

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School

DATE:	Thursday June 16th 2022	CHAIRPERSON:	Mr George Lohse
TIME:	6:00pm	EXECUTIVE OFFICER:	Mrs Emma Richard

ATTENDEES:	Jenny Hirsch, Elle Demasi, Carl Bishop, Naomi Matthews, Murray Dunstan, Kathleen Gianoli, Blair Ranford
APOLOGIES	Prof. Stephen Winn, Dilani Mudalige, Helen Pynes, Niketan Chauhan, Shannan Stefanovski

TIME	ITEM	LED BY	PURPOSE	ACTION
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6.00 pm	1.0 Welcome	Chair	For Noting	
	<ul style="list-style-type: none"> • Acknowledgement of Country • GL opened the meeting and welcomed absent Board members. GL acknowledged the minutes from last meeting and thanked members for their attendance. • Apologies noted as above. • GL notified the Board that Shannan Stefanovski has tendered her resignation citing family commitments. 			
	2.0 Confirmation of Agenda - Disclosure of Interests	Chair	Discussion	
	No conflict of interests disclosed.			
	3.0 Acceptance & Endorsement of Previous Minutes	Chair	Endorse	
	<ul style="list-style-type: none"> • Minutes from School Board meeting <u>May 12th, 2022</u> presented for discussion and endorsement. • Business Arising from Previous Minutes. <ul style="list-style-type: none"> ○ See below discussions 	<i>Endorsed</i>		
	4.0 Principal's Report	Principal	Note/Discussion	
	<ul style="list-style-type: none"> • JH welcomed the new staff representative to the first face to face meeting – Blair Ranford • Principal Report was tabled with brief discussion regarding the below: <ul style="list-style-type: none"> • NAPLAN & Reporting to Parents • Grounds & Facilities – Successful meetings with sub-committee. A productive meeting onsite with Mr Steve Parry (Director Capital Works and Maintenance – DoE). Additional Meeting with DoE and Dept. of Finance reps to identify key maintenance works/projects. • Student Services team – Currently waiting to appoint new Chaplain. Seeking Wednesday and Thursday. • National Reconciliation Week – Acknowledgement of the Cultural Awareness Committee and the leadership demonstrated by key staff in promoting and organising learning activities. • Running Club has been reintroduced. 	<i>Attachment</i> <i>Principals Report tabled and noted by the Board.</i> <i>Keep up the momentum with holding meetings with each of the Portfolio sub committees. Good to see some outcomes surrounding these meetings.</i> <i>In discussions with Youthcare. Pending outcome.</i>		
	5.0 Financial Position & Reports	Principal Chair	Note	
	A brief overview and update on the following was provided to the group.	<i>Attachment</i>		
	5.1 • Financial Update – One Line Budget (Salaries & Cash)			
	5.2 • Minimum Expenditure Agreement 2022			

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	<p>5.3</p> <ul style="list-style-type: none"> Finance Committee Meeting <p><i>GL attended Finance Meeting and shared a brief overview of their discussions. Brief discussion regarding communicating the importance of the Voluntary Contribution fees.</i></p> <p><i>School publishes the reminders in the newsletter, School Stream etc. Incentive to parents to pay using a cost negative option i.e.: Book Fair vouchers. All families that have paid will be in the draw.</i></p> <p><i>MD asked if there was a link to the QKR payment that can be shared via the newsletter, website, SS etc.</i></p> <p><i>GL congratulated JH in her new appointment as Network Principal.</i></p>	<p><i>Financial reports tabled and noted by the Board.</i></p> <p><i>Action: JH to discuss with administration staff to provide a link to QKR and share electronically.</i></p>	
	<p>6.0</p> <p>School Board Operational Aspects – Portfolio Reports</p>	Chair	Note/Discussion
6.58pm	<p><u>Grounds & Facilities Portfolio</u></p> <p>Update on recent meetings held. Minutes 18th May and 2nd June.</p> <ul style="list-style-type: none"> Minor School Project Funding Election Commitment – Undercover Area update – fan will be installed Reserves - review and update quarterly Full path at the front of the school <ul style="list-style-type: none"> Resurfacing of the quad area - \$200,000 - \$250,000 <i>Discussion: Possible collaboration with school. There is some lifting which may highlight an OHS issue in the future.</i> Your Move grants to be accessed – Bike Racks etc. <i>Discussion: <u>Applying for Grants and Funding - Your Move</u> To be managed externally of the schools calendar with their assistance.</i> Defibrillator <i>Discussion: Further breakdown of costs associated and requirement for trained personnel to be tabled. Discuss with the P&C as yearly <u>Grants</u> are available.</i> Sports Shed – best option for placement next to current shed - ~\$16,500. <i>Discussion: Community grant might be accessed or with the endorsement of the Board funds may be channelled to this project. JH advised it is feasible and may be actioned in Term 3.</i> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <ul style="list-style-type: none"> Visit by Steve Parry, Director Capital Works & Maintenance, on Tuesday 7th June – power supply to oval will be funded. Library – updated and shared vision to revamp and reenergise library and make it a destination for students and staff. Estimated \$25,000 budget required. Jenny thanked Carl, Murray and Blair for their thoughts and research in these areas. <p><u>Finance Committee</u></p> <ul style="list-style-type: none"> Out of School Hours Care – following review of neighbouring schools and investigation into comparable services / facilities it's recommended that OSHClub remain the service provider for before and after school care. 	<p>Carl</p> <p>Carl</p> <p>Jenny</p> <p>Carl</p> <p>Carl</p> <p>Carl/Blair</p> <p>Jenny</p> <p>Murray</p> <p>George/ Jenny</p>	<p><i>Minutes attached</i></p> <p><i>Action: GL/KG option to contact local member, CoS and Main Roads regarding assistance/action.</i></p> <p><i>Action: Pending</i></p> <p><i>Action: Pending</i></p> <p><i>Action: Possibly completed in term break.</i></p> <p><i>Attachments</i> <i>OSHClub has been endorsed as the 2023-24 out of school hours' care provider.</i> <i>Endorsed: KG Secoded: CB</i> <i>All in favour 8/8.</i></p>

