Winthrop Primary School

School Board Meeting Minutes

31 March, 2022

Apologies:Chelsea Packer, Annie Chua, Bernice TanCommence 4.30 pmConclude 5.30pmChair:Brad HolmeMinutes:Viv Miguel

Attendees: (online via Teams) Brad Holme, Viv Miguel, Karina Meldrum, Glynn Geen, Andrew Dunn, Trish Davison, Domi-

nic Ong and Han Ho

Topic	Discussion	Outcomes /Action	Who
Welcome and Apolo- gies	Previous minutes circulated via email for endorsement.	Email to all board members for endorsement.	Brad Holme - School board chair
Appointment of Chair and secretary	Brad opened positions for Chair and Secretary nominations. Glyn nominated Brad Holme, seconded by Trish. No other nominations were forwarded. Brad agreed to continue as Chair. Karina nominated Viv for Secretary, seconded by Brad. No other nominations were forwarded. Viv agreed to be the Secretary.	Chair and minute taker appointed.	Brad - Chair Viv - Minute taker and time keeper
Terms of Reference	Terms of Reference for School Boards document had been emailed to members for pre-reading and review. 2020 Terms of Reference were reviewed. Membership of Board considered: currently we have the maximum numbers of teachers and parents as stated in our Winthrop Primary School Board Terms of Reference. Any community members need to be nominated and voted on by the Board. 2020 Terms of Reference were unanimously accepted without amendment and will now be published as the 2022 Terms.	Agreed that no changes were needed. Membership will remain same. No new members - no induction needed at this stage.	Karina will publish the 2022 Terms of Reference for distribution to board members prior to next meeting.
Operational Budget	Mool Bhargava MCS is on Leave and Chriss Slape is replacing him. All Budget areas have been approved by the Finance Committee. There is approximately \$43 000 cash surplus at the moment. Some budgets have been reduced - but all money comes from the one pool or 'bucket '- so budget allocations are notional and money can be moved from one area to another as needed. Further questions and discussions clarified in relation to budget areas of English and Mathematics. 2022 Budget was tabled and noted by the board.	Karina thanked and recognised Chriss for all of her extra work. Noted that Budget had been presented and discussed.	Chair to sign Budget.

2022 Fund- ing agree- ment	2022 Funding Agreement was tabled for noting by the school board. Karina explained that the document was a standard DoE document, with WPS particulars being entered from our School Resourcing System based on enrolment and student characteristic funding as per pages 3 and 4. School Board Chair Brad Holme will sign on behalf for the board. School Board noted the 2022 Funding Agreement.	Funding Agreement to be signed.	Chair to sign page 3 of Funding Agreement
Annual Report	This had been emailed for prior reading. DoE has provided a template for schools to use for their Annual Report so it looks slightly different to previous reports, this is due to the additional work load on schools due to the COVID-19 context. Input was sought. 2021 Annual report was noted by the school board.	No questions or discussion. Annual report will be uploaded onto school website	Karina
Board survey	Limited number of survey's were returned but of those that were, . Time management was the lowest rating at 3.5 Suggested that an online format would be better. Survey might be better done at different time of year.	Karina suggested a Board Connect Community where documents can be stored for Board members to access.	Karina to set up.
Uniform update	Abby Holme (parent) had met with Karina on this issue. Very little fabric left to produce current school shirts. Suggestion - current supplier and another supplier produce 2 options each for new shirts early Term 2. Community will vote on preferred one, then new shirts phased in quickly as possible. 3 year phase for wearing of both old and new shirts. No change in colours or logo - peppermint, dark green and logo. P & C conscious of cost to parents - may make first shirt cheaper per child or absorb some costs and sell at cost. School Board noted the need for change.	Karina to prepare communication for community detailing the reasons for change. Abbey and P&C uniform shop will select 3 styles which will go to community vote within first 2 weeks of term 2.	Karina Abbey P&C Uniform Committee
Other busi- ness - COVID up- date	Brad inquired how school was coping with COVID cases. Karina reported smooth start to year. Now, classes with identified positive Covid cases are notified. Mike - Deputy is coordinating the communications with parents and Home Learning. Year 3 - 6 children have been good at wearing masks. K - Yr 2 highest incidence of close contacts due to mask wearing being non-compulsory.	No action – information only.	
Next meeting	To be advised – dependent on appointment of Principal.	Meeting date will be set – 1 meeting Term 2.	Chair and Principal to decide date.