

Minutes of meeting No 3, Tuesday, 10th May 2022

ATTENDEES: Jenni Hess - JH (Chair), Emma Lipscombe - EL (Principal), Penny Herne – PH, Terri Youd – TY, Steve Pascoe - SP (Staff), Leanne Pool (LP), Maryann Tsai (MT), Josh Honza (JHo)

Priority	1.0	Welcome and apologies	ACTIONS
	1.1	<p>Opening and welcome: The meeting was opened by the Board Chair at 2.04pm with a formal acknowledgement of country.</p> <p>JH welcomed EL as our Principal to the Board meeting.</p>	
	1.2	Apologies: Jo Laufer (JL), Jaylene Flynn (JF)	
	1.3	Confirmation of agenda: Confirmed.	
	2.0	Disclosure of interest	
	2.1	None.	
	3.0	Minutes of previous meeting	
	3.1	<p>Review minutes of previous Meeting No. 1 - Attachment 1: TY – Moved MT – Seconded</p>	Approved
	3.2	<p>Actions arising from the Meeting No. 1 - Attachment 2 Board Photo – current, 2022. Board Photo to be taken at next meeting.</p> <p>EL thanked JH for her contact at the City of South Perth re. indigenous connection.</p>	
	4.0	Funding Agreement for Schools 2022	
	4.1	EL presented finalised Funding Agreement. Board Chair has signed. Agreement will be kept on file with Statement of Expectation.	
	5.0	Annual Risk Review	
	5.1	<p>EL presented revised and updated 2022 Annual Risk Review. PH & EL made minor adjustments due to Covid. Also noted was the new universal access ramps to the hall and bottom oval.</p> <p>This Risk Review will be kept on file and reviewed in 2023.</p>	
	6.0	Lockdown Procedures	
	6.1	PH provided updated Evacuation and Lockdown Procedures during break times. A successful practice lockdown was carried out in Week 2 of Term 2 and minor changes were noted for improvement.	

		<p>Each teacher is to have a whistle and a whistle in a sealed bag will be placed in each of the Duty Folders for Relief Staff.</p> <p>All Emergency Procedure folders will be updated across the school.</p>	
7.0 CPS Finance			
	7.1	<p>EL presented the Cash Budget and Goods and Services Budget.</p> <p>EL advised it has been proposed for teachers to be allocated time to spend their allocated budget.</p>	
8.0 Principal's Report			
	8.1	<p>EL presented Principal's Report.</p> <p>Students enrolled – 437. Forecasted numbers for 2025 have already been surpassed. Voluntary Contributions – 84%</p> <p>New staffing across school noted.</p> <p>Increasing EA time across school to meet school needs.</p> <p>EL advised Board, Mrs Rachel Martino has accepted a permanent Deputy Principal's role at Wembly Downs PS. All congratulated.</p> <p>Update from DoE WA re Covid – school no longer is required to report positive Covid cases to the department or community. Como PS will advise parents numbers through the Newsletter. Parents allowed back on site.</p> <p>Public School Review – will be advised when re-scheduled.</p> <p>NQS Verification –CPS Strategic Direction to maintain 7/7 rating.Scheduled 25th May</p> <p>NAPLAN commenced today for Years 3 and 5. EL thanked PH for her efforts in ensuring the process is running smoothly. The new keyboard stand has been a fantastic new addition. EL thanked the Prefects who partly funded these.</p> <p>Semester 1 reports will go home on the 30th June via Connect.</p> <p>Staff flu vaccinations were once again provided in Week 2.</p> <p>JH asked if the sports carnival would go ahead with parents onsite. EL explained that under the current Covid-19 guidelines, parents are permitted onsite.</p>	

9.0 Induction and Board Training		
9.1	EL offered the new Board members or any existing members voluntary Board Training. This can be achieved either online or through reading modules. JH to provide induction information by email to JHo.	Ongoing
10.0 House Names		
10.1	PH presented at previous meeting new House name suggestions. Board supportive. EL - keen to ensure that approach is culturally sensitive and well thought through. We would like to consult with the indigenous community through the City of South Perth initially. Has been decided not to rush a decision to change House names. Board agreed no need to rush.	
11.0 Other Business		
11.1	Nil	
12.0 Next Meeting		
12.1	Tuesday, 7 th June 2022	
13.0 Roundtable evaluation		
14.0 Meeting Close/adjournment		
14.0	The meeting was then closed by the Chair at 2.35pm.	

Signed (Chair)

Date

Signed (Principal)

Date

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