

**Minutes of meeting No 5, Tuesday, 1<sup>st</sup> September 2020**

**ATTENDEES:** Jenni Hess - JH (Chair), Andrew Malcolm - AM (Principal), Penny Herne - PH (Deputy Principal), Terri Youd – TY (Staff), June Tan (JT), Leanne Pool (LP), Maryann Tsai (MT), Emma Chamberlain (EC) 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> Steve Pascoe - SP (Staff)	
	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> AM – Changes to 4.1 made in previous minutes.	Approved
	3.2	<b>Actions arising from the Meeting No. 4 - Attachment 2</b> JH – Addition to Week 7 Newsletter from Youthcare for the Board News. EC to attend P & C Meeting on behalf of the Board in Week 8.	
	<b>4.0</b>	<b>School Strategic Direction Planning</b>	
	4.1	AM presented 'draft' copy of the School Strategic Direction 2021-2023 with changes made. Two SD targets rewritten after discussions with EC around Workforce and STEAM.  AM requested from the Board to consider the title of the document.  AM advised graphics to be edited. LP suggested School be added to Como Primary on the front page of the document.  AM once again advised the DoE WA School Review Process which is currently on hold due to C-19. School Reviews have been recommenced. CPS Independent School Review will now be held in Term 1, 2022.	
	<b>5.0</b>	<b>School Emergency Evacuation Protocol</b>	
	5.1	PH presented completed Evacuation Plan in a display folder to be held by Admin. The Plan explains clear guidelines on Evacuation Protocols.  CPS Evacuation Escape Route is now displayed in all rooms across the school in A3 on yellow card making it highly visible. Once Board has approved the protocol, each classroom will receive the updated information. AM thanked PM and TY for their work with this document.	

		PH advised the school would practise evacuation procedures in Week 10.	
<b>6.0 2020 School Parent Survey</b>			
	6.1	AM presented the Biannual School Parent Survey to the Board. These National School Parent Surveys are completed every 2 years by the community (Staff, Parents, Yr 5 & 6 students). Bulk of the survey is generic. The survey canvases the community and gives everyone the opportunity to comment, providing information for future school planning Survey will go out by email in Week 8.	
<b>7.0 2021 School Contributions and Charges Letter</b>			
	7.1	AM presented the School Contributions and Charges letter to parents for 2021. Board agreed to keep Voluntary Contributions at the current rate. Staff were encouraged to keep Personal Requirements List costs to 2020 levels. Vaucluse Newsagency to continue to provide the Personal Requirements Lists for 2021.	
<b>8.0 Prefect Fundraising Charity Beneficiaries</b>			
	8.1	JH presented results from votes for preferred fundraising recipients:  <ol style="list-style-type: none"> <li>1. Kids Helpline</li> <li>2. Starlight Foundation</li> <li>3. Food Bank</li> </ol>	
<b>9.0 Reports and Operational Matters</b>			
	9.1	AM presented Principal's report. Voluntary Contributions now 77%  AM thanked the Community for their support during Covid-19 and decisions made around the continuation of Phase 4 restrictions including the Sports Carnival and Open Afternoon.  AM in preliminary discussions with John Fisher, DoE Executive Director Infrastructure, regarding a building program as the numbers in our local intake area are predicted to grow considering the increased number of new dwellings being built. The school's request for an ECE demountable in 2021 has been declined by DoE WA because ECE Demountables are in high demand and are unavailable until possibly 2021, Term 2.	
	9.2	Finance Committee met and discussed Goods & Services Budget.  AM responded to questions raised regarding budget.  AM thanked PH and TY for their assistance and the Board for their ongoing support.	

	10.0	<b>Other Business</b>	
	10.1	Nil	
	<b>11.0</b>	<b>Next Meeting</b>	
	11.1	Tuesday 27 <sup>th</sup> October, 2.05pm.	
	<b>12.0</b>	<b>Roundtable evaluation</b>	
	<b>13.0</b>	<b>Meeting close/adjournment</b>	
	13.1	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)