

**Minutes of meeting No 2, Tuesday, 17<sup>th</sup> March 2020**

**ATTENDEES:** Jenni Hess - JH (Chair), Andrew Malcolm - AM (Principal), Penny Herne - PH (Deputy Principal), Terri Youd – TY (Staff), Steve Pascoe - SP (Staff), June Tan (JT), Emma Chamberlain (EC), Maryann Tsai (MT – by Conference Call) Community

Priority	1.0	Welcome and apologies	ACTIONS
	1.1	<b>Opening and welcome:</b> The meeting was opened by the Chair at 2.05pm with a formal acknowledgement of country.	
	1.2	<b>Apologies:</b>	
	1.3	<b>Confirmation of agenda:</b> Confirmed.	
	<b>2.0</b>	<b>Disclosure of interest</b>	
	2.1	None.	
	<b>3.0</b>	<b>Minutes of previous meeting</b>	
	3.1	<b>Review minutes of previous meeting - Attachment 1:</b> JH - Moved PH - Seconded	Approved
	3.2	<b>Actions arising from the Meeting No. 2 - Attachment 2</b> Board photo postponed as not all members at meeting.  AM advised agenda change due to addition of Covid-19 discussions.  Covid-10 – AM advised the school is following all directives from the Dept of Education and the Health Dept. The school is updated by the Dept of Education every Monday, Wednesday and Friday. The school issued a Newsflash via Schoolzine today informing the community regarding the school's efforts to mitigate the potential spread of the virus. All school assemblies and Interschool carnivals have been cancelled until further notice. AM would like to thank JH for offering support on behalf of the Board. AM is planning for the potential need for 'Online Learning' should schools be ordered to close. Lead teachers will be attending a PL next week to increase their knowledge and understanding of Online Learning. MT thanked the school for being proactive. Should parents wish to keep their children home during these uncertain times they will be recorded as 'R' for reasonable cause due to concerns with the Coronavirus.	
	<b>4.0</b>	<b>Sun Smart Policy</b>	
	4.1	PH advised the schools membership has been renewed. PH updated the Policy and a couple of changes made for example: 50+ sunscreen now being used	

		Broad brim hats only as sold at the Uniform Shop	
<b>5.0 School Board Terms of Reference</b>			
	5.1	AM provided the Terms of Reference to Board and advised document has been taken from the Education Act and is generic for all schools.	
<b>6.0 2019 School Data</b>			
	6.1	AM presented the 2019 My School Data results received this month. Suggested the link to these results be available on the Schools Website and Newsletter.	
<b>7.0 Business Plan Acquittal Review</b>			
	7.1	AM presented the Term 1, 2020 School progress in regards to acquitting Business Plan Strategies.  AM advised last year of our 3 year Business Cycle.	
<b>8.0 Delivery and Performance Agreement Review</b>			
	8.1	AM presented and discussed review.	
<b>9.0 2021-2023 Strategic Direction</b>			
	9.1	AM presented Strategic Direction providing ideas on focus areas for the 2021-2023 Business Plan/Strategic Direction document and its alignment to the Doe WA Strategic Direction.	
<b>10.0 End of Year Plan</b>			
	10.1	AM presented possible changes for End of Year activities keeping in mind staff requirements in relation to the Education Act.	
<b>11.0 2019 Annual Report</b>			
	11.1	AM presented report to the Board. Change was made to Item 4 – strong increase in results with Precocious program. Board Chair comment in Board Self Survey added.  AM & JH signed.	
<b>12.0 Reports and Operational Matters</b>			
	12.1	Voluntary Contributions at 69%  Salaries Budget close to being finalised  All Classroom Parent Representatives are complete  Term 1 Interim Reports are currently being prepared by Staff	
	12.2	Finance meeting was held with the Finance Committee. Good and Services Budget approved. Board noted the 2020 G&S Budget.	
<b>13.0 Other Business</b>			
	13.1	MT – Asked if the incursion – Life Education Van was proceeding. PH advised the incursion will go ahead but will	

		be held in the children's classrooms rather than the Van to ensure social distancing.  PH advised posters have been put up around the entire school illustrating hand washing instructions.	
<b>14.0 Next Meeting</b>			
	14.1	Tuesday 12 <sup>th</sup> May, 2020, 2.05pm.	
	<b>10.0</b>	<b>Roundtable evaluation</b>	
	<b>11.0</b>	<b>Meeting close/adjournment</b>	
	11.1	The meeting was then closed by the Chair at 2.51pm.	

---

Signed (Chair)

Date

---

Signed (Principal)

Date

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