

**Minutes of meeting No 4, Tuesday, 9<sup>th</sup> June 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), Leanne Pool (LP), Emma Chamberlain (EC), Maryann Tsai (MT) Community

<b>Priority</b>	<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
	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> LP to be added to Attendees.	Approved
	3.2	<b>Actions arising from the Meeting No. 2 - Attachment 2</b> Board photo to be taken at end of meeting.  AM to represent Board at P & C Meeting in Week 8 of Term 2 and also Week 3 of Term 3. EC will also be attending P & C meetings.	
	<b>4.0</b>	<b>2021-2023 Strategic Direction Planning</b>	
	4.1	AM presented the draft 2021-2023 Strategic Direction Planning document for the next business cycle. AM advised document had been looked over by senior staff. The majority of the milestones and strategies from the 2018-2020 Business Plan have been met thus far. Board members were asked to review and to email AM any comments.	
	<b>5.0</b>	<b>Library Policy and Procedure</b>	
	5.1	AM presented the Library Policy and Procedure. The updated Policy has been endorsed by the Library Committee. AM advised an upper and a lower school teacher were now to purchase books for the Library. Renaissance is now included in the Library Policy. AM thanked the P & C for donating funds to the Renaissance program and new furniture for the Library.  JH – Moved MS – Seconded	Approved
	<b>6.0</b>	<b>2020 Annual Risk Assessment Review</b>	
	6.1	AM presented the 2020 Annual Risk Assessment Review. The Risk Assessment document has been updated to reflect strategies to manage the Covid-19 pandemic and our response to future pandemics.	

		School will be using a new program called MGM Outreach to contact parents/caregivers quickly by SMS in an emergency.	
<b>7.0 2020 School Funding Agreement</b>			
	7.1	AM presented the 2020 School Funding Agreement. This document is an accountability framework around the correct acquittal of the School One Line Budget for Principals. AM has requested the latest DPA from DoE WA however has not yet been received. The agreement was noted by the Board and signed by the Chair.	
<b>8.0 Reports and Operational Matters</b>			
	8.1	AM presented Principal's report. AM recognised the huge effort put in by whole school community during the Covid-19 pandemic. Interim Reports were issued at the start of Term 1. AM explained the Semester 1 reports will have no assessment of student achievement, only student Effort and Engagement.	
	12.2	AM presented Cash Report and One Line Budget.	
<b>9.0 Other Business</b>			
	9.1	PH introduced the Curriculum Planning and Teachers Support Guide of Como's planning documents that she has been compiling. The document brings all Teaching programs and ACARA Curriculum requirements together into one document. Staff will contribute to its content to fit our context. This document will be completed for 2021. PH thanked Manning Primary School for allowing Como PS to use their original document.  JH thanked and congratulated all staff at Como PS for their commitment during the recent uncertain and changing times on behalf of the Board. EC described the work packages sent home were well balanced and provided structure and routine for the children.	
<b>10.0 Next Meeting</b>			
	10.1	Tuesday 4 <sup>th</sup> August, 2020, 2.05pm.	
<b>11.0 Roundtable evaluation</b>			
<b>12.0 Meeting close/adjournment</b>			
	12.1	The meeting was then closed by the Chair at 2.55pm.	

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Signed (Chair)

Date

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Signed (Principal)

Date

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