

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School

DATE:	Thursday 27 th October 2022	CHAIRPERSON:	Mr George Lohse
TIME:	6:06pm	EXECUTIVE OFFICER:	Mrs Kathleen Gianoli

ATTENDEES:	Louise Bowtell, Helen Pynes, Jenny Hirsch, Kathleen Gianoli, George Lohse, Elle Demasi, Murray Dunstan, Naomi Matthews and Carl Bishop
APOLOGIES	Emma Richard, Blair Ranford, Dilani Mudalige and Niketan Chauhan

TIME	ITEM	LED BY	PURPOSE	ACTION
6.00 pm	1.0 Welcome	Chair	For Noting	
	<ul style="list-style-type: none"> • Acknowledgement of Country • Open & Welcome • Apologies 			
	2.0 • Confirmation of Agenda - Disclosure of Interests	Chair	Discussion	
	There were no conflicts of interest noted.			
	3.0 • Acceptance & Endorsement of Previous Minutes	Chair	Endorse	
	<ul style="list-style-type: none"> • Acceptance & Endorsement of Previous Minutes: <u>September 8th 2022</u> • Business Arising from Previous Minutes • <i>It was noted at the P&C meeting when school-wide NAPLAN results were discussed that parents only see a small part of the results with their child's individual information, and they would like to see more information around how it all fits into the school planning. After JH explained that the results are used to target and tailor the curriculum to meet the school and students' needs, and how the school is seeing positive progress with the changes that have been implemented it was noted that it would be beneficial to share this information with more parents</i> • <i>Arborist inspected all trees on school site, and trees out the front and side have now been trimmed.</i> 		Accepted and endorsed. Moved by JH seconded by CB	<ul style="list-style-type: none"> • <i>All agreed to make next meeting, <u>December 1st Open Meeting</u> instead so this can be discussed, and advertise more efficiently to get more of the school community informed and involved. Perhaps use SOBS or Signup to get people to sign up first.</i> Action item - ER
	4.0 Principal's Report	Principal	Note/Discussion	
	Principals Report tabled with brief discussion regarding the following: <ul style="list-style-type: none"> • Update and general information • Staffing Update - All staffing locked in for 2023 bar one. Louise Brewster confirming retirement as of end of 2022. • Teacher Appreciation Day • Volunteer Appreciation Morning Tea • School Chaplain • 2023 Operational Planning – Staffing • 2023 Preliminary Planning • Coming events for Term 4 		Attachment – tabled and noted.	<ul style="list-style-type: none"> • School Board medallion nominations need to be submitted and agreed upon. • Edu Dance – PP and Kindy classes will participate this year, date is 8th December.
	5.0 Financial Position & Reports	Principal	Note	
	5.1 • 2022 Funding Agreement 5.2 • Financial Update – One Line Budget (Salaries & Cash) 5.3 • Minimum Expenditure Agreement 2022 5.4 • Finance Committee Minutes		Attachment	

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5.6	<ul style="list-style-type: none"> • Preliminary Planning & Staffing 2023 Update – to be circulated at meeting • <i>On track, money to spend across key cost centres – English and Mathematics. There will be a carry-over surplus due to lack of teacher out of school classes/conferences from Covid restrictions.</i> • <i>TR Funding redirected to provide Challenge Club.</i> • <i>Next Finance Meeting Week 5, minutes and update will be circulated to Board members.</i> • <i>All equipment, IT, computers etc./ all travelling well. On track to meet compliance requirements for 2022.</i> 	<ul style="list-style-type: none"> • <i>JH will send updated report once the end of month rolls over and numbers are accurate</i> 	
6.0	School Board Operational Aspects	Chair	Note/Discussion
6.1	<p><u>Portfolio Reports:</u> Grounds & Facilities portfolio update CB/MD</p> <ul style="list-style-type: none"> • JH received quotes to remove old desktops in library, and the data box to be relocated towards the storage area of library and re-cabled. The return desk will be moved back in line with the doorway, insert data points at back of the library which will open up the floor space for children to spread out. • HP purchased a rug for the library as a gift to the school. • Roof in library has had leaks, the glass that has come out twice previously needs to be properly replaced. Faults/Capital Works • Cement pad has been laid for new shed, old shed has been painted to look fresh. • OSH installed new air-conditioning units in the hall, 2 interactive whiteboards installed in PP. • DFIB has been installed in the medical room and training is being organised. <p>Community Partnerships portfolio update provided by KG <u>P&C</u></p> <ul style="list-style-type: none"> • Quiz Night is confirmed for next weekend which will be major fundraiser. • Unfortunately losing a couple of long term members next year, a contingency plan has been in place to replace them however need to concentrate on finding more members. HP mentioned talk to Nick and Prue (Noah from PP's parents) on fundraising ideas. <p><u>School Website update</u> <i>KG mapped out a draft site plan, ER and JB have amended to suit what the school's requirements are and have sent that to Pineapple Planet. Next step is waiting for draft layout of the website to come back to view and approve.</i></p>	<ul style="list-style-type: none"> • <i>KG noted she has had previous defibrillator training and happy to be added to register</i> • <i>KG looking to speak to Kindy and PP parents to encourage to join P&C, also attending both Kindy information meetings to meet new parents.</i> 	
6.2	<p><u>Contributions & Charges 2023:</u> Proposed 2023 Voluntary Contributions & Charges. Represented due to several absences at the previous meeting.</p> <p><i>JH - Contribution and charges - No changes other minor formatting improvements. Looking to have conversation with parents of Year 6 in</i></p>	<p>Contributions & Charges – Endorsed Moved:KG Seconded by MD. 9/9</p>	

