

SCHOOL BOARD MEETING: Minutes –30 July 2018

| Item | Agenda Item | Responsibility | Attachment | Outcome/Action/Who |
|------|---|----------------|------------|---|
| 1 | Opening & welcome | Chair | | 6:00pm |
| 1.1 | Attendance/apologies / absentees | Chair | | Attendance: Kelvin Shem, Duncan Smith Chair, Lisa Hebble, Tim Brooker, Derek Monks Apologies: Duncan Smith (CB), Sheldon Pratley, Ian West. Absent: |
| 1.2 | Confirmation of agenda and correspondence | Chair | | Confirmed |
| 2 | Disclosure of Interest | All | | |
| 2.1 | Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. | | | No conflicts. |
| 3 | Minutes of previous meeting | All | | |
| 3.1 | Review of previous meeting minutes 11 June 2018 <i>Recommendation: That the Board endorse the minutes pending corrections, if any.</i> | Chair | Yes | Correct minutes to reflect that Duncan Smith and Duncan Smith (CB) were present. Financial Report will be addressed in today's agenda. |
| 3.2 | Actions arising | | | |
| 4 | Decisions required | | | |
| 4.1 | Financial Report <i>Recommendation: That the Board endorse the Financial Report for July 2018</i> | Principal | Yes | Locally raised funds were seen to not reflect actual. The table in bold "Totally raised funds" and opening balance is a carry over figure. When looking at total funds available the pie graph is only reflective of the current year only – not including the carry over value. Graphs are from DoE system so no actual fine grain data is available. Graphs provided to Board are current on the day of print Year to date cash position is on track. Values are fluid as a result of changes in staffing eg replacing two deputies or sick leave. Endorsed by TBrooker. Second KShem |
| 4.2 | Voluntary Contributions & Charges 2019 <i>Recommendation: The Board endorse the tabled VC&C for 2019</i> | Chair | Yes | Currently we have received 56% of Voluntary Contributions for 2018. Contributions are towards curriculum costs. Additional costs are value adding depending on initiatives within the school. P&C support Leadership camp and Year 6 Camp. Publish to school community requirements. Inclusion on booklist results in increased payments. Thermometer visual to community. Board wish to set 60% as target for Voluntary Contributions for 2018 and Board endorsed school fees. |
| 4.3 | Review of position - Chair <i>Action: The Chair position is declared vacant for new nomination or re-appointment</i> | Chair | No | Annual appointment. Duncan Smith re-appointed as Chair. |
| 4.4 | School Survey <i>Recommendation: Review, refine and endorse the school survey for publication during Term Three</i> | Principal | Yes | NB: Sections 1, 2 and 3 are mandatory by the Federal Government and cannot be altered. School surveys community biannually. Previous survey provided most useful area was where comments could be provided. Give community an opportunity to give feedback. Does the board want to add additional questions/focus areas to the survey? Historical return is approx. 13% of approx. Connect would be the platform in Week 4 or 6 – Results to be shared at 27S ept Board Meeting. Provide 2-3 weeks with reminders to respond. Board endorsed survey to be distributed. Further specific surveys can be directed by the board as required. |

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| 5 | Items for Discussion | | | |
| 5.1 | Profile and structure of School Board as per the recent Department of Education review | Principal | Presentation Q&A 15 minutes | https://www.education.wa.edu.au/online-resources-for-school-councils-boards Module One – electronic copy provided with agenda documents Meeting in Derby Friday, 3 rd August where the new review process and principal performance review will be shared. Structure of delivery of information and organisation of boards will remain, essentially the same with governance added into the pre-requisites for the Business Plan. Delivery Performance Agreement that Chair and Principal sign remains. Internal reviews for performance of schools with Directors & Principals with conversations across the school community. Recommendations come from this review. Kelvin to forward information to the Board as these become known. Modules are available to the public. Board endorsed agenda item in Items for Discussion is available at Board meetings (10 min) if required. |
| 5.2 | School Review process – outline | Principal | Yes | |
| 5.3 | Connect Resource for School Board <i>Recommendation: That a Connect School Board community is established as a portal for all documentation and correspondence.</i> | Principal | No | Kelvin floated the option to have a Connect Community for School Board. Everything is in the one spot. Login needs to be addressed so Board Members can access. Outcome is to establish Connect – School Board community with hard copies of meetings still to be sent to board members as currently is the practice. Review how this goes. |
| 5.4 | <i>Agenda Items: School Board Information Recommendation: A designated agenda item be made available at each board meeting for item/s that may arise from Board Training Modules- time capped 10 minutes</i> | Principal | No | See response for 5.1 and 5.2. |
| 6 | Items for information | | | |
| 6.1 | Principal's Report | Principal | Yes | Internal expression of interest for remainder of year and process will be run for LB maternity leave later in the year. Signage acknowledged by Duncan as a good addition to the school and recognised students. |
| 6.2 | Mandatory Screening <i>Update: Members have / not completed</i> | Chair | No | Board members to complete. |
| 6.3 | Code of Conduct <i>Update: Members have / not completed</i> | Chair | No | All Board members have completed. |
| 6.4 | Sub-committees Reports | Principal | No | No sub committee reports presented. |
| 7 | Other business | | | |
| | | | | Monica tabled her apology, says farewell and thanks to the board for her attendance to the board over her time. TB – soccer goal usage. Beginning of the day, students to see Mr M for key to position goals in place. |
| 8 | Meeting closed: 7:10pm | | | |
| 8.1 | Next Meeting: 27 August 2018 | | | |