

# SCHOOL BOARD - MEETING 29 Feb MINUTES

Conference Room, Yokine Primary School

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| <b>DATE:</b>      | Thursday 29 Feb 2024  | <b>CHAIRPERSON:</b>  | Mr George Lohse  |
| <b>TIME:</b>      | 6:00pm  | <b>EXECUTIVE OFFICER:</b>  |  |
| <b>ATTENDEES:</b> | Emma King, George Lohse, Kathleen Gianoli, Kaitlyn Mustica, Blair Ranford, Murray Dunstan, Melissa Retallack, Jessica Berry |  |  |
| <b>APOLOGIES</b>  | Jenny Hirsch  |  |  |
| <b>TIME</b>       | <b>ITEM</b>   | <b>LED BY</b>  | <b>PURPOSE</b>   |
| 6.00 pm           | <b>1.0</b>  | <b>Welcome</b>   | Chair  |
|                   |   | <ul style="list-style-type: none"> <li>Acknowledgement of Country</li> <li>Open &amp; Welcome</li> <li>Apologies</li> </ul>  | For Noting<br><br>Noted<br><br>Quorum achieved   |
|                   | <b>2.0</b>  | <b>Confirmation of Agenda - Disclosure of Interests</b>  | Chair  |
|                   |   |  | Discussion   |
| 6.05 pm           | <b>3.0</b>  | <b>Acceptance &amp; Endorsement of Previous Minutes</b>  | Chair  |
|                   |   | <ul style="list-style-type: none"> <li>Acceptance &amp; Endorsement of Previous Minutes: <u>30 November 2023</u></li> <li>Business Arising from Previous Minutes               <ul style="list-style-type: none"> <li>Carl Bishop voted as School Board Medallion recipient</li> <li>Electronic vote for Term 2 SDD, Monday 15 April 2024</li> </ul> </li> </ul> | Endorse<br><br>Moved – Kathleen<br>Second – Mel  |
| 6.10 pm           | <b>4.0</b>  | <b>Principal's Report</b>  | Principal  |
|                   |   | <ul style="list-style-type: none"> <li>Update and general information</li> </ul>   | Note/Discussion<br><br><ul style="list-style-type: none"> <li>All information related to finance; Principal report during Financial position report.</li> </ul>  |
| 6.15 pm           | <b>5.0</b>  | <b>Financial Position &amp; Reports</b>  | Principal  |
|                   | 5.1<br>5.2<br>5.3   | <ul style="list-style-type: none"> <li>Financial Update – One Line Budget (Salaries &amp; Cash) 2023</li> <li>Preliminary Budget 2024</li> <li>Finance Committee Minutes (unconfirmed) 28 February 2024</li> </ul>   | Note<br><br><ul style="list-style-type: none"> <li>Noted</li> <li>EK shared the schools financial position.</li> <li>Budget has not become operational yet, waiting for confirmation post-census</li> </ul>  |
| 6.25 pm           | <b>6.0</b>  | <b>School Board Operational Aspects</b>  | Chair  |
|                   | 6.1   | <u>School Board Operation</u> <ul style="list-style-type: none"> <li>Terms of Reference</li> <li>Board Composition – membership update and review of tenure.</li> <li>Code of Conduct</li> <li>Meeting Schedule – Confirmation of number of meetings and 2024 proposed dates</li> <li>Board Agenda Annual Overview</li> </ul>                                    | Note/Discussion<br><br><ul style="list-style-type: none"> <li>Terms of reference unanimously ratified</li> <li>Chairperson re-elected; unopposed</li> <li>KG has submitted her resignation</li> <li>JH's tenure has finished as community rep.</li> <li>Announcements shared with community to seek more parent members (inc. one Community Rep) and 1 community members. Share names of existing members so community can connect and clarify roles and responsibilities.</li> <li>Code of Conduct – signed by all staff</li> <li>Meeting schedule – trial of 6:15 start time.</li> <li>Meeting 21 March – cancelled.</li> <li>Annual Meeting – Term 3; Week 8 – NAPLAN Data</li> <li>Annual overview – shared</li> </ul> |

Respect | Responsibility | Resilience

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|---------|-----|--|-------|---|
|         | 6.2 | <p><u>Portfolio Reports:</u></p> <ul style="list-style-type: none"> <li>Finance Committee representative</li> <li>Grounds &amp; Facilities portfolio</li> <li>Community Partnerships portfolio</li> <li>Policy &amp; Communication portfolio – consider formation</li> </ul>   |       | <ul style="list-style-type: none"> <li>See Finance in 5.0</li> <li>Grounds &amp; Facilities - Updated eating area in planning stages. Major works grants being sought.</li> <li>Community Partnerships- AGM in 2 weeks; recruitment strategies currently occurring. New President and Secretary required for 2024.</li> <li>Policy &amp; Communication portfolio – open discussion around efficacy of communication streams.</li> </ul>   |
| 6.45 pm | 7.0 | <b>Strategic Directions</b>  | Chair | Discussion  |
|         | 7.1 | <p>School Board Self-Assessment /Effectiveness Tool – timing and mode of reflection which can be separated into the following areas</p> <ul style="list-style-type: none"> <li>Elements of an effective Board</li> <li>Board Chair</li> <li>Composition of the board</li> <li>Board Meetings</li> <li>Responsibility and collective accountability</li> <li>Strategic focus</li> <li>Culture and Ethics</li> <li>Roles and Responsibilities</li> </ul> |       | <ul style="list-style-type: none"> <li>Self assessment tool – preferred to be sent and reviewed in small sections.</li> </ul>   |
| 7.20 pm | 8.0 | <b>General Business</b>  | Chair |   |
|         |     | <p>Items not listed, raised for discussion (with permission of Chair)</p> <ul style="list-style-type: none"> <li>Proposed early closure for <u>Parent-Teacher Interviews – Term 2 Thursday May 2<sup>nd</sup> 2024 (subject to consultation with community &amp; endorsement from NMREO)</u></li> </ul>  |       | <p>Parking – increase in poor parking choices by community. EK will increase communication regarding parking.</p> <ul style="list-style-type: none"> <li>Move Parent-Teacher interviews to 9 May, 2024; Proposed early closure – all endorsed by school board.</li> <li>Lease agreement for archery up. Lease to be reviewed with Jessica Berry.</li> <li>School Photos – Kapture School Photography approached as previous company unable to confirm booking. Board agrees on change.</li> <li>EK contract extended until end of Term 3</li> </ul> |
| 7.30 pm | 9.0 | <p><b>Next Meeting:</b> Scheduled for <u>Thursday March 21<sup>st</sup> 2024 6:00pm</u></p> <p><b>Meeting Closed : 7:38</b></p>  | Chair | Note  |

Minutes endorsed as a true and correct record:

\_\_\_\_\_  
Board Chair

19/06/24  
\_\_\_\_\_  
Date

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