

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School

DATE:	Thursday March 24 th 2022	CHAIRPERSON:	Mr George Lohse
TIME:	6:00pm	EXECUTIVE OFFICER:	J Hirsch

ATTENDEES:	WebEx On-Line: George Lohse, Kathleen Gianoli, Dilani Mudalige, Niketan Chauhan, Helen Pynes, Elle Demasi, Shannan Stefanovski, Prof. Stephen Winn, and Jenny Hirsch.
APOLOGIES	Murray Dunstan, Carl Bishop

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 Open & Welcome Apologies were recorded as above. <p><i>It's noted that Prof. Winn experienced some technical difficulties with sound during the WebEx meeting.</i></p>		
	2.0	Confirmation of Agenda - Disclosure of Interests	Chair	Discussion
		There were no conflicts of interest.		
	3.0	Acceptance & Endorsement of Previous Minutes	Chair	Endorse
		<ul style="list-style-type: none"> Minutes from previous School Board meeting on <u>March 3rd 2022</u>, were presented for discussion and endorsement. Business Arising from Previous Minutes 	<i>Endorsed</i>	
	4.0	Principal's Report	Principal	Note/Discussion
		<ul style="list-style-type: none"> Update and general information in relation to school operational matters was tabled. <p>Key points included:</p> <ul style="list-style-type: none"> <i>Management of Covid 19 Contact Tracing and associated workload issues for school administration & leadership team</i> <i>Update on staffing and key events.</i> <i>Configuration of the School Day – start and finish times to be reviewed.</i> <i>Parent – Teacher Interviews proposed for Term 2, with Board to sanction early close at 12:00 pm on Thursday 5th May.</i> <i>Executive Officer – Ms Emma Richard is available to assist the School Board in this role and will commence early next term.</i> 	<p><i>Tabled and noted by the Board.</i></p> <p>GL: Board acknowledged the effort and work of all staff during this difficult time.</p> <p>JH: Will be good to involve both the Policy and Community portfolio representatives with the consultation process and review.</p> <p>GL: Parent -Teacher Interviews – refer to General Business for further discussion.</p>	
	5.0	Financial Position & Reports	Principal	Note
		<ul style="list-style-type: none"> 2022 Funding Agreement presented for information and noted. Financial Update – One Line Budget (Salaries & Cash) update, in relation to 2022 budget/school resourcing following confirmation of submitted census information – generally as expected against the preliminary planning. 	<i>Tabled and Noted by the School Board.</i>	

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	<ul style="list-style-type: none"> Minimum Expenditure Agreement 2022 - to be presented at the next meeting pending approval by the Finance Committee. 	JH and GL to sign off and submit the 2022 Funding Agreement & Minimum Expenditure Agreement.	
6.0	School Board Operational Aspects	Chair	Note/Discussion
	<ul style="list-style-type: none"> <u>Board Composition</u> – membership update and review of tenure was discussed, and a document showing current membership details has been placed in Connect. Current vacancies include: <u>Staff Representatives</u> – 2 positions to be filled following departure of Ms Louise Brewster and Ms Ellen Mackenzie (both currently on leave for 2022) <u>Parent Representative/s</u> – Nick Chauhan (term expires at end of Term 1); Shannan Stefanovski and Carl Bishop (terms due to expire Semester 2 – though SS was granted 12 months leave of absence in 2021). <u>Portfolios</u> - preliminary discussion to assist with formulating guidelines for the various groups and develop possible schedule. Executive Officer to assist with the coordination and adoption of a planner to assist the various portfolios and members. <u>Configuration of the School Day</u> – background information regarding the early closure on Tuesday was discussed and process to review was outlined. Parent and community consultation will be essential and sought via survey. Schedule time to meet with Policy and Community portfolio delegates. DM, KG, and SS happy to assist and be involved. Executive Officer to coordinate availability/proposed meeting dates for early Term 2. <u>Annual School Report</u> – initial preparation underway, though the due date for submission to the DoE has been extended into Term 2. 	<p><i>Tabled and noted by the Board.</i></p> <p>GL: Concern raised regarding maintaining continuity of membership at a difficult time. Agreement that school will continue with staff nomination process, and that parent representative positions be extended for the time being and reassessed in Term 2.</p> <p>JH to provide GL with Finance Committee meeting dates for 2022 so that he can attend.</p> <p>Executive Officer to prepare draft schedule for various portfolio groups to meet, in alignment with Board meetings.</p> <p>Parents, staff, and community to be consulted – draft survey regarding school start and closure times.</p> <p>Noted.</p>	
7.0	Strategic Directions	Chair	Discussion
	<ul style="list-style-type: none"> Public School Review (PSR) – JH provided an overview of the PSR process and the data collection and analysis that will be submitted via eSAT (<i>electronic School Assessment Tool</i>) following consultation and input from staff, the school community and Board members. Key documents have been placed in Connect for future reference. <ul style="list-style-type: none"> Reviewed eSAT submission from 2018, though there were some technical issues experienced whilst sharing the screen. School to be advised of the PSR date once rescheduled, following changes to the timeline due to Covid-19 	<p>Public School Review – The Standard copy placed in Connect</p> <p>PowerPoint presentation to be placed in Connect – Library for future reference.</p> <p>Notify Board and community of rescheduled date once confirmed.</p>	
8.0	General Business	Chair	
	<p>Items not listed, raised for discussion (with permission of Chair)</p> <ul style="list-style-type: none"> <u>Proposed Early Closure for Parent-Teacher Interviews</u> – Term 2, Week 2 - May 5th (subject to compliance with public health protocols). Discussion around the timing of the interviews, with the 	<p>Endorsed – All in favour.</p> <p>Community to be advised via newsletter and the school will make provision to offer an</p>	

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	<p>view to push back until mask mandates and/or face-to-face meeting protocols are possibly relaxed.</p> <p>Preference is to proceed with the above date and offer parents/staff to option of face-to-face and/or online meeting opportunities – priority is to reconnect and not leave until later in the term as this would potentially impact teacher workload during reporting period.</p> <p><u>School Website</u> – consideration to update and rebrand to ensure improved functionality and capacity to make local changes. Acknowledged that there will be a financial consideration/implication to consider as the scope of this item wasn't previously identified, and funds haven't been allocated within the current 2022 budget. School has capacity to fund and suggest that this is referred to the Finance Committee.</p> <ul style="list-style-type: none"> • <u>P&C Update</u> provided by KG – the AGM has been postponed until early Term 2 due to difficulties facilitating a meeting in the current climate. Online meetings not conducive when the P&C is trying to encourage and promote new members. • Feedback in relation to the School Board Connect Community - seems to be working well for most members. NC unable to log in due to conflict with registered emails – parent profile and board profile. 	<p>alternative, supervised program for children that can't be collected at the early closing time.</p> <p>JH to write to Director of Schools, NMREO seeking approval.</p> <p>Agreed to progress this as a priority with funding to be sourced within current budget.</p> <p>SS, KG, and ED to assist with the review and feedback process. Executive Officer to coordinate and assist with sourcing suitable school website examples.</p> <p>SS and ED to follow up potential local community/small business connections.</p> <p>Noted</p> <p>HP to follow up and assist.</p>		
9.0	<p>Next Meeting: Scheduled for Thursday 12th May</p> <p>Meeting Closed: 7:05 pm</p>	Chair	Note	

Minutes endorsed as a true and correct record:



 Board Chair

Date: 12/05/22

