



32 Hardy Street

Bull Creek Western Australia 6149

Tel: 08 6216 4400

Minutes of meeting Wednesday 24 March 2021

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

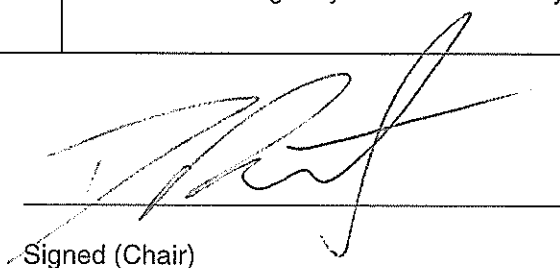
1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. The meeting was opened by Darren at 4:33pm.	
1.2	Apologies: Matt Woodall (City of Melville Councillor, Lawyer)	
1.3	Confirmation of Agenda. The Board confirmed the agenda for the meeting of Wednesday 24 March 2021. <i>Agenda Items:</i> <ol style="list-style-type: none"> Welcome – Conflicts of Interest – Darren Previous Minutes – Darren Induction – Sharon Code of Conduct - Sharon Roles of Board – Sharon Criminal Screening Check – Julie Census – Tracey Annual Report – Julie Finance - Sharon Focus 2021 – Tracey Statement of Expectations – Sharon Website – Tracey Mobile Phone Policy - Julie Business Plan - Sharon Scheduled Annual Meetings - Sharon General Business - Darren 	
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 March 24 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 2020 meeting signed by Board Chair , Darren Roberts. Sara – motioned to accept previous minutes as true and correct. Seconded – Paige 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 item A	
4.1	<u>Induction</u>	Handbook to be ready for next meeting.
Sharon	There are 5 Modules which can be completed on line by accessing the following website:	
	<u>https://www.education.wa.edu.au/online-resources-for-school-councils-boards</u>	
	The Handbook will be given out at next meeting.	
Sharon	<u>Code of Conduct</u>	Matt to read and sign the Code of Conduct.
	Code of Conduct – members read this information and signed the corresponding form to confirm they would adhere to the Code of Conduct. Sharon has filed this information.	
Sharon	<u>Role of the Board</u>	
	See Handout – “Role of the Board”	
Julie	<u>Criminal Screening Check -Valid for three years</u>	
	National Coordinated Criminal History Check- is an Education Department requirement of Board Members.	
	<p>NATIONALLY COORDINATED CRIMINAL HISTORY CHECK A collation of police and conviction history information about an individual that has been determined releasable by Australia’s police agencies and made available to the Department of Education Screening Unit by the Australian Criminal Intelligence Commission (ACIC) in accordance with the contractual Agreement between the ACIC and the Department for the purposes of pre-employment/placement/enrolment probity screening. The check involves processing an individual’s biographic details, including name and date of birth, against information held by the ACIC through the National Police Checking Service Support System.</p> <p><u>To apply and renew:</u></p> <p>education.wa.edu.au/ncchc → school council and board members → start your National Coordinated Criminal History Check</p>	<p>Members to apply for NCCHC:</p> <p>Chris Darren Rasa Matt</p>
Tracey	<u>Census – For Student Centred Funding</u>	
	<u>Census 2021 Information for the Board</u>	
	Currently we have 410 students enrolled at Bull Creek from Kindergarten – Year 6	
	There are 31 new Kindergarten children and 34 new students in Years Pre Primary - Year 6	
	These new enrolments include 5 new families from interstate- New South Wales, Queensland and South Australia (8 Students) and one family from overseas- Singapore International School. (2 Children)	
	There are currently 57 students who are eligible for EAL/D funding in years PP-6.	
	The school has an increase in the number of families who are considered socially disadvantaged, there are 17 children.	
	Bull Creek has 5 Aboriginal students.	

