

Minutes of meeting No 3, Tuesday, 15th May 2018

ATTENDEES: Ingrid Meyer - IM (Community), Penny Herne - PH (Deputy Principal), Andrew Malcolm - AM (Principal), Debra Geers –DG (Staff), Clare Brook – CB (Staff), 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 2.01pm with a formal Acknowledgement of Country.	
	1.2	Apologies: Bev Parker (BP)	
	1.3	Confirmation of agenda: Confirmed. Other Business: Health Policy Use of Texts at Como PS	
	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 13 th March 2018. AM – 10.1 Install a garden shed instead of a sea container.	Approved
	3.2	Actions arising from the Meeting No. 8 - Attachment 2 IM – Board members photograph requires updating. Suggested week 3, Term 3 when Rachel Martino returns.	
	4.0	Principal/Deputy Health & Wellbeing	
	4.1	SS referred to documents distributed including an article from ABC News. Study contained information from the National Principal Health and Wellbeing surveys around workload and its detremantal affect on principals. AM presented Prof Riley`s findings on how the school community can support the school and school principal. SS proposed that appropriate information be put in the school newsletter to get the message across to parents about how the community can help support the school. AM commented on SS concerns and what communities can do to support school principals. LP highlighted the high number of interruptions principals experience in the course of their working day and was interested in strategies to address this issue. AM indicated that he structured his working day to allow for an open door policy. PM suggested a Newsletter article about principal health and well being could raise community concerns about the health of the Como PS principal. AM responded that any information about this topic would appeal to the community for action to raise awareness regarding how to support the school.	

		AM to put some of Professor Riley's findings in the Newsletter.	
5.0 Risk Management Policy Draft			
	5.1	AM distributed draft CPS Risk Management Policy with risk table attached and advised now up to date. SS asked if the Nature Play had increased the risk factor at the school. AM advised that an extra teacher has been designated on duty in this area.	
6.0 Board Information Package			
	6.1	AM distributed to Board. Any questions the Board may have are clearly answered in the package. All members agreed to use it as an ongoing resource.	
7.0 Terms of Reference			
	7.1	AM tabled the latest version of the DoE WA Terms of Reference. The Terms of Reference contains all the guidelines from the Education Act and Regulations for the operation of School Boards and Councils.	
8.0 2018-2020 Business Plan			
	8.1	AM distributed copy of Draft Business Plan. AM advised school had commissioned Kapture Photography to take a selection of student photos last week to be used in the new Business Plan. Feedback was requested regarding colours, font, print etc from the Board. Suggestions and improvements were noted. JH asked if Disability Services had any feedback on print size and font. AM advised the Business Plan is distributed to all school parents and staff and is also put up on the school website for the outside community to see including prospective staff and parents.	
9.0 Reports and Operational Matters			
	9.1	AM tabled Goods & Services Budget, Cash Report and One Line Budget Report for the Board's interest. AM advised House Cross County will have a different format this year. A teacher will be employed full-time second semester to support teaching staff work with precocious students. The school is committed to supporting teachers to allow all students enrolled at CPS to reach their full potential.	
	9.2	One line Budget Tabled and approved. Funding Agreement 2018 signed by Chair and AM and placed in the meetings records along with the new DPA.	
10.0 Other Business			
	10.1	PH – Health Policy. Slight amendment One class party per year per class to be held at the end of the year. Non-nutritious foods are acceptable for these class parties, school fairs, annual Easter egg hunt, however lollies are not to be included. PH tabled draft Guidelines for Staff Use of Texts at CPS.	

		<p>Teachers to use Duty of Care when choosing movies. G rated only. If not G rated, parents' permission is to be given. Teachers are asked to view all media before showing to the children.</p> <p>All Board noted.</p> <p>PH advised would be absent for the next meeting and IM also advised could possibly be away.</p> <p>AM wishes to continue with the next Board meeting as scheduled. SS will chair the meeting if IM is absent.</p>	
	11.0	Next Meeting	
	11.1	Term 2, 12 th June, 2018	
	12.0	Roundtable evaluation	
	13.0	Meeting close/adjournment	
	13.1	The meeting was then closed by the Chair at 3.01pm.	

Signed (Chair)

Date

Signed (Principal)

Date

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