

SCHOOL BOARD MEETING MINUTES

Conference Room, Yokine Primary School

DATE:	3 rd March 2022	CHAIRPERSON:	Mr George Lohse
TIME:	6:00pm	EXECUTIVE OFFICER:	Ms Jenny Hirsch

ATTENDEES:	George Lohse, Jenny Hirsch, Kathleen Gianoli, Murray Dunstan, Dilani Mudalige, Niketan Chauhan Carl Bishop and Shannan Stefanovski
APOLOGIES	Helen Pynes, Elle Demasi and Prof. Stephen Winn Louise Brewster (LSL) and Ellen Mackenzie (Leave)

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 recorded as above. 			
	2.0	<ul style="list-style-type: none"> Confirmation of Agenda - Disclosure of Interests 	Chair	Discussion	
		No conflict of interests disclosed.			
	3.0	<ul style="list-style-type: none"> Acceptance & Endorsement of Previous Minutes 		Endorse	
		<ul style="list-style-type: none"> Minutes from School Board meeting <u>November 25th 2021</u> presented for discussion and endorsement. Business Arising from Previous Minutes 		<i>Endorsed</i>	
	4.0	Principal's Report		Note/Discussion	
		Report presented by Principal: <ul style="list-style-type: none"> Update and general information in relation to enrolments Staffing and operational considerations Business Plan links - Key directions for 2022 Public School Review – Term 2 2022 (TBC) 		<i>Principal Report tabled and Noted by the Board.</i>	
	5.0	Financial Position & Reports		To be noted by the Board	
		<ul style="list-style-type: none"> Financial Update – One Line Budget (Salaries & Cash) Preliminary Budget Minimal Budget Spend Unconfirmed Finance Committee minutes March 1st tabled 		<i>Financial reports tabled and noted by the Board</i>	
	6.0	School Board Operational Aspects	Chair	Note/Discussion	
		<ul style="list-style-type: none"> Terms of Reference tabled for review and discussion. Previously reviewed March 2021. No amendments or additions required. Board Composition – membership update and review of current periods of tenure. Staff nomination process underway to replace Louise Brewster and Ellen Mackenzie as they are both on leave for 2022. Shannan Stefanovski has returned from leave of absence and re-joins Board. Code of Conduct tabled for annual review. No change 		<i>Reviewed and endorsed</i> <i>JH to provide overview document and liaise with Chair. School Staff nomination process</i> <i>Reviewed and endorsed</i>	

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	<ul style="list-style-type: none"> <u>Meeting Schedule</u> – 2022 Proposed Dates were reviewed and agreed upon for the year. Noted that for now meetings will be on-line via WebEx. <u>Board Meeting Annual Overview</u>: draft document presented for discussion and comment. Aims to provide a more strategic overview of the Board's responsibilities over the year, showing key business and activities. 		<p><i>Noted and accepted Dates to be posted on Connect</i></p> <p><i>Noted and accepted by the Board.</i></p>
7.0	Strategic Directions – Portfolios	Chair	Discussion
	<ul style="list-style-type: none"> School Board Portfolios: general discussion regarding the adoption of specific portfolios within the Board, with members nominating as appropriate. Staff and parent representatives to nominate and then report at meetings. <p>Following on from the suggestions raised at the previous meeting in November and via Connect discussion, the below portfolios / sub committees have been identified:</p> <ul style="list-style-type: none"> <u>Finance Committee</u>: George Lohse <u>Grounds & Facilities</u>: Carl Bishop, Murray Dunstan <u>Community Engagement</u>: Kathleen Gianoli, Elle Demasi, Shannan Stefanovski, <u>Policy Review & Development</u>: Dilani Mudalige <u>School Improvement – Data Review</u>: Murray Dunstan <u>Cultural Awareness/Diversity</u>: Murray Dunstan, Shannan Stefanovski <u>P&C</u>: Kathleen Gianoli 	GL	<p><i>Noted and accepted by the Board.</i></p> <p><i>Staff representatives to nominate against a portfolio.</i></p> <p><i>Draft schedule and guidelines to be drafted and circulated.</i></p>
8.0	General Business		
	<p>Items not listed, raised for discussion (with permission of Chair)</p> <ul style="list-style-type: none"> <u>Executive Officer</u> Acknowledged that Helen Pynes, in the absence of an executive officer has been taking minutes on the behalf of the Board. Seek suitable candidate to undertake this role. <u>City of Stirling – Recovering from Covid Recovery Funding Grant</u> Visual Arts teacher is submitting application on behalf of the school to undertake a community mural. <u>Library Update</u>: Ms Crosweller accepted position at Wembley Downs PS for 2022. Due to late notification at the end of 2021 temporary appointment has been made whilst recruitment process is undertaken. School acknowledges significant contribution of Ms Crosweller over many years. 	JH JH CB	<p><i>Noted and all in agreement. JH to recruit EO for School Board.</i></p> <p><i>Noted and all in agreement to proceed.</i></p> <p><i>Noted and acknowledged.</i></p>

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	<ul style="list-style-type: none"> • <u>Canteen Service</u>: Principal notified during January that operators wished to withdraw from lease and service immediately. School to explore options to reinstate service asap. Community have been supportive of the service. Opportunities in the interim for P&C and Year 6 fundraising. • <u>Covid 19 Impact on School</u>: Considerable time and effort managing the operational aspects and staying up to date with changes. Challenging but staff morale is positive. Additional time and support provided to teachers to undertaken <i>Continuity of Learning</i> planning etc. Children and community have been very supportive to date. • <u>Comments from WebEx Chat</u>: <ul style="list-style-type: none"> • Half day early close works well in supporting the facilitation of Parent Interviews. • Consideration to streaming school events and activities, such as ANZAC Day service 	<p>CB</p> <p>NC</p> <p>MD</p> <p>MD</p>	<p><i>Noted</i></p> <p><i>Expressions of Interests being sought</i></p>	
9.0	<p>Next Meeting: Scheduled for <u>Thursday March 24th</u></p> <p>Meeting Closed : 7:28 pm</p>	Chair	Note	

Minutes endorsed as a true and correct record:



Board Chair

Date: 12/05/22

