

## SCHOOL BOARD OPEN MEETING CONFIRMED MINUTES

*Conference Room, Yokine Primary School*

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

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

TIME	ITEM	LED BY	PURPOSE	ACTION
6.00 pm	<b>1.0 Welcome</b>	Chair	For Noting	
	<ul style="list-style-type: none"> <li>Acknowledgement of Country</li> <li>Open &amp; Welcome</li> <li>Apologies</li> </ul>			
	<b>2.0 Confirmation of Agenda - Disclosure of Interests</b>	Chair	Discussion	
	There were no conflicts of interest noted.			
	<b>3.0 Acceptance &amp; Endorsement of Previous Minutes</b>	Chair	Endorse	
	<ul style="list-style-type: none"> <li>Acceptance &amp; Endorsement of Previous Minutes: <u>December 1<sup>st</sup> 2022</u></li> <li>Business Arising from Previous Minutes</li> </ul>		Accepted and endorsed. Moved by MD seconded by KG	
	<b>4.0 Principal's Report</b>	Principal	Note/Discussion	
	<i>Principals Report tabled with brief discussion regarding the following:</i> <ul style="list-style-type: none"> <li>Update and general information</li> <li>Acknowledged support and thanks for the group over the last year</li> <li>Great turnout at parent meetings and community picnic</li> <li>Upgrades to classrooms coming – further info to be discussed under Grounds and Facilities portfolio</li> <li>Staff changes</li> </ul> <i>Chair noted JH's contribution to the board so far.</i>		Attached – tabled and noted	
	<b>5.0 Financial Position &amp; Reports</b>	Principal	Note	
	<ul style="list-style-type: none"> <li>Financial Update – One Line Budget (Salaries &amp; Cash)</li> <li>Preliminary Budget 2023</li> <li>Minimum Expenditure Agreement 2022                             <ul style="list-style-type: none"> <li>Budget meeting all scheduled requirements and on track, it's in the green.</li> <li>Noted that there's a need to be conscious that COVID resulted in a surplus that may not continue in the future.</li> <li>Corporate budget does not show P&amp;C Pledge of \$10,000 for 2022 yet. Will be paid after next P&amp;C meeting.</li> </ul> </li> </ul>		Attached – tabled and noted	
	<b>6.0 School Board Operational Aspects</b>	Chair	Note/Discussion	
	<b>6.1 School Board Operation</b>			
	<ul style="list-style-type: none"> <li>Terms of Reference                             <ul style="list-style-type: none"> <li>Request to vote on terms of reference being acknowledged by all board members.</li> </ul> </li> <li>Board Composition – membership update and review of tenure                             <ul style="list-style-type: none"> <li>Currently 3 nominations for 3 positions.</li> <li>JH to remain as a community member</li> <li>Nominations close on 10<sup>th</sup> March.</li> <li>Chair noted as Prof. Stephen Winn (community member) resigned, that position is vacant.</li> </ul> </li> </ul>		Moved by NC seconded by CB  Unanimous 8/8 Moved by KG seconded by EK	

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

Minutes endorsed as a true and correct record:

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Board Chair

Date: 30/03/23

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