that nominations for Parent Representative will be required. Expressions of interest for Vice Chair role from current Board members by 06.09.19.	06.09.19 – Interested members to contact the Chair or Principal direct.
<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>Principal Report was previously circulated. Brief discussion and some additional input regarding the following aspects. JH provided quick overview.</p> <p><u>Student Enrolments</u>: Semester 2 Student Census completed. Current enrolments provided. Kindy 2020 enrolments coming in. Likely outcome 3 x Kindy 2 x PP Keeping class sizes across K-6, where possible, below the recommended DoE numbers to ensure more conducive learning environments &amp; positive outcomes for students.</p> <p><u>Student Services</u>: Apologies from TVM and NM: summary report to be issued post meeting. School Psychologist providing significant and positive support.</p> <p><u>Student Attendance</u>: Unauthorised Leave and Late attendance currently being addressed; concern due to evidence of poor attendance and correlation with performance data, in particularly maths concepts. Strategies for attendance, supporting families to encourage greater attendance and being on time. Suggestion by EC to enter 8:30am - <i>Doors open information to newsletter</i>. JH presented brochure targeting attendance "Everyday Counts".</p> <p><u>WA PBS</u>: R Amery has departed, Kim Prast nominated as Leader for PBS. DO questioned progress of PBS. EC reported on data collection, what needs to be targeted and processing areas for attention. Support offered by the Board. Open Night: successful evening. CB: information regarding R Amery's departure. JH advised R Amery was successful in gaining employment at a school in Victoria.</p>	<p>TVM &amp; NM: Summary report to be circulated</p> <p>JH: Strategies for better attendance to be shared in newsletter &amp; develop information pamphlet.</p> <p>EC: include doors open time to correspondence</p> <p>EC: Informed board that WA PBS data collected, and expectations matrix was being developed</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 &amp; tabled by Ms Sandra Couper– MCS.</p> <ul style="list-style-type: none"> <li>Operational One Line Budget Statement</li> <li>Operational Cash Plan</li> </ul>	Board noted the Finance meeting minutes 22/8/19.

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		<ul style="list-style-type: none"> <li>• 2019 Minimum Expenditure requirement</li> <li>• MCS Report</li> <li>• Unconfirmed minutes of Finance Committee meeting 22/08/19</li> </ul> <p>DO requested clarification for cost of Admin server. SC notified that there are funds in reserve accounts to cover costs of upgrade to ICT.</p> <p><u>Reserve Plan</u> requires updating: reserve funds to be allocated. Suggestions requested around ICT Plan and preferred ICT options (iPads, laptops)</p> <p>JH advised review of ICT regarding requirements for students and staff to occur. DO offered assistance to review ICT Plan.</p>	Budget on track, operating in surplus.
<b>6.0</b>	<b>School Board Operational Aspects</b>		
	<ul style="list-style-type: none"> <li>• 2020 Voluntary Contributions &amp; Charges</li> <li>• Student Booklists 2020</li> <li>• School Development Days 2020</li> </ul>	<ul style="list-style-type: none"> <li>• <u>2020 Voluntary Contributions &amp; Charges</u> – seeking feedback and endorsement to proceed. Noted that there was no change to the charges.</li> </ul> <p>Noted that Year 6 Camp and Debating costing yet TBC for 2020. TC: suggested uniform shop pricing subject to change. JH to remove pricing of uniform from correspondence.</p> <ul style="list-style-type: none"> <li>• <u>Student Booklists 2020</u> Finance Committee recommended to stay with Ziggies as supplier. JH requested consistency of pricing across year groups.</li> <li>• <u>Proposed School Development Days 2020</u> Discussion regarding the proposed dates for 2020. Seeking endorsement of the proposed dates following consultation with board. LB expressed Friday 29/5/2020 as preferred for Term 2 due to Kindy groups split across the week, and it avoided missing another Monday for these groups. School Development Days confirmed for 2020 as follows: Friday 29/5/2020 Monday 20/7/2020 Monday 12/10/2020 Friday 18/12/2020</li> </ul>	<p>Board endorsed the 2020 Voluntary Contributions &amp; Charges as presented.</p> <p>MOVED: D Ong SECONDED: S Stefanovski 10/10</p> <p>Board noted Ziggies as preferred Booklist supplier for 2020. 10/10</p> <p>Board accept the dates set for 2020 School Development Days as presented.</p> <p>MOVED: Domenic Ong SECONDED: Tanya Candy 10/10</p>
<b>7.0</b>	<b>Strategic Directions</b>		

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	<ul style="list-style-type: none"> <li>School Policy Review - Update</li> <li>Summary of Business Plan</li> </ul>		<ul style="list-style-type: none"> <li><u>Good Standing Policy</u> – Draft policy document was reviewed and adoption following amendments and additional appendix.</li> <li>Student Attendance</li> <li><u>Preliminary Planning for 2020</u> – seeking input from Board. JH: 15 classes for 2020 sustainable. Projective funding viewed. Class structure to be reviewed next meeting.</li> <li>Primary Science Laboratory Update. JH: no date advised as yet.</li> <li><u>Business Plan Tracking Document</u> – to be tabled for feedback. JH: Delivering Performance Agreement for completion and circulation.</li> </ul>	<p>Recommended that the 2019 Good Standing Policy &amp; supporting documents be adopted and endorsed as presented.</p> <p>MOVED: Domenic Ong SECONDED: Tanya Candy</p> <p style="text-align: right;">10/10</p> <p>JH: complete and circulate</p>
<b>8.0</b>	<b>General Business</b>			
	<p>Items not listed, raised for discussion (with permission of Chair)</p>		<ul style="list-style-type: none"> <li>CB raised issue of safety with Kindy Room 6 playground and proximity to the road. Possibility of barrier for further protection. TC suggested to raise with P&amp;C to support concern.</li> <li>NG raised concerns with lack of night lighting at school. JH already addressing security lighting concerns. Currently awaiting response regarding additional funding from DoE.</li> <li>Term 4 – Yokine Picnic Afternoon Tea. Parent enquiries. Board supports Term 4 picnic. Preferred date TBC</li> </ul>	<p>JH to address with City of Stirling and Police &amp; Traffic Branch.</p> <p>CB to send follow-up letter to Traffic Authority regarding request for second Traffic Warren.</p> <p>Board to consider drafting letter to City of Stirling and/or Main Roads Authority.</p> <p>Friday afternoon – 6<sup>th</sup> December ?</p>
<b>9.0</b>	<b>Next Meeting: Meeting Closed :</b>		<p>Week 6, 21 November 2019 7.28pm</p>	