



32 Hardy Street

Bull Creek Western Australia 6149

Tel: 08 6216 4400

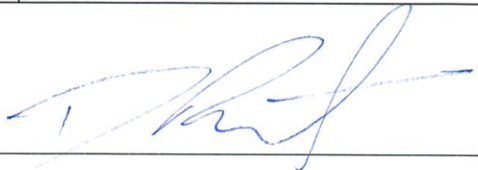
Minutes of meeting Wednesday 19 May 2021

ATTENDEES: Sharon Marchenko (Principal), Brandon Ellis (Teacher), Darren Roberts (Parent- Board Chair), Chris Hodson (Parent), Paige Goodsell (Parent), Sara Di Candilo (Parent), Rasa Subramaniam (Lions Club Bull Creek)

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. The meeting was opened by Darren at 4:30pm.	
1.2	Apologies: Matt Woodall (City of Melville Councillor, Lawyer) Julie McCarthy (Associate Principal) Tracey Owen (Associate Principal) Amanda Allier (Teacher)	
1.3	Confirmation of Agenda. The Board confirmed the agenda for the meeting of Wednesday 19 May 2021. <i>Agenda Items:</i> <ol style="list-style-type: none"> 1. Welcome – Conflicts of Interest – Darren (1 minute) 2. Previous Minutes – Darren (2 minutes) 3. Governance Tree – Sharon (3 minutes) 4. Emergency Evacuation/Bushfire Policy – Sharon (5 minutes) 5. On-Entry Summary – Brandon (8 minutes) 6. Financial Report – Sharon (5 minutes) 7. Behaviour Policy – Brandon (5 minutes) 8. Handwriting – Brandon (5 minutes) 9. Business Plan – Sharon (10 minutes) 10. Criminal Screening – Sharon (1 minute) 11. Website – Sharon (5 minute) 12. General Business – Darren (5 minutes) 	
2.0 Disclosure of interest		
2.1	The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the May 19 Meeting agenda. An example of a conflict of interest would be if the school was purchasing new school uniforms and you were a uniform supplier, it would be a conflict of interest. This would need to be disclosed.	
3.0 Minutes of previous meeting		
3.1	Review minutes of previous meeting. Minutes from 24 March 2021 meeting signed by Board Chair, Darren Roberts. Paige – motioned to accept previous minutes as true and correct. Seconded – Sara All members agreed.	Minutes to be forwarded to all Board members in a timely manner. On receiving the Minutes, members have one week in which to reply to Darren or Sharon with feedback.
3.2	Actions arising from the previous meeting- Nil	

4.0	Priority Items	
Sharon	<p><u>Governance Tree</u> Governance Tree outlined using visual diagram to discuss the various branches of groups governing the school. Each branch has specific roles and capabilities.</p>	
Sharon	<p><u>Emergency Evacuation Bushfire Policy</u> These policies are currently being updated. DFES has been contacted to conduct a site visit to provide advice on selecting the safer building location and to provide further information. Evacuation bag has been purchased, files and holders for each classroom have been purchased and will be installed in the next couple of weeks.</p>	
Brandon	<p><u>On-Entry Summary</u> Brandon discussed overview of the key messages about the On-Entry assessment. It was identified reading was an area for improvement in PP. The school has identified focus areas for 2021. The progression from PP to Yr 1 was positive with Reading & Numeracy significantly improving.</p>	
Sharon	<p><u>Financial Report</u> The school is in a strong position financially. Currently recruiting a Chaplain and an Education Assistant. The school is prioritising spending to align with focus areas and upcoming business plans.</p>	
Brandon	<p><u>Behaviour Policy</u> Behaviour Policy has been to the Board before, however, still needs refining to align with PBS terminology eg low key behaviours. Brandon showed the Board the Matrix and discussed that we are in a transition phase. Behaviour Policy to be addressed with staff and then taken back to the Board in Term 3.</p>	
Brandon	<p><u>Handwriting</u> The school has had suggestions from parents and staff to revisit the school's selected handwriting font to be changed. Currently, the school is using Victorian Modern Cursive, however, the plan is to swap to NSW Foundation font. Pros and cons were put forward to the Board for discussion. Staff will discuss this further.</p>	
Sharon	<p><u>Criminal Screening Check -Valid for three years</u> Can members please action the screening?</p>	Members to apply for NCCHC: Chris Matt
Sharon	<p><u>Website</u> The new website went live last Friday. Staff have not had enough time to have a thorough look. Sharon asked Board for feedback. A search button was requested which is a great idea. Also the Board wanted profiles on the main screen not to connect to information via a link. All other feedback to be emailed to Sharon.</p>	
Sharon	<p><u>Business Plan (BP)</u> Board members looked at variety of Business Plans from surrounding schools. The Board were asked to focus on Business Plan layout and content. Ideas were placed on big post-it-notes for future reference. The Business Plan will be carried over to the next meeting.</p>	

Darren	General Business	
Chris	Chris wants more time allocated to general business. Agenda items to be emailed to Darren/Sharon one week before the meeting. Board discussed ideas of what items are Board related or P&C related.	
Darren	Darren discussed rebranding & marketing ideas. Darren will send through information to Sharon.	
5.0	Other business	
	Dr Jags visited the school on Monday. Sharon gave him a tour and discussed converting the 'Snack Shack' to an office space for the School Psychologist and Chaplain. Discussion about converting photocopier room to an office space. Sharon also discussed other major works that need doing around the school. Sharon discussed updating and modernising school signage as part of branding and marketing the school	
6.0	Next meeting	
	The next meeting may be on Wednesday 9 June 2021 in the school board room.	
7.0	Attachments to minutes	
	<ul style="list-style-type: none"> • Governance Tree • On-Entry Key Messages & Summary • One Line Budget • Emergency Evacuation & Bushfire Policy • Behaviour Policy • NSW Foundation Handwriting sample font 	
8.0	Meeting close/adjournment/next meeting	
	The meeting was closed by Darren at 5:50pm The next meeting may be on Wednesday 9 June 2021.	


Signed (Chair)

9/6/21
Date:

