

Minutes of meeting No 2, Tuesday, 19th March 2019

ATTENDEES: Jenni Hess - JH (Chair), 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), June Tan (JT), Emma Chamberlain (EC)

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: PH – Moved LP – Seconded Item 4.1 should read EC not EM.	Approved
	3.2	Actions arising from the Meeting No. 1 - Attachment 2 OSCH providers. Reminder Agenda for Board meeting needs to go out to all Board members 5 days prior to Board meeting. The Agenda is then put on school website. Vegetable Garden – AM discussed the proposal of a vegetable garden with staff members at the staff meeting 20.2.19. No classroom teacher volunteered to lead the initiative but were not averse to the idea, the busy curriculum does not afford the time during the school day to coordinate the project, however the staff felt the idea had a place in the school as a lunchtime project if parents were happy to lead the initiative. The ELC staff were open for some senior school students to work together with the junior school in the ELC garden area during either lunchtime or be used as a buddy time activity. SS to discuss with P & C. AM to attend P & C AGM on the 27 th March. EC will also attend for experience for reporting to the P & C on behalf of the Board. EC asked if Board members were also able to take on roles on the P & C. AM confirmed yes. School Board photo to be taken at end of meeting today.	

4.0 2018-2020 Business Plan Review		
4.1	<p>AM advised that at the end of Semester 1 2019 the school will be in the middle of the 2018 – 2020 Business Plan (BP). AM tabled a brief review of the current BP completed by the school admin team for the Board’s interest. AM indicated that this BP review would also be discussed by the whole staff. AM indicated that the work the school has undertaken to date in regards the BP is most appropriate in regards to current stage of this Business Cycle.</p> <p>SS asked regarding the change from Skoolbag app to Schoolzine app. As there was an increase of 300% in cost with Skoolbag, the school is now using Schoolzine. Schoolzine is already being used for our school’s newsletter and calendar and fortunately has the ability to notify the school of student absences at no extra cost.</p>	
5.0 2018-2020 DPA Review		
5.1	<p>AM tabled an up to date review of the current DPA. Staff will also review the DPA next term to align with the BP and in preparation for school review in 2020. LP asked for clarification on non-academic areas as mentioned in the DPA. AM advised that non academic areas included:\</p> <ul style="list-style-type: none"> Choir Performing Arts Phys Ed Behaviour/ Health and Wellbeing Attendance Virtues program 	
6.0 Strategic Direction		
6.1	<p>AM discussed schools Strategic Direction. Discussion of the Department of Education WA (DoE WA) Strategic Plan 2017-2019 and the roll out of a new Strategic Plan at the end of this year and the impact it may have on the strategic direction of CPS. AM outlined how the Focus Areas 1 and 2 of the CPS BP 2018-2020 align with DoE WA Strategic Plan 2017-2019 and that Focus Areas 3 and 4 of the CPS BP are more inlign with the CPS vision of; <i>‘Building an inclusive community where all are inspired to learn and empowered to excel’</i>. AM indicated that the CPS BP may need fine tuning when the new DoE WA BP is published. AM discussed the school’s focus on longitudinal data and how resources were currently being used to improve student outcomes in areas of need identified through this data.</p>	
7.0 2018 Annual Report		
7.1	<p>AM thanked EC for feedback regarding Annual Report. AM indicated that the 2018 Annual Report was now on the school’s website and the DoE WA School’s Online website for public interest.</p>	

8.0 Reports and Operational Matters		
8.1	<p>AM confirmed classroom representatives positions are now complete. Canteen have received their new industrial dishwasher. Thanks to the P&C for the installation costs and school. New Prowise has been installed in the Art room. The students/staff toilets have been fitted with with new air vents to allow greater air flow in all toilets. The extractor fan timer has also been reactivated. Interim Reports will go home on the 11th April. AM thanked staff for their time, work and commitment to this valuable strategy. SS moved a motion of thanks through the Chair to the teachers for delivering the Interim Reports and that motion was endorsed by the Board. Interim Reports allow parents/caregivers an insight into how their child/children are progressing at the beginning of the school year.</p>	
8.2	AM advised the One Line Budget and the Goods and Services budget will be presented at next Board meeting.	
9.0 Other Business		
9.1	<p>AM presented the revised Application for Enrolment Form for the Boards approval. JH – Moved RM – Seconded</p> <p>AM advised the Board of the renewal process for the Out School Hours Care (OHSC) licence that will be renewed at the commencement of second semester of 2019. AM highlighted the current cost to parents of OSHC and the various submissions the school had received by providers wanting to hold the new licence. Licences are held for a two year period. AM advised that the school would likely look to a WA based well established provider who could decrease the cost to parents for out of hours school care at Como PS.</p>	Approved
10.0 Next Meeting		
10.1	Term 2, 14 th May 2019, 2.05pm	
11.0	Roundtable evaluation	
12.0	Meeting close/adjournment	
12.1	The meeting was then closed by the Chair at 2.53pm for Board photo.	

Signed (Chair)

Date

Signed (Principal)

Date

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