

**SCHOOL BOARD OPEN MEETING
CONFIRMED MINUTES**

Conference Room, Yokine Primary School

DATE:	Thursday 2 nd March 2023	CHAIRPERSON:	Mr George Lohse
TIME:	6:06pm	EXECUTIVE OFFICER:	Mrs Kathleen Gianoli

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

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>December 1st 2022</u> Business Arising from Previous Minutes 			Accepted and endorsed. Moved by MD seconded by KG
	4.0 Principal's Report	Principal	Note/Discussion	
	<i>Principals Report tabled with brief discussion regarding the following:</i> <ul style="list-style-type: none"> Update and general information Acknowledged support and thanks for the group over the last year Great turnout at parent meetings and community picnic Upgrades to classrooms coming – further info to be discussed under Grounds and Facilities portfolio Staff changes <i>Chair noted JH's contribution to the board so far.</i>			Attached – tabled and noted
	5.0 Financial Position & Reports	Principal	Note	
	<ul style="list-style-type: none"> Financial Update – One Line Budget (Salaries & Cash) Preliminary Budget 2023 Minimum Expenditure Agreement 2022 <ul style="list-style-type: none"> Budget meeting all scheduled requirements and on track, it's in the green. Noted that there's a need to be conscious that COVID resulted in a surplus that may not continue in the future. Corporate budget does not show P&C Pledge of \$10,000 for 2022 yet. Will be paid after next P&C meeting. 			Attached – tabled and noted
	6.0 School Board Operational Aspects	Chair	Note/Discussion	
	6.1 School Board Operation <ul style="list-style-type: none"> Terms of Reference <ul style="list-style-type: none"> Request to vote on terms of reference being acknowledged by all board members. Board Composition – membership update and review of tenure <ul style="list-style-type: none"> Currently 3 nominations for 3 positions. JH to remain as a community member Nominations close on 10th March. Chair noted as Prof. Stephen Winn (community member) resigned, that position is vacant. 			Moved by NC seconded by CB Unanimous 8/8 Moved by KG seconded by EK

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6.2	<ul style="list-style-type: none"> • Code of Conduct <ul style="list-style-type: none"> - Vote on agreeing to abide by Code of Conduct for 2023. - This is signed by every board member at the beginning of their tenure - Board training may be offered by Kyilla Primary School as a group again in Term 1, EK will follow up. • Meeting Schedule – Confirmation of 2023 proposed dates <i>Meeting dates changed (Moved T2 meeting to 18th May and changed Term 4 from 30 December to 30 November)</i> <ul style="list-style-type: none"> - If we can get big ticket items noted earlier to get people knowing what's coming up and prepare discussions. • Board Agenda Annual Overview • <u>Portfolio Reports:</u> <ul style="list-style-type: none"> • Finance Committee <ul style="list-style-type: none"> - Discussed under item 5.0 • Grounds & Facilities portfolio <ul style="list-style-type: none"> - Classroom Refurbishment – 2 classrooms April holidays and 2 classrooms July holidays. School improvement grant up to \$25k has been applied for to get a 5th classroom refurbished. - Staffroom refurbishment - pending - Resurfacing of the quad - pending - Cricket pitch quote – pending - YPS crest – undercover - pending • Community Partnerships portfolio key notes: <ul style="list-style-type: none"> - Locavora - P&C AGM 14th March - Easter morning tea booked for 6th April, first fundraising event of the year. 	<p><i>All dates moved by GL seconded by NM Calendar invites emailed 16/3/23 Agenda and minutes of previous meeting will go out prior.</i></p> <p>JH & EK discussion</p> <p>EK to follow up on painter</p> <p>KG discussion</p>		
7.0	Strategic Directions	Chair	Discussion	
7.1	<u>2022 – 2024 Yokine Primary School Business Plan</u> <ul style="list-style-type: none"> • Draft Business Plan– <i>currently awaiting draft / sample proposal from Razoreye</i> 	Attached EK to liaise with Razoreye Update available next meeting 23 rd March 2023		
7.2	School Board Self-Assessment / Effectiveness Tool <ul style="list-style-type: none"> • Electronic copy available via Microsoft Forms <ul style="list-style-type: none"> - Focus - Responsibility and collective accountability - Culture and Ethics 	EK - Online forms to be shared with committee		
8.0	General Business	Chair		
	<ul style="list-style-type: none"> • Proposed early closure for Parent-Teacher Interview – Term 2 Thursday May 11th (subject to consultation with community & endorsement from NMREO) • Website • <i>CB raised progress on defibrillator</i> 	Endorsed 9/9 EK – discussion Committee will be advised when new website goes live Defibrillator installed end 2022. Training has been completed.		
9.0	Next Meeting: Scheduled for <u>Thursday 23rd March 2023</u> Meeting Closed: 7.35pm	Chair	Note	

Minutes endorsed as a true and correct record:

Board Chair

Date: 30/03/23

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