

Minutes of meeting No 5, Tuesday, 31st July 2018

ATTENDEES: Ingrid Meyer - IM (Community), Andrew Malcolm - AM (Principal), Penny Herne - PH (Deputy Principal), , Debra Geers - DG (Staff), Rachel Martino - RM (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 IM at 2.02pm with a formal Acknowledgement of Country.	
	1.2	Apologies: RM welcomed back and thankyou to CB for stepping in. Also thankyou to SS for chairing the previous Board meeting.	
	1.3	Confirmation of agenda: Confirmed. Other Business: AM – Students Report, Semester 2. AM – DPA 2018 – 2020 IM – P & C Meeting	
	2.0	Disclosure of interest	
	2.1	None.	
	3.0	Minutes of previous meeting	
	3.1	Review minutes of previous meeting - Attachment 1: IM presented to the Board the minutes of the 12 th June 2018. AM – 6.1 – has invited a consultant.	Approved
	3.2	Actions arising from the Meeting No. 4 - Attachment 2 Photo to be taken of the School Board today by CB.	
	4.0	2018 – 2019 School Charities	
	4.1	Charity ideas for 2018 opened to Board members. 4 charities to be decided upon. PH - Prefects were asked to decide on a charity of their choice for Market Day which is held in Term 4. They chose Melanoma WA – No FRYday. This worthy charity is spreading an important message to children to be sun aware. Board discussed and decided on Melanoma WA for the Market Day fundraiser, rather than providing other choices to the Prefects.	
	5.0	2018 National School Opinion Survey	
	5.1	Every 2 years the school community is surveyed according to the National School Opinion Survey (NSOS) to: <ul style="list-style-type: none"> • Community • Staff • Students AM – a question is required in the parent survey that seeks opinion on how well the school succeeds as an “inclusive community”. Board members suggested several examples of an appropriate question. AM to check to see if survey can be completed in different languages. Mrs Brook is coordinating the surveys this year.	

		<p>The 2016 question/s can be used or a new one can be developed.</p> <p>The survey is to be emailed individually to each parent/guardian. Survey results form a part of information for future school planning.</p>	
6.0 Reports and Operational Matters			
	6.1	<p>AM advised during the school holidays the following capital works were carried out:</p> <p>Garden Shed – P & C will use half. Loose Parts are stored in the shed and the program recommenced today.</p> <p>Completed work; Lighting in Hall, compactus in Library, new shelter outside Room 14</p> <p>Advised Sports Shed will move down near oval, beside gardeners shed.</p> <p>AM is currently working with the school P&C to form a Grounds Committee. All members will be welcomed. Requested the help from the Fathering Project.</p> <p>RM gave update on her new role regarding the Precocious Children program. Testing has begun this week involving selected Year 2 - 6. The program is aimed at improving student outcomes</p> <p>SS asked if children will be reassessed each year. RM advised testing would not be required each year.</p> <p>AM tabled Goods & Services Budget, Cash Report and One Line Budget Report for the Board's interest. LP requested more information about the 'Operational Response Allocation' monies on the Income side of the July OLB Statement</p> <p>AM advised that the initial enrolment numbers for 2019 appear to be very similar to those of 2018.</p> <p>AM investigated the Board's request to use "Nudge Theory" strategies when writing to parents about payment of Voluntary Contributions. Advice received suggested that as the payment was considered 'voluntary' existing school parent communication on this topic was appropriate.</p> <p>AM advised Admin staff have been investigating easier ways for the community to pay fees and charges. The QKR App is currently being investigated.</p> <p>Eftpos service entails high annual rental and transaction fees.</p> <p>AM tabled the 'draft' 2018-2020 Business Plan for the Board's interest. 1000 copies of the plan will be made and distributed to all students in the school. The 2018-2020 Business Plan will also be available on our school website.</p>	

		<p>AM – Inline with the Department’s Record Management Policy a consultant from the Department will be coming to the school in Week 4 to work with staff re: the DoE WA Records Management Policy.</p> <p>AM - Kindergarten enrolments have now closed and our Kindergarten program will be at capacity for 2019.</p> <p>AM – Interschool Cross Country was a huge success. PH said day was very well organised. Mr Pascoe was thanked for the way the day was ran and for getting great results from our school. Mrs Forward also thanked for the her first aid assisting all schools.</p>	
	6.2	<p>July summary of the school One Line Budget Tabled and noted by the Board.</p> <p>Voluntary Contributions are at 82%.</p>	
7.0 Other Business			
	7.1	<p>AM – The delivery of 2018 Semester 2 Student School Reports is to be electronically by email. No hard copies will be provided by the school. There are 2 ways to make available, either by a link on Connect or by Email. Board showed support in sending by Student Reports to personal email.</p> <p>AM – DPA reflection. Any comments to be emailed to AM.</p> <p>IM – P & C Meeting Board representatives: LB – 1st August JH – 5th September SS – 24th October IM – 28th November</p>	
	8.0	Next Meeting	
	8.1	Term 3, 28 th August 2018	
	9.0	Roundtable evaluation	
	10.0	Meeting close/adjournment	
	10.1	The meeting was then closed by IM at 2.53pm due to School Board photo being taken.	

Signed (Chair)

Date

Signed (Principal)

Date

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