

Winthrop Primary School

1 December, 2022

School Board Meeting Minutes

Apologies: Annie Chua, Dominic Ong, Andrew Dunn

Attendees: Brad Holme, Viv Miguel, Karina Meldrum (Principal), Glynn Geen, Han Ho, Chelsea Packer, Trish Davison, Bernice Tan

Chair: Brad Holme **Minutes:** Viv Miguel

Commenced: 4.30 pm **Concluded:** 5.40pm

Open Board meeting: 3 observers attended

TOPIC	DISCUSSION	OUTCOMES/ ACTION	WHO
Welcome and previous minutes	Brad (as Chair) opened meeting and welcomed the observers. Previous minutes read through and endorsed.	20 October, 2022 Minutes unanimously endorsed.	Chair to sign off previous minutes.
School Board Training snippet	<ul style="list-style-type: none"> • There will be a formal process to seek nominations for new Board members. • WPS constitution states 11 board members. • Brad and Karina may speak at the Parent Information night in Week 2 next year to explain process and how parents can nominate • Police clearance is needed for all members • New board members will undergo induction and training • The positions of Board Chair and Scribe will be open as well. 	Parent Nominations called for and voting organised if needed One teacher nomination needed - school to organise / teachers to vote if needed.	Principal / Board Chair

Next meeting in 2023 TBA

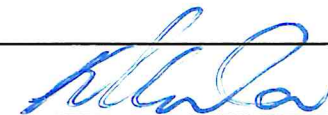
Winthrop Primary School

TOPIC	DISCUSSION	OUTCOMES/ ACTION	WHO
Finance update	<p>MCS, Mool tabled Online Budget and Cash statements.</p> <ul style="list-style-type: none"> • Rate of voluntary contributions paid is approximately 95% which is higher than most schools • Most of the budget is spent on curriculum areas and student services • Mool was thanked for his attendance at Board meetings throughout the year and keeping the Board updated on the school budget and finances. 	Board members received finance update handout	Mool (Manager of Corporate Services) for school
Semester Review Report	<ul style="list-style-type: none"> • The Semester Review was set up in Domains which align with the School Business Plan and the Dept Review process. • Traffic light system used with Green showing Target achieved and Orange meaning still working towards Target • The Grey sections are Target areas for Semester 1, 2023 • Karina gave a brief overview of each of the Domains 	All members received a copy of Semester Review prior to meeting for pre-reading.	Karina presented
Board effectiveness survey	<p>Karina presented a graph handout showing the results for each of the questions in the survey.</p> <ul style="list-style-type: none"> • Q 8 "Board meetings focus on important issues" was the lowest rated at 4.29 out of 5 • Three other areas rated equal next lowest at 4.43 	Board members can see the results of each question from graph handouts.	Karina presented results
Acknowledgements	<p>Andrew Dunn and Dominic Ong have relinquished their roles on the School Board as their children are leaving the school. They were thanked for their commitment to the School Board and acknowledged for their contributions.</p>		Brad

Signed: Brad Holme



Signed: Karina Meldrum



Date: 23/3/23

Next meeting in 2023 TBA

School Board Meeting Minutes – 23/03/2023

Apologies: none

Absent: none

Attendees: Brad Holme, Viv Miguel, Karina Meldrum [Principal], Glyn Geen, Han Ho, Chelsea Packer, Trish Prince, Simon Dufall, Angella Figliomeni, John So

Chair: Brad Holme

Minutes: Viv Miguel


Commenced: 4.35pm

Concluded: 5.35pm

Topic	Discussion	Outcomes /Action	Who
Welcome and previous minutes	<p>Brad Holme welcomed new members and all members introduced themselves. Welcome to new members, Simon Dufall, John So, Gen Yeo and Angella Figliomeni.</p> <p><i>Glyn Geen</i></p> <p>Business arising from previous minutes:</p> <ul style="list-style-type: none"> Bernice Tan was acknowledged for her time on the School Board as she has now resigned. 	Minutes accepted and endorsed. Signed by Board Chair	Brad Holme – School board chair Principal
School Board Connect Group	<p>In future all documents will be uploaded to the library section of the Winthrop Primary School Board Connect group. This will be done one week before the meeting to allow for pre reading. Minutes will be uploaded to the school website for public viewing.</p> <p>Simon thanked for setting up the School Board Connect group.</p>	Email Simon if you need help with the Connect group	Karina Meldrum Simon Dufall
School Board Training	<p>Training session: March 29th at Ardross Primary School Library – 6.30pm – 8.30pm.</p> <p>Training highly recommended as compliance and previous attendees noted it significantly worthwhile.</p>	Attendees to confirm attendance for catering	New Board members
Finance Update	<p>The budget documentation presented is from planning 2023.</p> <p>Budget becomes operational on March 28th. Figures are only confirmed when roll over occurs.</p> <p>Salaries are the largest part of the budget.</p> <p>Curriculum budgets are the largest areas of cash budget expenditure.</p> <p>Maintenance – DoE will pay for building maintenance.</p> <p>Schools must spend 96% of their budget within the school year.</p> <p>DoE gives one 'bucket of money' this is called the Student Centred Funding Model – the school then puts into curriculum budgets as per school planning. Budgetary considerations and resource allocations are done so to best meet the needs of the students.</p> <p>Cash budget has been prepared and reviewed by the School Finance Committee.</p> <p>Noting of the cash budget is sought by the School Board at this meeting.</p>	<p>Budget and finance Statements distributed to all members and discussed.</p> <p>The cash budget is noted by the Board</p>	MCS – Mool Bhargava Principal For information and noting.

Behaviour and Engagement Policy 2023	All schools have a Good Standing policy, this is a part of the Behaviour and Engagement Plan – tabled and included in Connect Library. Behaviour and Engagement Policy provided for review and input by the school board. This has been tabled for school board noting.	Behaviour and Engagement Plan noted by the school board. Provide any suggested changes via email to Karina	Principal
Annual Report	Key elements included are required by DoE [eg student numbers, school business plan, budget]. For compliance, is loaded to School Online, DOE, by close of Term 1. Tabled and included in Connect Library. Edits will still need to be undertaken and student photo consent will be followed up on. Please forward any edits via email.	Annual Report 2022 noted by the school board.	Principal
School Board Chair Report	Brad will upload his School Board Chair report to the Connect Library.	Brad will provide to Karina for inclusion in the Annual Report.	School Board Chair

Signed  Chair Date: 08/06/2023

Signed  Principal Date: 8/06/2023