

SCHOOL BOARD MEETING - MINUTES

Conference Room, Yokine Primary School



DATE:	18 th March 2021	V/CHAIRPERSON:	Mr Niketan Chauhan
TIME:	6:00pm	EXECUTIVE OFFICER:	Ms Rachel Wenham

ATTENDEES:	Jenny Hirsch, Louise Brewster, Carl Bishop, Kathleen Gianoli, Murray Dunstan, Ellen Mackenzie, Meghan Morton, Dilani Mudalige, Niketan Chauhan, George Lohse
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APOLOGIES	Shannan Stefanovski
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	ITEM	LED BY	DISCUSSION CONSIDERATIONS	ACTION & TIMELINE
1.0	Welcome / Apologies	Chair	Meeting opened at 6.10pm. Meeting to be chaired by Niketan Chauhan, in Shannan's absence. Introductions by Board members.	Establish Quorum
2.0	Disclosure of Interests		Nil Disclosures	
3.1	Acceptance & Endorsement of Previous Minutes	Chair	Minutes of previous meeting held on 24 November 2020 confirmed, accepted and endorsed to be a true and correct record.	Moved EM Seconded DM
3.2	Business Arising from Previous Meeting	Chair	JH: Sun Safe Program <ul style="list-style-type: none"> - Fixed shade shelter finance approved - Additional shade for adventure playground - STEM program shared with staff – <i>How cool is my school?</i> JH: Considerations regarding request for installation of Defibrillator on site <ul style="list-style-type: none"> - Training and installation options investigated, with need to identify specific staff prior to installation/purchase. - \$700 - \$3000 costing for review, as budgeted cost. JH: Edu Dance Program	

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			<ul style="list-style-type: none"> - Planning evening event for 2021 following consultation in 2020. Whole school format/concert 2nd last week of school - Oval potential site – lighting required <p>JH: School Chaplain</p> <ul style="list-style-type: none"> - Attending YPS 2 days per week, funded jointly by Youth Care. 	
4.0	Principal's Report	Principal		
	<ul style="list-style-type: none"> • Tabled by Ms Jenny Hirsch for information & discussion. 		<p>JH:</p> <ul style="list-style-type: none"> - Student numbers – currently sitting at 349 students K-6 - School Resourcing to be confirmed - Extension Programs – Science, Maths & Arts - Artist in Residence – investigating - Eastern Verandah – repairs approved. Report finalised. \$100k allocated by DoE (Programmed Maintenance). - Drainage on the Quadrangle – repairs approved. \$40k allocated by DoE (Programmed Maintenance). - Simon Millman's Office – special project request at the end of 2019. \$50k allocated for outdoor learning area/undercover area refurbishment. <p>NC:</p> <ul style="list-style-type: none"> - School Stream – take up. Discussion. 	
5.0	Financial Position & Reports			
	<ul style="list-style-type: none"> • Manager Corporate Services Report <p>Tabled by Ms Sandy Couper for information</p>	MCS	<p>Financial reports submitted by S Couper – MCS</p> <ul style="list-style-type: none"> • Operational One Line Budget Statement –End of 2020 • Operational Cash Plan • 2020 Minimum Expenditure requirement • 2021 Preliminary Cash Budget (for endorsement) • MCS Report – 2nd March 2021 • Unconfirmed Minutes of Yokine Finance Committee 02/03/2021 tabled for information. <p><i>*2021 Preliminary Cash Budget – requires endorsement by the School Board</i></p>	<p><i>To be to be noted by the Board.</i></p> <p>Financial Reports presented for March 2021 noted.</p> <p><u>Budget 2021 Endorsed:</u></p> <p>Moved LB Seconded CB 10/10</p>