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7.03pm		<p>Principal & MCS authorised to negotiate contract with OSHClub on behalf of the Board.</p> <p><u>Community Partnerships</u></p> <ul style="list-style-type: none"> • P&C Update <ul style="list-style-type: none"> • KG acknowledged the support of the long term members and welcomed the new members of the 2022 committee. Term 2 events - PJ day \$410 Election \$2048 • Events and gatherings a focus for this year. Build community and raising money. • Will survey parents to gauge pledge options • KG mentioned that through the recognition of the Board the 'Shaping the Future' award has been presented to ER for her contribution within the P&C. • <u>School Website</u> – Update and progress to date presented to the Board. 	Kathleen	<p><i>Action: Commercial agreement to be presented to the Board for approval, following negotiations with OSHClub.</i></p>
7.26pm		<ul style="list-style-type: none"> • <u>Option to Reinstate School Lunch Service</u> –Tabled proposal to utilise third party provider to supply and deliver school lunches. Locavora provided samples. Discussions tabled: <ul style="list-style-type: none"> • Memorandum of Agreement – DoE • Menu Options / Format / Days of service to be determined • Delivery and distribution 	Emma Jenny / Emma	<p><i>Attachments</i> <i>Community Partnership subcommittee to meet <u>28th June 2022.</u></i></p> <p><i>Attachments tabled and noted by the Board.</i></p> <p><i>Action: Establish working group to consider operational and logistical aspects with view to commence Term 3.</i></p> <p><i>Action: JH survey families to gauge regular assistance. Online 'Sign up' form to be drawn up with SOBS and shared with the community.</i></p>
	7.0	Strategic Directions	Chair	Discussion
	7.1	<ul style="list-style-type: none"> • <u>Semester 1 Attendance</u> Presentation of student attendance data for semester 1 (Terms 1 and Terms 2). 	Jenny	<p><i>Attachments posted on Connect.</i></p> <p><i>Action: Agreement to postpone and carried over to next meeting.</i></p>
	7.2	<ul style="list-style-type: none"> • School Board Self-Assessment / Effectiveness Tools Opportunity for feedback and discussion regarding format and process to be undertaken by the Board in this area later in the year in line with the adopted Board Business Schedule. A selection of examples/formats were previously posted on Connect inviting comment. 		
	8.0	General Business	Chair	
8.14pm		<p>Items not listed, raised for discussion (with permission of Chair)</p> <ul style="list-style-type: none"> • <u>Healthy Schools Program</u> – Heathway's Grant – Blair shared findings surrounding the Kid-do fundamental movement skills and being active. <p><i>Discussion: The \$5000 grant has been applied for Term 1 with the hope of it commencing Term 3.</i></p>		Pending

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		<ul style="list-style-type: none"> • <u>ySafe Student & Parent Workshops</u> – update regarding Term 3 options. Discussion: <i>Blair is waiting for a response from ySafe. A few dates have been marked in the YPS calendar.</i> <p>GL final message – acknowledges the team is challenging each other and doing the legwork and finding the answers before each meeting.</p>		Pending	
9.0		<p>Next Meeting: Scheduled for <u>Thursday 4th August 2022</u> (Week 3)</p> <p>Meeting Closed : 8.19pm</p>	Chair	Note	

Minutes endorsed as a true and correct record:

Board Chair 

Date: 02/03/23