



Minutes – 26 October 2020 commencing at 6:03pm

Item	Agenda Item	Responsibility	Attachment	Outcome/Action/Who
1	Opening & welcome	Chair		
1.1	Attendance/apologies / absentees	Chair		Attendance: Duncan Smith (Chair), Lisa O'Neill, Josie Eastwood, Derek Monks, Tim Brooker, Duncan Smith and Kate Jones Minutes: April Oswald Apologies: Jo Fox
1.2	Confirmation of agenda and correspondence	Chair		
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.			Nil
3	Minutes of previous meeting	All		
3.1	Review of previous meeting minutes 31 August 2020. <i>Recommendation: That the Board endorse the minutes pending corrections, if any.</i>	Chair		Endorsed: Tim Brooker Seconded: Derek Monks
3.2	Actions arising			
	3.2a Food Truck Protocols	Principal	No	<ul style="list-style-type: none"> ❖ School is open to more than one provider; ❖ Provider must be compliant with Shire food service provision; ❖ Variations to license(s) supporting school activities; and ❖ \$1,000pa (rate in line with Broome Shire charges)
	3.2b Spoonbill Avenue Footpath	Chair	No	P&C has sought support from the Board. Chair advised formal submission to Broome Shire will be made this week.
4	Decisions required			
4.1	Financial Report <i>Recommendation: That the Board endorse the Financial Report for 16 October 2020</i>	Principal	Yes	Noted
4.2	Board Representation <i>Recommendation: The board endorse the invitation to Carol Shillingsworth to be a Community Representative for Aboriginal Cultural Reference</i>	Chair	No	Moved: Duncan Smith (Chair) to extend an invitation Carol Shillingsworth inviting her to take on a co-opt role within our Board. Seconded: Tim Brooker
4.3	School Uniform <i>Recommendation: The board endorse the P&C Faction Shirt design, cost and inclusion to the RPS Uniform Policy.</i>	Kate	Yes	<p>P&C propose introducing a school faction shirt:. This would be 'goodwill', not a fund raising option. Fully sublimated Short Sleeve 3 Button Polo Shirt \$26.00 + GST each (\$28.60) To cover shipping cost charge \$30 per shirt, P&C goodwill – not a fundraising option. Min order of 15, approx. 5 weeks' turnover.</p> <p>Board and P&C family members welcome to take early opportunity to wear shirts end of this year as promotional with order forms being distributed early 2021.</p>

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				Recommended both English and Yawuru names for factions be incorporated onto the back of shirts. School to look at ways for opportunity in wearing these shirts during the school year. Moved: Lisa O'Neil Seconded: Duncan Smith
4.4	Homework Policy <i>Develop and Recommend:: The Board endorse a Homework Policy for RPS that is reflective of the Department of Education's Homework Guidelines and reasonable expectations as relevant to year level and benefit.</i>	Principal	Yes	Industrial impact on school direction. <i>Resolved:-</i> Continue to encourage and drive the policy. Principal to build and blend feedback provided and resubmit to the Board for review.
5	Items for Discussion			
5.1	COVID Government Review (as per 25 October)	Principal	No	P&C proceeding with the Quiz night on 6 November in the undercover area (set as 120 paying guests and max 20 helpers). Area and planned cleaning regime meets Phase 4 requirements. End of year presentation night is unable to meet Phase 4 requirements. Proposed two days of class events 8-10 K-2 on a Wednesday and 3-6 on a Thursday. 2021 Kindy orientation will be undertaken over two days; 1A and 1B Year 6 graduation continuing with limited student attendance.
5.2	School Board Self-assessment <i>Complete online via link and review at next meeting (23 Nov)</i>	Chair	No	Comments noted on surveys: - <ul style="list-style-type: none"> Ongoing board development of its members could be improved, with this development confidence will bring greater discussion and more thought out decision making. Board members are known in the community via school photos and assemblies. Schedule periodic review of key polices and plans. Consider ways to encourage board members to work on board matter prior to meetings. Better reporting against strategic/business plan outcomes (line of sight to aid strategic review and context for decision making) <i>Resolved, Principal to:-</i> <ul style="list-style-type: none"> ✓ investigate undertaking more frequent surveys to community; smaller content with different topics/themes; and ✓ Send out schedule to board.
5.3	Skylights ((Utilities and Payments) <i>Recommendation: The Board write to Director Infrastructure via Principal to seek an explanation as to why Roebuck PS has not been able to secure works to bring the school up to expected standard</i>	Principal	No	Supported
6	Items for information			
6.1	Principal's Report	Principal	Yes	Received

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6.2	School Development Day – 12 October Agenda	Principal	Yes	Received
6.3	Cluster Board 2020 Wrap Venue: TBC Possibly BSHS new facility building	Principal	No	Received
6.4	Class structures 2021 and Enrolments	Principal	No	Received. Next meeting revised structure will be tabled.
7	Other business			
8	Meeting closed:			8:08pm
8.1	Next Meeting:			23 November 2020

SIGNED:		23/11/2020
	CHAIRPERSON	DATE
		23/11/2020
	PRINCIPAL	DATE