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6.0	School Board Operational Aspects			
	<ul style="list-style-type: none"> Membership of Board – Board Chair & Vice Chair 	Chair	<ul style="list-style-type: none"> Brief update of current tenure and composition of the Board. Pending vacancies – Staff & Community. Shannan Stefanovski – requesting 12 months leave from position due to family relocating O/S. <p>Expressions of Interest called for the position of Board Chair and V/Chair, as both positions now vacant. Chair required - GL expressed interest and endorsed by the group. Vice Chair – NC expressed interest and endorsed by the group.</p>	<p>Leave of absence approved for 12 months. 10/10</p> <p>Chair - George Lohse Vice Chair – Niketan Chauhan</p>
	<ul style="list-style-type: none"> Community Representative x 1 		<ul style="list-style-type: none"> Edith Cowan University have been approached regarding suitable candidate to join Board as Community Member Representative. Community Representative – Professor Steven Wynn (ECU) has kindly accepted the position. 	<p>Community Representative: Professor Steven Wynn (ECU)</p>
	<ul style="list-style-type: none"> Parent Representative/s P&C portfolio 		<ul style="list-style-type: none"> 2 Vacancies for <u>Parent Representatives</u> – Expression of Interest sought from school community, with 2 suitable nominees submitting an EOI. No election will be required, however, awaiting compliance protocols before making a public announcement. Board Member P&C Representative: Kathleen Gianoli & Dilani Mudalige 	<p>Board Member P&C Representative: Kathleen Gianoli & Dilani Mudalige</p>
	<ul style="list-style-type: none"> Induction of Board Members – gauge training needs and consider possible dates. 	Principal	<ul style="list-style-type: none"> To be decided pending review of nominations/consideration given to delivery format & relevant health protocols. Access board training for new/all members via Leadership Centre. Possibility of combining with other network schools? NC: discussion on previous Mt Lawley Board network and training JH: proposes another date for training @ Highgate PS. 	<p>JH to coordinate with Highgate PS and Mt Lawley Hub schools.</p> <p>Dates to be circulated. Preference for 6pm start.</p>
	<ul style="list-style-type: none"> Board Meeting Dates 		<ul style="list-style-type: none"> Confirmation of proposed dates for 2021. Days and timing Board meeting dates: Week 8 (term 2) Week 7 (term 3 & 4) Day proposed: Thursday Start time: 6:00pm 	<p>Thursday, Term 2 - Week 8 Thursday, Term 3 & 4 - Week 7</p>

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	<ul style="list-style-type: none"> Compliance Requirements 		<ul style="list-style-type: none"> Code of Conduct – ensure all current members have completed and returned form. Nationally Coordinated Criminal History Check – required of all new members prior to public announcement and is valid for 3 years. If a parent or community member continues for longer than 3 consecutive years they need to consent to a new NCCHC before starting their fourth year. <p>NC: due to renew NCCHC as 3 years has lapsed since previous application lodged.</p>	<p>New Members have signed and returned Code of Conduct form: KG & MD</p> <p>NC to complete NCCHC</p>
7.0	Strategic Directions			
	<ul style="list-style-type: none"> Policy Review & Updates Terms of Reference Business Plan 2021 -2023 	<p>Principal</p> <p>Chair</p> <p>Principal</p>	<ul style="list-style-type: none"> Third Party Services Consent – background and update. JH: explanation of requirements – electronic form data collected Review the Yokine Primary School Board Terms of Reference. The current document was last reviewed in March 2018, and is now due for review. Strategic Planning capturing key directions and future needs for the next school improvement cycle is underway. Review of current Business Plan has commenced and will be circulated to all members in the near future. <p>Vital that staff and community members have input, especially the School Board.</p> <p>Consider format/s by which to engage interested parents and community members in this process.</p> <p>JH: review of previous Business Plan underway and drafting of new plan has begun. Staff will be involved with this at SDD on June 4th.</p>	<p>Noted in progress</p> <p>Board Members to review prior to next meeting. JH to issue electronically for input.</p> <p>Ideas to be presented to JH.</p>

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			<p>Need for greater parent and community participation. Ideas around engagement – workshops, Creative Thinking Through Lego (facilitated workshop), consideration of culturally diverse options.</p> <ul style="list-style-type: none"> School Community Survey to be circulated early Term 2. Available next term to assist development of new 2021 -2024 Business Plan. 	Option to incentivise for maximum participation.
8.0	General Business			
	Items not listed, raised for discussion (with permission of Chair)		<p>DM: Feedback on <i>Ziggies</i> booklist costings. Request for further information and comparison with other school supplier's/stationery providers.</p> <p>CB: Woodrow Avenue crosswalk and footpath adjacent to carpark entry. Suggestion of installation of concrete path directly into school grounds (across the grass).</p>	<p>JH: to discuss options with MCS and provide feedback to Board at a future meeting.</p> <p>JH: to raise with DoE & investigate</p>
9.0	<p>Next Meeting:</p> <p>Meeting Closed : 7.50 pm</p>		<p>Week 8 Thursday 10th June @ 6:00pm</p> <p><i>Please note this is a week later due to the SDD and long weekend being the previous week)</i></p>	

Minutes endorsed as a true and correct record:

Board Chair

Date:

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