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	<p>2023 in relation to Camp fundraising and payment schedules; perhaps agree to pay full price via instalments over the year if required, with view to minimise funding raising. JH would like to see school Disco return to P&C and run a bit smoother.</p> <p>School Photos – JH raised that there seemed to be some inconsistencies with the quality of photos, and lag with getting them sent to parents and printed out. Are we able to get reviews from parents? ED noted students in many class photos not looking, CB agreed. KG noted reflections in glasses for individual photos hide the child’s eyes and weren’t removed.</p> <p>6.3 Endorse Personal Use Items - Booklist Supplier for 2023 Champion Books. Copies of proposed booklists/personal items attached.</p> <p><i>Need to make parents aware that particular stationery items are only able to be purchased at Champion – otherwise incorrect items may be purchased that don’t necessarily align with classroom need.</i></p> <p>6.4 Proposed School Development Days for 2023 – attachment provided with recommendations and list of scheduled WA 2023 public holidays.</p> <p><u>Term 1</u> Monday 30th January 2023 Mandated Tuesday 31st January 2023 Mandated</p> <p><u>Term 2</u> Friday 2nd June 2023 (Prior to WA Week June long weekend)</p> <p><u>Term 3</u> Monday 17th July 2023 (Mt. Lawley Hub – Shared Network Day)</p> <p><u>Term 4</u> Monday 9th October 2023 Friday 15th December 2023 # TBC – Staff Trade-Off</p>	<p>2023 Student Book List – Endorsed Moved:GL Seconded by CB 9/9</p> <p><u>2023 School Development Days</u> – Endorsed Moved by KG Seconded by ED 9/9</p>
7.0	Strategic Directions	Chair Discussion
	<p>School Board Self-Assessment /Effectiveness Tool</p> <ul style="list-style-type: none"> • Electronic copy available via Microsoft Forms –links will be emailed to members. <ul style="list-style-type: none"> • School Board Effectiveness • Roles & Responsibilities • <p>Collated results were shared and discussed amongst the group, with the following points noted for future consideration/action:</p> <ul style="list-style-type: none"> • Feedback – if we have another survey it would be good to remove wording ‘slightly’ as it’s a bit ambiguous. • Feedback on sharing what the board is and what we all do would be good to get more community engagement. Perhaps there is other ways parents can get in touch to give feedback. 	<ul style="list-style-type: none"> • Change the wording to “I as a board member support Board decisions outside the meeting” number 13 on board effectiveness. • Comment made at the bottom of the survey on meetings going longer than required – set some expectations and limitations. If information can possibly be sent earlier to give all members enough time to read and review and prepare their questions or thoughts, it may be a smoother process. GL raised the question what is the lead time to

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	<ul style="list-style-type: none"> Discussions raised around annual school report, and if there's enough communication with parents – as these had negative response in the survey. Meetings ending on time was also discussed, do we try to finish on time. There's a thought that we don't want to shut down the conversations if it's going well. Also don't want to go over time and people resent the meetings. We can try to stick to times written in agenda more strictly. Official ending time is 7.30pm but all feel the time used efficiently at board meetings. 	<ul style="list-style-type: none"> send out information for review before the meeting? JH to find out. JH to circulate next Board review surveys using the same format. All members to complete these and comment on Connect for discussion. 		
8.0	General Business	Chair		
	<p>Items not listed, raised for discussion (with permission of Chair)</p> <ul style="list-style-type: none"> End of Year – Edu Dance Acknowledgement of Helen Pynes, Associate Principal. <i>GL presented HP with bottle of champagne and gift voucher to West Australian Golf Store on behalf of the Board and P&C and thanked her for her service to the school and time volunteering on the Board and P&C.</i> 			
9.0	<p>Next Meeting: Scheduled for <u>Thursday 27th October 2022</u></p> <p>Meeting Closed : 8.10pm</p>	Chair	Note	

Minutes endorsed as a true and correct record:

George Lohse

Board Chair

Date: 07/12/2022

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