Julie	<p>2020 Annual Report- Discuss, review, seek input</p> <ul style="list-style-type: none"> No NAPLAN data available so we showed our PAT data instead. This is a norm-referenced test. A nationally normed test is a test that has been given to large numbers of students at specific grade levels and whose scores make up the norms which make it possible to compare students. All tests are automatically scored and reports generated. Teachers can score and report the PAT achievement of student cohorts against the national norm samples. Students sit the PAT Reading, Grammar and Punctuation, Maths and Science in February and again in November. This enables staff to calculate and track growth over the year. Attendance- not permitted to include this information due to COVID. The document was written by different staff according to their role in the school. <p>Feedback:</p> <p>Darren – finds this document very wordy. Targets need to be more specific – How much growth do we expect from students from February – November?</p> <p>Need to show if we have met the standards/targets in each area e.g. NQS</p> <p>Chris- Enquired about the Mental Maths focus and how successful this has been. How is progress being assessed/monitored?</p> <p>Julie asked members for feedback on the Annual Report. These were written on post it notes ready for collation.</p> <p>Sharon thanked members for their feedback.</p>	
Sharon	<p>Finance</p> <p>The 2021 Budget was presented to members. The Finance Committee recommended that the Board endorse the budget. The School Board reviewed and endorsed the 2021 school budget. Darren signed the 2021 Budget.</p> <p>Funding Agreement for Board to endorse – Has only just arrived this afternoon from Department. Darren signed the Funding Agreement 2021.</p> <p>More students = more money →367 →410. Based on information from Census.</p> <p>Finance Committee Meeting Minutes were presented to the Board and Noted by Board Members.</p> <p>Sharon- School finances are in good shape.</p> <p>An Education Assistant position has been advertised and we are currently in the selection process. It equates to approximately 1 FTE. This was necessary as we have more students being diagnosed with a disability.</p> <p>School Chaplain – Youth Care will pay ½ day and we will pay ½ day from the school budget. They are an asset to the school.</p> <p>Mental Health issues in young people is on the rise. No religious orientation. Their aim is to instil values, build resilience and develop social skills. Chris suggested the Chaplain could be Aboriginal person.</p>	See collated feedback as an attachment.
Tracey	<p>Focus 2021</p> <p>Sent out by Director General. Staff worked in groups to evaluate the effectiveness of each point – both positive feedback and areas which require improvement were recorded.</p> <p>See attachment of collated staff feedback.</p>	

Sharon	<p>Rasa – Buddy program – R U OK? – we do use the Buddy system eg Day against Bullying. Amanda –we are using information from the Be You surveys to implement strategies to address specific needs. It was requested that the results of surveys to be shared with Board eg Be You</p> <p><u>Statement of Expectations 2021 - 2024</u> This is a system driven document. Please read this document – Board was informed and given this document. Darren – signed and endorsed the Statement of Expectation 2021-2024.</p>	<p>It was requested that the results of surveys be shared with Board eg Be You</p> <p>Sharon emailed a signed copy to the Education Department.</p>
Tracey	<p><u>Website</u> The new website will include:</p> <ul style="list-style-type: none"> • Brief statement about the board's role in a school, including a frequently asked questions sheet. • List of board member's names. • Maybe a contact form for Board • Info on how to become a Board Member • Photos – yes • Blurb – yes – about yourself – a few sentences • Include agenda and minutes on Website. • Include - link to Department information on a school Board. <p>Contact information? – email? – not required Transparency is of the utmost importance.</p>	<p>Sara, Chris, Paige, Darren to use same photos</p>
Julie	<p><u>Mobile Phone Policy</u> Julie presented the school's Mobile Phone Policy to members. Feedback: Include a link to the Department Policy on our Policy Include why we have this policy – how it benefits the children Noted by Board – when the policy will be reviewed Noted by Board – when the policy was developed</p>	<p>Julie to make changes on policy with dates.</p>
Sharon	<p><u>Business Plan</u> In future meetings will be looking at developing the new Business Plan. This will take a large chunk of meeting time. If you are unable to attend a meeting, please email ideas to Sharon.</p>	
Sharon	<p><u>Scheduled Annual Meetings</u> Draft of Schedule of meetings Proposed – Starting in Term 2 – 2 meetings for 1 hour each per term. People have been at work and may be tired and less productive. Darren – Thanks Sharon for developing the School Board Planner All members agreed to:</p> <ul style="list-style-type: none"> - 2 meetings per term - Weeks 4 and 8 - 4:30pm start – 1 hour meetings - If the need arises during a meeting, the Timekeeper can ask members if they are able to stay for extra time. If some members can't stay, no proposals or voting will take place during this time. 	

Darren	<p><u>General Business</u></p> <p>Paige Timekeeper – Paige – Agenda items times. Paige agreed to be the Timekeeper.</p> <p>Tracey- CRE/ BRE in 2021 112 students from Yr1- Yr6 Participating in CRE in 2021 this equates to 33% of students. 43 students participating in BRE, 13% of students. Totalling 169 children participating which is 50 % of the student population Add to Agenda for later this year.</p> <p>Darren – Board Membership Co-Opt Chris until end of Semester 1 Darren – stay on as Chair – He was elected in September 2020 → 2023 Darren and Sara have indicated they would like to remain on the board next year as Community Members.</p>	<p>Julie to purchase a timer.</p> <p>Information is to be sent to members 1 week prior to the meeting.</p>
7.0	Reports and operational matters	
7.1		
8.0	Other business	
9.0	Next meeting	
	The next meeting may be on Wednesday 12 May 2021 in the school board room.	
10.0	Attachments to minutes	
	<ul style="list-style-type: none"> • Collated staff feedback on Focus 2021 document • Role of the Board • Annual Report feedback 	
11.0	Meeting close/adjournment/next meeting	
	<p>The meeting was closed by Darren at 6:15pm The next meeting may be on Wednesday 12 May 2021.</p>	


 Signed (Chair)

19/5/21
 Date:

11

