

SCHOOL BOARD - MEETING 6 JUNE MINUTES

Conference Room, Yokine Primary School

DATE:	Thursday 6 June 2024		CHAIRPERSON:	Mr George Lohse	
TIME:	6:15pm		EXECUTIVE OFFICER:		
ATTENDEES:	Emma King, Louise Bowtell, George Lohse, Kaitlyn Mustica, , Melissa Retallack, Jessica Berry				
APOLOGIES	Blair Ranford, Murray Dunstan				
TIME	ITEM	LED BY	PURPOSE	ACTION	
6.15 pm	1.0	Welcome	Chair	For Noting	
		<ul style="list-style-type: none"> Acknowledgement of Country Open & Welcome Apologies 		Noted	
	2.0	<ul style="list-style-type: none"> Confirmation of Agenda - Disclosure of Interests 	Chair	Discussion	
6.20 pm	3.0	<ul style="list-style-type: none"> Acceptance & Endorsement of Previous Minutes 	Chair	Endorse	
		<ul style="list-style-type: none"> Acceptance & Endorsement of Previous Minutes: <u>29 Feb 2024</u> Business Arising from Previous Minutes 		Moved: Melissa Retallack Second: Kaitlyn Mustica	
6.25 pm	4.0	Principal's Report	Principal	Note/Discussion	
		<ul style="list-style-type: none"> Update and general information 		<ul style="list-style-type: none"> Attached. 	
6.30 pm	5.0	Student and School Performance Data	Principal	Note	
		<p>Overview and analysis of student performance data</p> <ul style="list-style-type: none"> DoE performance data - On- Entry assessment PP Attendance Data National Quality Standard (NQS) K-2 		<ul style="list-style-type: none"> On Entry assessment PP Data shared and attached. Tracking along as per trends. Attendance Data for 2024 and longevity attendance (2017-2024) shared. Current focus and hoping to improve data – reduce low attendance. Current review of attendance plan and attendance communications with our families. National Quality Standards (NQS) K-2 – Presentation attached. KM leading NQS, supported by K-2 team. Currently reviewing NQS Standard 1. 	
6.50 pm	6.0	Financial Position & Reports	Chair	Note/Discussion	
		<ul style="list-style-type: none"> Financial Update – One Line Budget (Salaries & Cash) 2024 Operational Budget 2024 Monitor Minimum Expenditure Agreement 		Noted	
7.00pm	7.0	Business Plan	Chair	Note/Discussion	
		School Business Plan Self Assessment 2024		Emma shared the Business Plan review conducted with staff. Attached to minutes.	
7.10pm	8.0	Community Consultation	Chair	Note/Discussion	
		Analysis of staff, student and parent satisfaction mechanisms		Emma shared YPS responses to data collected from the 2023 National Schools Online Survey.	

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		Provide community notice of annual Open Board meeting <ul style="list-style-type: none"> Confirming 5th September 2024 		-Recommendation to share with School Community by School Board. Confirmed.
7.20pm	9.0	Sub Committee Input		
		<u>Portfolio Reports:</u> Finance Committee representative <ul style="list-style-type: none"> Finance Committee Minutes (unconfirmed) 28 May 2024 Grounds & Facilities portfolio Community Partnerships portfolio Policy & Communication portfolio 		Finance – confirmed Grounds and Facilities – UAT waiting for further communication. Seating arrived and awaiting installation. Community Partnerships -170 tickets sold as of today. Pyjama Day 14/6 Book Week – Families can sponsor a book for the school library. Aishwarya's Pink Day Policy and Communication portfolio Sub point 11.0
7.35pm pm	10.0	Board Development	Chair	Discussion
		Board professional learning - governance School Board Self-Assessment <ul style="list-style-type: none"> Board Chair Composition of the board 		Results shared and discussed. Board Chair: Suggestions for Board Chair termly newsletter entry. Composition of the Board: Succession plan; skills audit survey
7.45pm pm	11.0	Policies		
		Policies – updates, revisions, development Healthy Eating Policy Attendance – Extended leave letter		Healthy Eating; Amendments from feedback and re-share next board meeting. Attendance Letter; Needs amending before sharing at next meeting.
7.55pm	12.0	General Business	Chair	
		Items not listed, raised for discussion (with permission of Chair)		School Stream to be continued until Department of Ed. supported platform is available. Parking discussed; Ranger fining for parents parking in 5 min and 15 min zone. Possible exploration of additional parking for staff e.g. Front parking lot next to Kindy / Admin with rope to stop public. Annual report will be shared with Board by EK
8.00pm pm	13.0	Next Meeting: Scheduled for <u>Thursday August 1st 2024</u>	Chair	Noted Meeting Closed: 8PM

Minutes endorsed as a true and correct record:

Board Chair

Date

23/08/24

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