



Minutes of meeting Wednesday 1 December 2021

ATTENDEES: Chairperson: Darren Roberts

Staff Representatives: Sharon Marchenko (Principal), Tracey Owen (Associate Principal), Julie McCarthy (Associate Principal), Amanda Allier (Teacher) & Brandon Ellis (Teacher).

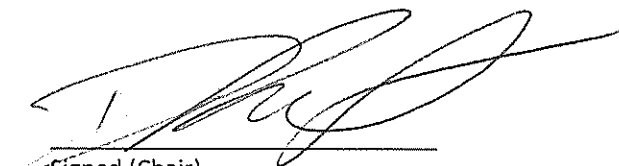
Parent Representatives: Paige Goodsell & Sara Di Candilo

Community Representatives: Rasa Subramaniam & Matt Woodall

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. The meeting was opened by Darren at 4.36pm.	
1.2	Apologies: Rasa Subramaniam & Matt Woodall	
1.3	Confirmation of Agenda. The Board confirmed the agenda for the meeting of Wednesday 11 August 2021. <i>Agenda Items:</i> <ol style="list-style-type: none"> 1. Welcome – Conflicts of Interest – Darren (2 minutes) 2. Previous Minutes – Darren (2 minutes) 3. Dress Code – Sharon (2 minutes) 4. Vaccination – Sharon (2 minutes) 5. Remote Learning Plan – Tracey (5 minutes) 6. School Board Effectiveness Survey – Julie (10 minutes) 7. Workforce Plan – Sharon (2 minutes) 8. Chair Report – Darren (5 minutes) 	The Open Annual Meeting agenda remains standard as some issues have arisen recently via the P&C and Department which require attention. Paige- Agenda was not clear.
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 December 1 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.	No Conflicts of Interest.
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. Minutes from 3 November 2021 meeting were signed by Board Chair, Darren Roberts. Paige Goodsell motioned that the amended previous minutes were correct. Brandon Ellis seconded the motion. All members agreed that the amended Minutes were correct.	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. Parent Survey- The parent survey pertaining to preferences for the time of Open Annual Meeting was overlooked. Julie asked numerous staff if they would be available to supervise a creche to allow parents to attend the Open Annual Meeting. No staff were prepared to take on this role.	
4.0		
	Previous Minutes – Darren (2 minutes)	

	<p>Dress Code – Sharon (2 minutes)</p> <p>The P&C uniform shop has too many dresses for girls. They are proving to not be a popular choice and aren't selling. One of the issues is that the zip is in the back of the dress and this makes it difficult for girls to dress themselves, particularly after swimming lessons.</p> <p>Sara- The younger girls tend to wear the dresses, but the older girls prefer skorts or shorts.</p> <p>Julie- When placing an order, there is a requirement of minimum numbers.</p> <p>Proposal: Would we like to keep the dress option available as part of the school dress code?</p> <p>All members agreed that the dress option should be retained with the proviso that there is a change of design to a front zip and ordering only smaller sizes.</p> <p>Vaccination – Sharon (2 minutes)</p> <p>Mandatory vaccination for all school staff, including canteen personnel, regular visitors (1 day per week), contractors and volunteers. Not applicable for Board Members or parents.</p> <p>To date, there are no issues with our school staff.</p> <p>Remote Learning Plan – Tracey (5 minutes)</p> <p>The Department circulated a survey asking if the school would be able to implement remote learning plan in 2 days. Yes, Bull Creek would be able to do this. Connect will be utilized, if required, to distribute remote learning resources. Staff are familiar with this platform and although it is unwieldy, some adjustments could be made to make it more user-friendly for parents and students.</p> <p>Brandon- Acknowledged that this system is complex, and it could be simplified.</p> <p>Paige- Feedback: there was an enormous amount of material in many folders. It would be better if you could access a day's work.</p> <p>Staff can upload 1 month of work for students.</p> <p>Darren suggested asking a few parents to look at it before it is sent out. This could be problematic if we are in lockdown.</p> <p>School Board Effectiveness Survey – Julie (10 minutes)</p> <p>Julie collated the results of the School Board Effectiveness Survey with focus areas for improvement. (Rating below 3.5)</p> <p>Discussion on:</p> <p>2.8- Minutes of meetings are made available to the school community.</p> <p>The Minutes are now on the school website. We still need to include the Role and Function of the Board on the website.</p> <p>3.3- Members receive an induction.</p> <p>New members should receive information prior to their first meeting. Include last 12 months of Minutes. It was acknowledged that the files members received earlier in the year have been valuable.</p> <p>3.1- The council/board has developed a succession plan to identify the skills needed from members.</p> <p>We will need to recruit new parent members as Sara and Darren will not have children in the school next year but may become community members.</p> <p>The structure of our board is: Principal, 4 Parents, 4 Staff, 4 Community Representatives.</p> <p>How do we recruit new members? When asking for nominations, include the roles and responsibilities of members. Expression of Interest to be distributed very early in 2022. Darren will let parents know in his speech at Celebration Night that we will be asking parents to join the board in 2022.</p> <p>Teachers can also inform parents at their class meetings at the start of next year. Chris Hodson will need to nominate again if he is interested.</p> <p>Darren to contact Matt Woodall to gauge if he can attend more meetings.</p> <p>Some suggestions were put forward for Community Reps- local area Real Estate, High schools-staff, parents, sports people.</p>	<p>See Attachment</p> <p>Darren to contact Matt Woodall to gauge if he can attend more meetings.</p>
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	<p>Workforce Plan – Sharon (2 minutes)</p> <ul style="list-style-type: none"> The Director of Education contacted Darren. Sharon's position here is until the end of this year. The job has now been advertised. Darren is on the selection panel. Brandon has accepted a one-year contract at Riverton Primary School as the Physical Education specialist. It was a difficult decision, but this is a great opportunity for him to pursue his passion as a PE specialist. Sharon acknowledged that this will be an exciting change for Brandon, thanked him for his contributions to our school and wished him a successful stint at Riverton. Sue Martin Retirement- Invitations were given to Board Members. Sue has requested that the event be kept small therefore the whole school community has not been invited. She only wants current Staff, Board and P&C personnel to be invited. This will take place at school on December 10 from 3.30-5.30pm. Fixed term teachers- We have secured two graduate teachers to fill positions next year. We are endeavouring to have most staff working 1FTE (full time) which will assist in timetabling. Dr Jags- Board Members have been invited to a function (dinner) by Dr Jags on 10 December at 6pm. Please let Sharon know if you would like to attend. <p>Chair Report – Darren (5 minutes) See Attachment</p>	<p>See attachment and let Sharon know if you would like to attend.</p> <p>Please let Sharon know if you would like to attend.</p> <p>See Attachment Sharon to send Darren the updated Vision and Values for inclusion in his report.</p>
7.0	Reports and operational matters	
7.1		
8.0	Other business	
9.0	Next meeting	
	The next meeting will be on _____ in the school board room.	
10.0	Attachments to minutes	
	School Board Effectiveness Survey- summary of focus points for improvement. Board Chair Report Sue Martin Retirement Invitation	
11.0	Meeting close/adjournment/next meeting	
	The meeting was closed by Darren Roberts at 5.28pm. The next meeting will be on _____ in the school board room.	Information is to be sent to members 1 week prior to meeting.


 Signed (Chair)

3/12/22
 Date:

