

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School

DATE:	Thursday May 12 th 2022	CHAIRPERSON:	Mr George Lohse
TIME:	6:00pm	EXECUTIVE OFFICER:	Ms Emma Richard

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

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 new Board members. GL acknowledged that it was the first face-to-face meeting for 2022 and thanked members for their attendance. Apologies noted as above 			
	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>March 24th 2022</u> presented for discussion and endorsement. Business Arising from Previous Minutes – nil. 	<i>Endorsed</i>		
	4.0	Principal's Report	Principal	Note/Discussion	
		<ul style="list-style-type: none"> JH welcomed the new staff representatives – Naomi Matthews, Blair Ranford (apology due to illness) and Emma Richard (Executive Officer) Principal Report was tabled with brief discussion regarding the below: <ul style="list-style-type: none"> <i>Update and general information in relation to enrolments, staffing and operational considerations</i> <i>Parent/teacher meetings held in Week 2</i> <i>Continuity of teaching & learning during Term 1 – impact of Covid 19</i> <i>Health & wellbeing of students and staff has been the key focus</i> 	<i>Attachment</i> <i>Principal Report tabled and Noted by the Board.</i> <i>Confirm dates for Portfolio Groups to meet, ideally prior to next meeting.</i>		
	5.0	Financial Position & Reports	Principal	Note/Discussion	
		<p>A brief overview and update on the following was provided to the group.</p> <ul style="list-style-type: none"> 2022 Funding Agreement Financial Update – One Line Budget (Salaries & Cash) Minimum Expenditure Agreement 2022 Finance Committee due to meet Tuesday Week 5. GL joining. <p>Brief discussion regarding rate of 2022 Voluntary Contribution fees - % of families that have paid and consideration regarding implementing an incentive program to encourage increased payment. School publishes</p>	<i>Attachment</i> <i>Financial reports tabled and noted by the Board</i> <i>Action: Explore possible option/s of providing families with an incentive. All families that have paid would be in the draw, as per 2021.</i>		

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		reminders in the newsletter etc. and periodically sends statements to families regarding Voluntary Contributions.		
	6.0	School Board Operational Aspects	Chair	Note/Discussion
		<ul style="list-style-type: none"> <u>Third Party Lease Agreement</u> – Out of School Hours Care due for renewal in 2023. General discussion regarding the commercial nature of the third party tenure procedure. JH shared that the school is currently collating information from local schools in relation to fees/charges, enrolments and services with the view to provide the Board with a summary report. Useful to determine key criteria to guide the decision-making process. JH: OSHClub provide the school with the option to extend pastoral care to the school community, via assistance to students in need of before/after care. Annual allowance made to the school within current agreement PW: discussion around extended school day model that is being trialled in NSW. Combining all aspect of a student's community in a one-stop-shop location. <u>2023 Book & School Supplier</u> – Champion Books. Extensive review undertaken in 2021, with previous supplier Ziggies (now Champion) recommended. The arrangement worked well with all families that pre-ordered within the designated timeframe receiving all supplies on time and ready for the start of school. Families are given the option to source their own supplies. Champion provided additional sets of materials/texts/resources for the school to distribute as required. GL: Recommended that Champion be selected as 2023 provider. GL: Recommended that the Board carry out a review process (as per 2021) to the determine preferred Booklist & School Supplier agreement on a 2year basis. <u>School Website</u> – Update and progress to date on this project was presented. Community Partnerships Committee to report back to Board following opportunity meet and review. <u>ySafe Presentation & Parent Workshops</u> – direction was sought with regard to scheduling this in Term 2. Seeking possible dates/time to hold the cyber safety on-line workshops. Validity of information for students and parents. Agreed it beneficial and forever changing. Promote across whole school with focus on technology changes so prior attendees will still hear something new. 		<p><i>Attachment</i></p> <p><i>Endorsed: Champion be selected as 2023 Commercial provider.</i></p> <p><i>Endorsed: Review process to determine Commercial Supplier to be undertaken on a bi-annual basis.</i></p> <p><i>To be further investigated by Community Partnerships Portfolio (KG, SS, ED)</i></p> <p><i>Negotiate possible dates with YSafe to host student and parent workshop/s.</i></p>
	7.0	Strategic Directions	Chair	Discussion
		<ul style="list-style-type: none"> <u>Public School Review</u> – Overview of the process and the data collection and analysis that will be submitted via eSAT 	Jenny	<i>Attachment posted on Connect</i>

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	<ul style="list-style-type: none"> Parent Community Survey - requirement to conduct bi-annually, with previous survey conducted in 2021. Input from Board in relation to relevance of undertaking survey again this year or an alternative method of gaining community feedback. <p><i>Reschedule the strategic community workshop with Joel Birch – Firebird Learning that was cancelled in 2021 due to health protocols? (Creative Lego Workshop)</i></p> <ul style="list-style-type: none"> <u>School Board Self-Assessment / Effectiveness Tools</u> 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. Examples available for discussion <p>PW: Do the parents know what the Board of an Independent school does? Perhaps consider sharing the key points: Responsibilities/ Duties / Context / Purpose (underpinned by / governance) Examples: Madeley PS, MLSHS Perhaps survey the Board members and their understanding first.</p> <p>GL: Best time to share what the purpose of the board is, is at an Open Meeting. Perhaps dates are shared to coincide meeting to be in line with the launch of the new Business Plan? Share successes and promote the work of the Board.</p> <p>DM/NC: Positive feedback regarding Board Members wearing nametags whilst attending school events/activities have been helpful in being identified on the grounds. People have found it a comfort to approach and ask questions. Good to share that connection between Board and the community.</p> <p>DM: Raised that she was aware that there may be some confusion/misunderstanding around the Board's role in operational issues such as staff recruitment and selection processes.</p> <p>JH: Conveyed that it is unfortunate that misinformation may be circulated, as the DoE has very clear processes in place and is governed by the Public Sector Standards.</p>		<p><i>Next Bi-Annual Survey scheduled for 2023.</i></p> <p><i>Consider rescheduling with focus on including the launch of the new Business Plan.</i></p> <p><i>Attachments have been posted on Connect for discussion by the group.</i></p>
8.0	General Business	Chair	
	<p>Items not listed, raised for discussion (with permission of Chair)</p> <ul style="list-style-type: none"> Parent/Teacher meetings JH: by all accounts successful and has received positive feedback. ED: great opportunity to communicate directly with parents. NM: good to share with new families how the class operates. Very timely School Lunches/Canteen: DM: Querying if there had been any follow-up or EOI responses regarding reinstating a school lunch service. JH: initial investigations have sourced a potential external provider. 		<p><i>Action: ER/JH: Further research to be completed and shared at next meeting.</i></p>

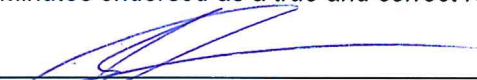
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	<ul style="list-style-type: none"> A general update on NAPLAN was provided. HP: Shared that there had initially been some technical issues at a national level in the led up, however, it was all sorted and the students have been champions. Working to the allocated time given. There have been significantly more absences than usual and HP will work to ensure children are provided with additional catch-up sessions to maximise participation levels. <p>JH acknowledged the significant efforts of HP in coordinating NAPLAN, in terms of preparation and supervising the sessions during the assessment window.</p> <p>ED: Students online skills seem to be improving with other computer lab work being conducted across all years which assists with readiness.</p> <ul style="list-style-type: none"> Healthy Schools Program – Heathway’s Grant Discussion to be carried over to next meeting in Blair’s absence. School Day Camp Funding Incentive \$1000 	Helen	
		Blair	<i>Schedule for next Board meeting - 16th June 2022.</i>
		Jenny	<i>JH: to submit application</i>
9.0	<p>Next Meeting: Scheduled for Thursday 16th June</p> <p>Meeting Closed :</p>	Chair	Note

Minutes endorsed as a true and correct record:



Board Chair

Date: 01/12/22