

**Minutes of meeting No 5, Tuesday, 4<sup>th</sup> August 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), 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 2.10pm with a formal acknowledgement of country.	
	1.2	<b>Apologies:</b> Emma Chamberlain (EC)	
	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> JT – Moved PH – Seconded	Approved
	3.2	<b>Actions arising from the Meeting No. 4 - Attachment 2</b> AM to represent Board at P & C Meeting Week 3.	
	<b>4.0</b>	<b>2020 School Board Terms of Reference</b>	
	4.1	AM presented the Board Terms of Reference. DoE WA has rewritten the Board Terms of Reference had been prompted to rewrite the Terms of Reference due to C-19. Como PS Board Terms of Reference has been updated.  LP asked if the general public are able to attend Board Meetings. AM confirmed public can attend any Board Meetings, however are unable to add any comments. Suggested this info be put in Newsletter to advise community.  AM advised the DoE WA School Review Process is currently on hold due to C-19. Business Review scheduled for Term 3, 2021. This could change due to C-19.	
	<b>5.0</b>	<b>Draft School Strategic Direction Planning</b>	
	5.1	AM presented a 'draft' copy of the School Strategic Direction 2021-2023. Drafts have been reviewed by senior staff, whole school staff and the Board. Further editing will occur once DoE WA determines school requirements around future strategic planning.  EC tabled a series of questions relating to the planning document which were noted and discussed by the Board, AM will meet with EC to discuss.	

<b>6.0 School Lock Down Policy</b>		
6.1	AM presented 'draft' copies of the School Lockdown Policy and the School Evacuation Policy. Drafts have been reviewed by senior staff, whole school staff and Board. Both these drills will be practised with the students before the end of T3.	
<b>7.0 School Emergency Evacuation Protocol</b>		
7.1	AM presented Evacuation Plan. The new program OutReach will be used to communicate with parents by SMS if there is an emergency.  TY suggested the Emergency checklist be prioritised. PH and TY to revise.  Playground Emergency Evacuation is actioned differently and needs to be practised.	
<b>8.0 School ICT Skills Continuum</b>		
8.1	AM presented. Document shows expectations of what children are to achieve at a bare minimum. School is continually looking at how to improve.	
<b>9.0 Prefect Fund Raising</b>		
9.1	PH discussed Prefect fundraising for Term 3.  Ideas from the Prefects: <ul style="list-style-type: none"> <li>• Butterfly Foundation</li> <li>• Kids Helpline</li> <li>• Telethon</li> <li>• Starlight Foundation</li> </ul> Board Members Suggestions: <ul style="list-style-type: none"> <li>• Smith Family</li> <li>• Food Bank</li> </ul> JH to send through suggestions to all Board Members by email and then Board Members to respond with their top 3 preferences.	
<b>10.0 Reports and Operational Matters</b>		
10.1	AM presented Principal's report.  AM thanked the P & C for their contribution to the Library. Also thanked Miss Martino, Mrs Lomma and Mrs Monterio for their great achievement in the library. It is a very attractive environment for the children to be in.	
10.2	AM presented Cash Report and One Line Budget.	
<b>11.0 Other Business</b>		
11.1	AM thanked the commitment from the Board parents.	
<b>12.0 Next Meeting</b>		
12.1	Tuesday 1 <sup>st</sup> September, 2.05pm.	
<b>13.0 Roundtable evaluation</b>		
<b>14.0 Meeting close/adjournment</b>		

	14.1	The meeting was then closed by the Chair at 2.54pm.	
--	------	-----------------------------------------------------	--

---

Signed (Chair)

Date

---

Signed (Principal)

Date

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