

Minutes of meeting No 1, Tuesday, 13th February 2018

ATTENDEES: Ingrid Meyer - IM (Community), Penny Herne - PH (Deputy Principal), Debra Geers - DG (Staff), Andrew Malcolm - AM (Principal), Leanne Pool - LP (Community), Sean Stevens - SS (Community), Jenni Hess - JH (Community),

Priority	1.0	Welcome and apologies	ACTIONS
	1.1	Opening and welcome: The meeting was opened by the Chair at 2.03pm with a formal Acknowledgement of Country.	
	1.2	Apologies: Nil	
	1.3	Confirmation of agenda: Confirmed.	
	2.0	Disclosure of interest	
	2.1	None.	
	3.0	Minutes of previous meeting	
	3.1	Review minutes of previous meeting - Attachment 1: Chair presented to the Board the minutes of the 21 st November, 2017. In 6.1 'CB had' to be deleted.	Approved
	3.2	Actions arising from the Meeting No. 8 - Attachment 2 Remove LP, IM, BP from doing Financial training on General Action List.	
	4.0	Board Changes & Roles for 2018	
	4.1	IM welcomed our new board member, JH who replaced Jenny Ramshaw as a community member.	
	5.0	P&C Board Liaison 2018	
	5.1	School Board/Parents and Citizens Representative role described by IM. A roster will be put in place and each Board member will attend a meeting. IM will put a roster in place after receiving available dates from Board members. AM will represent board at the first P&C meeting and report back to the Board.	
	6.0	Student Placement Policy	
	6.1	AM tabled a Policy outlining school procedure for the selection of students for classes for proceeding years. This policy is developed to assist parents in understanding the extensive process that is completed by staff when selecting classes for the new school year. The Board after discussion ratified the policy. The policy is to be added to the school website for community interest. LP recommended more information for parents about building resilience in children be placed in the Newsletter in early Term 4 of each school year.	

		SS suggested attaching to newsletters towards end of Term 4.	
7.0 2017 Annual School Report			
	7.1	AM tabled Draft 2017 School Annual Report report. NAPLAN graphs and Operational Plan targets were discussed. 2017 attendance results were positive and AM thanked PH for her work in this area. Requests were made to provide greater explanations for some of the graphs contained in the report, AM to amend.	
8.0 Update 2018-2020 Business Plan			
	8.1	Business Plan distributed to Board members. AM illustrated the journey thus far in the evolution of the new Como Primary School Business Plan for the Boards interest. AM thanked the Board for its input into the synthesis of eight distinct measureable targets which will be included in the new Plan as a result of a recommendation from the 2017 IPS Review. Staff have been working to complete the new plan and will be given more time in the following weeks to finalise. AM to bring back to Board at second meeting. AM highlighted the possible structure of future IPS Reviews in the coming years as IPS review structure is itself currently under review.	
9.0 Reports and Operational Matters			
	9.1	Principal Report. 2018 started with 396 students. School Voluntary Contributions paid through Vaucluse as a part of purchase of booklists was 59%. BYOD going very well, well received. New Room 14 is still not connected to the Como Primary School network and WIFI, Strategies have been put into place by the school so children in this class are not disadvantaged.	
	9.2	Goods & Services 2018 Budget Report. Friday is Census day, budget position will be locking in after this process is completed. Building program – John Fisher Executive Director School Infrastructure DoE WA has been invited to come and do an audit of school buildings and toilet facilities. JH asked if music/art could be taken offsite, as a way of allowing students to be provided with purpose built buildings for Music and Art programs. Unfortunately this option is not viable.	
	9.3	2018 Meeting Schedule Term 3 requires meeting change from Week 6 to Week 7. Discussion about the purpose of Board Open Meetings. AM advised the Education Act requires schools to have one open meeting. Processes to encourage community attendance at the next Como Primary School Board Open Meeting options were considered. The meeting will be held later in the school year.	

	10.0	Other Business	
	10.1	Nil.	
	11.0	Next Meeting	
	11.1	Term 1, 13 th March, 2.05pm – 3.05 pm	
	12.0	Roundtable evaluation	
	13.0	Meeting close/adjournment	
	13.1	The meeting was then closed by the Chair at 3.04pm.	

Signed (Chair)

Date

Signed (Principal)

Date

Priority – For Decision(D), For Action (A), For Information (I)