

**Minutes of meeting No 8, Tuesday, 20<sup>th</sup> November 2018**

**ATTENDEES:** Ingrid Meyer - IM (Community), Andrew Malcolm - AM (Principal), Penny Herne - PH (Deputy Principal), Rachel Martino - RM (Staff), Debbie Geers, - DG (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	<b>Opening and welcome:</b> The meeting was opened by the Chair at 2.03pm with a formal Acknowledgement of Country.	
	1.2	<b>Apologies:</b>	
	1.3	<b>Confirmation of agenda:</b> Confirmed. Jellybeans rates review. Contract ending after 6 years. Allied Health Service letter from CPS Board to Mr Ben Wyatt MLA. Chaplain program. Results from Board Parent Representative Election.	
	2.0	<b>Disclosure of interest</b>	
	2.1	None.	
	3.0	<b>Minutes of previous meeting</b>	
	3.1	<b>Review minutes of previous meeting - Attachment 1:</b> AM – 7.1 should have read ‘National School Opinion Survey’.  Second amendment: ‘Student, staff and parent school evaluations to be completed by the end of term’.  8.2 should have read AM – distributed signed DPA for the Board Chair’s interest. The DPA sets out the areas and responsibilities of the school principal over the course of a business cycle.	Approved
	3.2	<b>Actions arising from the Meeting No. 7 - Attachment 2</b> P & C meeting representatives from the School Board – IM – at attend final P & C meeting on the 28 <sup>th</sup> November. SS - attended previous meeting held on 24 <sup>th</sup> October. IM – elections for Chair Board and Deputy for 2019.	
	4.0	<b>Staff Review T4 2018 Business Plan</b>	
	4.1	Teaching staff carried out a T4 review of the School Business Plan (BP). Staff indicated that the Focus Areas in the BP are being used as a guide to classroom teaching and school planning. AM acknowledged teachers positive engagement and work around embedding the new BP..	
	5.0	<b>National School Opinion Survey</b>	
	5.1	AM – tabled results from the surveys carried out by staff, parents and students. Results from student survey taken in 2016 compared to 2018 are very similar. In 2018 year groups 4, 5 & 6 participated in the survey as opposed to only year’s 5 & 6 in 2016. One line of enquiry has resulted in regards to the ‘student voice’ being heard by staff. Staff will discuss early in 2019.	

		<p>Parent survey received positive comments overall. Main issue was the condition of the boy's toilets.</p> <p>AM had suggestions to promote the correct use of the urinal and to also engage a contractor to clean professionally twice a term.</p> <p>IM suggested the feedback regarding the urinal be acknowledged in the newsletter so parents/guardians are aware the school are addressing the matter.</p>	
<b>6.0 2019 DRAFT Cash Budget</b>			
	6.1	Jo A, Manager Corporate Services, was welcomed into the Board meeting and tabled the Draft Cash Budget to all Board members.	
<b>7.0 Mobile Phone Policy</b>			
	7.1	<p>PH presented the Mobile Phone Policy. An addition to the existing policy is the iWatch. The iWatch requires the same school supervision as mobile phones.</p> <p>SS suggested the wording in bold to be unbolded and word in capital to be 'uncapitalised.</p> <p>After discussion, bold remained, but capitals were removed.</p> <p>Application for Use of a Mobile Phone/iWatch be changed to Use of a Mobile Phone/iWatch at School Record.</p> <p>Staff will be shown the policy at their next staff meeting.</p>	Approved
<b>8.0 Reports and Operational Matters</b>			
	8.1	<p>AM thanked all Board member for working so coherently throughout the year.</p> <p>BP was thanked for all her hard work and dedication to the Board.</p> <p>IM was thanked also for her commitment to the Board and for holding the Chair position for the past year.</p> <p>PH presented both BP and IM with thankyou gifts from the school.</p> <p>RM advised the BYOD presentation evening was a success with a number of parents attending. RM indicated there may not be a need to hold this presentation annually moving forward as the information on the program is available on the school's website and newsletter. If parents were to have any concerns they can be discussed with school admin.</p> <p>AM thanked RM for all her hard work.</p>	
	8.2	<p>October summary of the school One Line Budget was tabled and noted by the Board.</p> <p>Goods &amp; Services Budget tabled.</p>	
<b>9.0 Other Business</b>			
	9.1	Jellybeans rate review – AM has a meeting with G8 Education on Wednesday, 21 <sup>st</sup> November to discuss a slight increase in rates as the OSHC hourly/holiday rate had not been changed for the past six years. Discussions are taking place as the two year contract for Jellybeans is up for renewal. AM advised the board that any increase to OHSC cost increase needs to be minimal as it will directly affect parents who use the service.	Approved

		<p>Allied Health Service letter, Ben Wyatt – A letter to Mr Ben Wyatt MLA was tabled seeking the Board's support in regards to the possible introduction of an Allied Services Hub in the new Bentley redevelopment. The letter has been initiated by the Kent Street Senior High School Board and the CEC network principals have been asked to request support from their school Boards. If an Allied Services Hub were to be created CEC schools' students could access the services onsite. IM to sign and AM to send.</p> <p>Chaplain program – PH advised Chaplain Vicky will work 1 day per fortnight or ½ day weekly in the school for 2019. Focus on student anxiety and general mental health will be a priority.</p> <p>Board Chair &amp; Deputy positions - IM firstly thanked the Board and expressed appreciation to all Board members for completing the survey. IM formally stepped down from Board as a member and a Chair. IM will continue as Chair through Speech night and will conduct a handover to new Chair in early 2019. Nominations for Deputy and Chair requested. LP put hand up for Deputy but would have to step down as Secretary. JH accepted role as Board Chair. AM thanked both LP and JH for their nominations.</p> <p>Results from Board Parent Elections – AM announced Emma Chamberlain and June Tan were elected as new board members. Thanks go to AM, PH &amp; IM for counting all the votes. The election results were extremely close. The Board looks forward to welcoming our new Board members in 2019. Nominees will be notified by post on the 21<sup>st</sup> November and will be publically announced in next week's Thursday 29 November Newsletter.</p>	
	<b>10.0</b>	<b>Next Meeting</b>	
	10.1	19 <sup>th</sup> February, 2019.	
	<b>11.0</b>	<b>Roundtable evaluation</b>	
	<b>12.0</b>	<b>Meeting close/adjournment</b>	
	12.0	The meeting was then closed by IM at 3.06pm.	

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Signed (Chair)

Date

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Signed (Principal)

Date

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