

Board Meetings 11 March 2021

Minutes

Meeting Date: 4:30 pm 11 March 2021

Chairperson: Brad Holme **Minutes:** Vivienne Miguel

Attendees:, Brad Holme, Bernice Tan, Julie Carlson, Viv Miguel, Jenny Cotham (via Webex), Karina Meldrum, Glynn Geen, Andrew Dunn, Trish Davison, Han Ho, Chelsea Packer, Annie Chua

Agenda	Time and speaker	Discussion/Tasks	ACTIONS	
			What needs to be done What needs to be communicated	Who and by when
Welcome	Brad	Brad welcomed new members to the Board and invited all Board members to introduce and give a brief background of themselves.	All members to send a brief biography and photo for website	New members and current members to send an update.
Review of previous minutes.	Brad	Matters arising from previous minutes – Japanese program. Bernice reported that there were lots of hurdles to offer Mandarin as an after school program. Karina explained that all community groups that use the school premises after hours must complete a C.U.A. (Common User Agreement) Logo – The traditional image has been retained but a slightly sharper edge. Previous minutes – endorsed.	Bernice will meet with Karina to prepare CUA for Mandarin class after school.	Bernice
Finance	Mool Bhargava	Mool introduced himself as the school MCS (Manager Corporate Services) He explained the Cash budget and the proposed Budget for 2021. Over \$150 000 has been transferred from the Reserve funds due to the school's decision to run an extra class this year to avoid a number of split classes Hard copies of the Budget and Finances were available for members to take away and peruse.	Any questions regarding the Budget or finances can be emailed to Mool	

Annual Report	Karina	<p>Draft Annual Report was presented. Once photo permissions are confirm, the document will be email to all. This is the third Annual Report in a suite of three that align to the current Business Plan 2018 - 2020</p> <p>Some inclusions in the document such as Attendance and Staff numbers must be there for compliance with Education Department requirements.</p> <p>The Annual Report is compiled following the focus areas of the Business Plan and also includes the school's Specialist areas as well as Health as PBS (Positive Behaviour School) is another focus area.</p> <p>A Finance summary and a Highlights of the year section are included.</p> <p>Due to COVID there are no NAPLAN results or Parent survey other than the consultation process for the school logo.</p> <p>The final document must be uploaded to Schools Online by the end of Term 1.</p> <p>150 hard copies will be printed and located in the front office area for parents to peruse /take a copy. The Annual Report will also be uploaded to school website. Board members will receive a final copy.</p>	<p>Any typos, anomalies, questions or suggestions for improvement to be directed to Karina with-in next two weeks.</p>	<p>Karina to upload to the School and DoE website</p>
Business Plan	Julie	<p>New Business Plan is a 3-year plan for 2021 - 2023</p> <p>The targets are aspirational but within reach.</p> <p>The Business Plan reflects the DoE directions, school student data analysis and new school initiatives.</p> <p>The Business Plan aligns to the focus areas of all public school's accountability framework. The external school reviewers will use the DoE Statement of Expectations, Accountability Framework and the WPS Business Plan as part of the review process.</p> <p>In the new document, there is a stronger focus on Student Voice – children's opinions on how they learn best.</p> <p>Data Walls are another focus. Data Walls look at student progress in a particular area of learning – the school will begin by encouraging staff to examine year level data. The intention is to ensure all team meetings focus on</p>	<p>Any feedback on the Business Plan please reply all so that all Board members can build on previous comments.</p> <p>School Board members to ensure they have read and are familiar with the pre:reading sent prior to the meeting: Statement of Expectations Annual Report Business Plan 2021-2023 School Board Terms of Reference</p>	<p>Julie to present feedback from the School Board to staff and create final documentation for publication and upload to the School Website.</p> <p>Include a glossary or include acronmys in full.</p>

		<p>student progress and achievement.</p> <p>Letters and Sounds is a new K- 2 initiative. Data from Kindy to P/Primary is very positive. Hot Maths / Fundamentals is another new online Maths program that has been introduced.</p> <p>Business Plan is written for teachers – suggestion made that a glossary be included to explain terms</p>		
School website	Brad	<p>New members requested to send photo and short biography and all members please send updated photos</p> <p>Suggestion that teachers could have photos / short biography on website for easy identification by parents</p>	Julie / Karina to ask staff if they are prepared to include these details on website	. Ask staff for nominations for “Teacher Highlights”
School Board effectiveness	Julie	Many 2020 Board members completed the Effectiveness survey at the December meeting. Results still to be tallied.	Item to be on Agenda next meeting. Send your survey to Chriss in front office if you didn’t complete last Dec	Brad to follow up with compiling results for next meeting.
Communication	Brad	<p>Brad reported many parents contacted him regarding the posting of 2021 class lists. The school will communicate the approach to the distribution of Class Lists and add this information to the Classroom Placement policy that is on the website.</p> <p>The Website is the main form of Communication. Latest Links is the school newsletter. Feedback from parents is that there are too many Connect notices being sent.</p> <p>It was suggested that the Board Chair provides updates on the School Board in Latest Links and/or the School Board section of the website. Another suggestion was to have a School Facebook page for quick reminders.</p>	<p>Julie / Karina will look into existing Communication Guidelines.</p> <p>Board members need to direct parent queries regarding school operational matters to the classroom teacher, Deputies or Principal as outlined in the Communication Guideline.</p> <p>The School Board must focus on School Governance.</p>	
Congratulations	Brad	Brad congratulated Julie on achieving her new role as Collegiate Principal. Over 70 Principals applied for this prestigious position and it is testimony to her leadership that she was selected. Brad congratulated Karina Meldrum on winning the Principal position in Julie’s		

		absence. A Deputy Principal will be employed during this time.		
Next meeting agenda item : Board effectiveness survey results				
Next Meeting: Thursday 27 May 4.30 pm				