

Minutes of meeting No 4, Tuesday, 12th June 2018

ATTENDEES: Andrew Malcolm - AM (Principal), Debra Geers –DG (Staff), Clare Brook – CB (Staff), Leanne Pool - LP (Community), Sean Stevens - SS (Community), Jenni Hess - JH (Community), Bev Parker – BP (Community)

Priority	1.0	Welcome and apologies	ACTIONS
	1.1	Opening and welcome: The meeting was opened by the SS at 2.02pm with a formal Acknowledgement of Country.	
	1.2	Apologies: Ingrid Meyer - IM (Community), Penny Herne - PH (Deputy Principal)	
	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: SS presented to the Board the minutes of the 15 th May 2018.	Approved
	3.2	Actions arising from the Meeting No. 3 - Attachment 2 Board members photograph suggested for Week 3, Term 3 when Rachel Martino returns.	
	4.0	2018 – 2020 DPA Review	
	4.1	AM distributed DPA to board members received from Sharyn O'Neill, Director General of Education Dept. AM created a new assessment document to reflect new DPA. AM advised the Board that the new DPA was very similar to the previous business cycle DPA. School Board agreed to take away for reviewing and asked to provide any feedback via email.	
	5.0	2018 – 2020 Business Plan	
	5.1	AM distributed copy of 'Draft' Business Plan with changes made. Kapture Photography had taken new photographs for the new Business Plan and website. Feedback was received from the Board on the presentation of the Plan and noted. AM confirmed Plan is in line with IPS review findings . AM advised reporting on milestones and targets are carried out annually and the school is required to report back to the Board annually on school performance. JH suggested Business Plan be available in different format for disabled community members to be able to read. JH will provide standard wording to the Board to enable the Plan is inclusive to all the community. Agreed AM & JH to approve the final Business Plan on behalf of the Board after the final draft is printed.	
	6.0	Reports and Operational Matters	
	6.1	AM tabled Goods & Services Budget, Cash Report and One Line Budget Report for the Board's interest.	

		<p>House Cross Country all set for tomorrow with new format. AM advised the school selection process for precocious students was ongoing and almost complete.</p> <p>AM advised has invited a consultant from the DoE WA will be coming to the school to review the school's Records Management procedures.</p> <p>JH asked if there was a capping on school enrolment. AM advised no limit, however residing within the school intake boundary is required.</p>	
	6.2	<p>June summary of the school One Line Budget Tabled and noted by the Board.</p> <p>Voluntary Contributions are at 79%. AM advised a little down on last year. AM attributes it to the current economic times.</p> <p>Board suggested part payment options to be promoted through Newsletter.</p> <p>AM advised school do offer EFT details and part payment options.</p> <p>SS suggested using the 'Nudge Theory'. Principal to consult DoE WA regarding wording a reminder letter using Nudge Theory.</p>	
7.0 Other Business			
	7.1	<p>SS presented the Board with the new Comovers logo. A banner will be made up with the new logo for all Comover events. Board endorsed the logo.</p> <p>SS presented an app called 'Slack' to the Board. It is an app that can be used for internal team communication and works across all platforms and allows for the posting of documents. CB outlined the functionality of our Skoolbag app for the Board to communicate through. It has many of the same functions as Slack.</p> <p>SS & CB to liaise regarding implementing this app.</p>	
	8.0	Next Meeting	
	8.1	Term 3, 31 st July 2018	
	9.0	Roundtable evaluation	
	10.0	Meeting close/adjournment	
	10.1	The meeting was then closed by SS at 2.52pm.	

Signed (Chair)

Date

Signed (Principal)

Date

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