

# SCHOOL BOARD MEETING

## Minutes

Room 9, Yokine Primary School



<b>DATE:</b>	28 <sup>th</sup> February 2019	<b>CHAIRPERSON:</b>	Mr Ewen Ong
<b>TIME:</b>	6:00pm – 7:40pm	<b>EXECUTIVE OFFICER:</b>	Helen Pynes

<b>ATTENDEES:</b>	E Ong, J Hirsch, N Matthews, L Brewster, N George, N Chauhan, I Awidi
<b>APOLOGIES</b>	L Manning, T Candy

	ITEM	LED BY	DISCUSSION CONSIDERATIONS	ACTION & TIMELINE
1.0	Welcome / Apologies	Chair		Quorum established
2.0	Disclosure of Interests		N/A	
3.1	Acceptance & Endorsement of Previous Minutes	Chair		
	Minutes from 29 <sup>th</sup> November 2018 presented for discussion and endorsement			Moved: N George Endorsed by all members present. 7/0
3.2	Business Arising from Previous Meeting	Chair		
			<ul style="list-style-type: none"> <li>2019 Family Meet &amp; Greet Event – consider holding social opportunity early in the new school year. Week 1 or 2 had been previously been suggested</li> <li>New families in Kindy – would be valuable to hold a family friendly event after school.</li> <li>Jenny to speak with P&amp;C and liaise with The Patron (Coffee Van)</li> <li>Advertise and promote across the school community – afternoon picnic style</li> </ul>	<ul style="list-style-type: none"> <li>Friday 3:30-4:30pm, Week 9, 5<sup>th</sup> April</li> <li>School to communicate via Class Dojo, teachers to promote, Newsletter, Flexi Buzz, Posters etc.</li> </ul>

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4.0	Principal's Report	Principal			
	<ul style="list-style-type: none"> <li>• Tabled by Ms Jenny Hirsch for information</li> </ul>		<ul style="list-style-type: none"> <li>• Smooth start to the year despite building works</li> <li>• Running an extra class to keep sizes smaller Census – three Kindy classes</li> <li>• A second Associate Principal (0.8) appointed HP–Curriculum, TVM–Student Services, NM–Learning Support Coordinator Working as a team to support teachers in the classroom</li> <li>• Digital Technology Committee – investigating BYOD program, early days, looking at different models which may be more sustainable, consultation and feedback process to take place</li> <li>• Home school communication – Class Dojo for daily updates, emails for more detailed, formal communication</li> <li>• NAPLAN – Term 2 Weeks 3 &amp; 4</li> <li>• Business Plan available upon request and copies are being circulated via classes, P&amp;C meeting etc.</li> <li>• Jenny thanked all members of the School Board for their continued input and time.</li> </ul>		
5.0	Financial Position & Reports				
	<ul style="list-style-type: none"> <li>• Manager Corporate Services Report</li> </ul>	<b>MCS</b>	Financial reports submitted by M Vandenhelm – MCS <ul style="list-style-type: none"> <li>• Operational One Line Budget Statement –End of 2018</li> <li>• Operational Cash Plan</li> <li>• 2018 Minimum Expenditure requirement - met</li> <li>• 2019 Preliminary Cash Budget (for endorsement)</li> <li>• MCS Report tabled and accepted</li> <li>• Discussion regarding \$5000 term deposit that has recently matured. May consider increasing the \$50 000 later in the year, following review of interest rates and school needs.</li> </ul>	<ul style="list-style-type: none"> <li>• MCS Report tabled and accepted.</li> <li>• \$5 000 matured term deposit to be transferred to cheque account. Moved: L Brewster Endorsed by all members present 7/0</li> </ul>	

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6.0	School Board Operational Aspects			
	<ul style="list-style-type: none"> <li>Membership of Board</li> <li>Induction of Board Members – training needs</li> <li>Meeting format and schedule for 2019</li> <li>School Board Tasks and Review of School Policy</li> <li>Executive Officer – Vacancy for 2019</li> </ul>		<ul style="list-style-type: none"> <li>Review composition and current tenure of members with view to succession planning and/or need to plan for any vacancies.</li> <li>Coordinating face-to-face training for school board members across the Mt Lawley Schools Network. Proposed dates Tues. May 28<sup>th</sup> or Wed. 29<sup>th</sup> @ 6.30pm.</li> <li>Draft meeting schedule with proposed dates for 2019</li> <li>Schedule of tasks and actions for the coming year – review and amend as required.</li> <li>Seeking input from the board in relation to maintaining executive officer position to assist with secretarial duties and support.</li> </ul>	<ul style="list-style-type: none"> <li>School to ask for EOI for Board membership</li> <li>Induction for Board members at Kyilla PS on Wednesday 29 May at 6:30pm</li> <li>Tabled and distributed</li> <li>Deferred</li> <li>Board agrees that an EO is needed to assist – JH to follow up</li> </ul>
7.0	Strategic Directions			
	<ul style="list-style-type: none"> <li>2018 – 2020 Business Plan</li> </ul>		<ul style="list-style-type: none"> <li>Published copy Business Plan provided to all members.</li> <li>Public School Review Report – electronic copy has been circulated. Hard copies available upon request.</li> <li>Whole school cohesion post review process, reflected in positive review report</li> <li>Strong ownership of BP from staff</li> <li>To address weaknesses: smaller classes, best practice in utilisation of support staff expertise and in curriculum delivery, MiniLit moved into mainstream classroom, leadership team support within the classroom with commitment to explore other approaches that have proven successful.</li> </ul>	<ul style="list-style-type: none"> <li>All members have hard copy of Business Plan.</li> <li>Public School review Report – see Jenny</li> </ul>
8.0	General Business			
	Items not listed, raised for discussion (with permission of Chair)		<ul style="list-style-type: none"> <li>Minister's Visit – Wednesday 27<sup>th</sup> March @ 12:00pm</li> <li>Discussion raised in relation to composite/split class and the need</li> </ul>	<ul style="list-style-type: none"> <li>Information noted.</li> </ul>

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			<p>to circulate additional information to parents explaining the criteria and process that is undertaken by staff in determining the composition of classes each year. General consensus that information has been provided, though parents are often anxious and it would be worthwhile to revisit and explore additional communication opportunities.</p>	<ul style="list-style-type: none"><li>• Revisit communication to parents and consider parent workshop.</li></ul>
9.0	<b>Next Meeting: Meeting Closed :</b>		<b>Thursday 28<sup>th</sup> March @ 6.00pm</b>	

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