



32 Hardy Street

Bull Creek Western Australia 6149

Tel: 08 6216 4400

Minutes of Annual Open Meeting Friday 23rd February 2024

ATTENDEES: Chairperson: Hana McDonald
 Staff Representatives: Sharon Marchenko (Principal), Brandon Ellis (Teacher),
 Parent Representatives: Hari Kirupananther, Hana McDonald
 Community Representatives:
 Parents:
 Community:

| 1.0 | Welcome and apologies | ACTIONS |
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| 1.1 | Opening and welcome at 9.45am. The meeting was opened by Hana at 9.45am. She welcomed members of the Board to the Annual Open Board Meeting. | |
| 1.2 | Apologies: Nil | |
| 1.3 | Confirmation of Agenda. The Board confirmed the agenda for the meeting of Friday 2 December 2022. Agenda 1. Welcome – Hana 2. New Board Handbook - Sharon 3. Board Chair Report – Hana 4. Paige’s Resignation 5. General Business | |
| 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 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 | N/A at this meeting. | |
| 4.0 | Priority item A | |
| 4.1 | Welcome Sharon welcomed all members to the Open Board Meeting and thanked everyone for their attendance. | |
| 4.2 | New Board Handbook Sharon presented the new official Bull Creek Primary School Board Handbook. The handbook provides all necessary information pertaining to board operations and responsibilities associated with being on the school board. Department of Education policies are also included in the handbook. Members noted the professionalism and user-friendly format. | |
| 4.3 | Board Chair Report Hana presented the Board Chair Report and a summary can be read below: | |

Kaya, welcome and thank you for coming.

Before we begin, I'd like to acknowledge that Bull Creek Primary School is located on *Whadjuk Noongar booja*. On behalf of the board and the school, I'd like to pay respect to the traditional owners of this land on which we are meeting today.

This meeting is held once per year and is open to the school community. We originally intended to hold this meeting in term 4 last year but due to a very busy end of year schedule we had to postpone until term 1, 2024.

Role of the Board

The School Board has a specific role which is set by the *School Education Act 1999* and the *School Education Regulations 2000*. If you would like to know more about this legislation, further information and weblinks are available on the school's website.

In short, the board works with the school principal to determine the overall strategic directions of the school, including through the business plan. We also monitor the school's performance and support the school to achieve its objectives.

We approve fees and charges, booklists and the dress code. We also provide advice to the school, review policies and work to help connect the school to our local community in Bull Creek.

Board Membership – 2023

Parent members

Paige Goodsell
Hari Kirupanather
Scott Payne
Hana McDonald

Community members

Rasa Subramaniam
Matthew Woodall
Jennifer Spanbroek

Staff Members

Sharon Marchenko
Steve Pascoe
Brandon Ellis
Louise Twist
Amanda Allier (resigned early 2023)
Julie McCarthy (resigned mid-2023)
Tracey Owen (resigned mid-2023)

I would like to acknowledge the effort and dedication of the previous board chair, Darren Roberts, who stepped down from the role at the end of 2022. Darren provided great leadership through some challenging years with the COVID pandemic, as well as through the Department of Education's school review in 2022. Thank you, Darren, your service to the school is much appreciated.

2023 Activities


The board met once each term in 2023 (four meetings in total). We covered a wide range of topics in these meetings, with some notable items including:

- Reviewed and discussed the school's 2022 Annual Report.
- Reviewed a number of policies, including the allergy aware policy, the crunch and sip guidelines and the mobile phone policy. The board also approved minor changes to the dress code.
- Received a briefing on the Quality Teaching Strategy.

- Received a detailed update on Aussie Optimism; a new program being implemented by the school as part of the health curriculum.
- Reviewed and noted financial reports at each meeting.
- Received a wonderful presentation and overview from students who attended the GRIP (Generosity, Responsibility, Integrity, People) conference in March; their impressive leadership and presentation skills were demonstrated to the board in

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| | <p>this briefing – it was great to hear from them directly on their experience and learnings.</p> <ul style="list-style-type: none"> Received an update on the school's performance on its business plan targets, as well as presentations on NAPLAN targets and results for the school; Received several updates on the school's digital technology program, including the rollout of 'bring your own device' for year 3s. The Board was keen to hear about the program and how technology is being embedded in the classroom, enabling some fantastic (and fun) learning opportunities for the students. Approved the school development days for 2024. Approved the school's fees and charges, and booklists for 2024. Received a briefing on the Department of Education's 'Focus' strategy for 2024, which includes the theme of 'Every Student Every Class Every Day'. Received a briefing on the National School Opinion Survey, noting that while response rates to the survey were down slightly since 2021, there was an improvement in several result areas (further information in the 2023 Term 4 newsletter). <p>To ensure board members had a full understanding of the financial reports that are presented each meeting, the school's finance officer also held a separate information and training session for interested board members on the intricacies and challenges of school budgeting. This was very well received by those that attended, has improved the board's overall knowledge of the school's budget and helped greatly with discussions in our meetings.</p> <p>Heading into 2024</p> <p>The school will be reviewing its business plan in 2024, and the board looks forward to reviewing this important document.</p> <p>I would like to thank each of our board members for their efforts and for volunteering their time in 2023. In particular I'd like to thank some key staff members who stepped back from their board roles in 2023– Deputy Principles Tracey Owen and Julie McCarthy. Thank you, Tracey and Julie, for your many years of service to the school board, and for your patience and help in ensuring all board members have a solid understanding of the issues of the day.</p> | |
| 4.4 | <p>Paige's Resignation</p> <p>Due to commitments associated with Paige's appointment as Principal of Beeliar Primary School, Paige has resigned from the school board. Hana shared with the board Paige's resignation letter. The board acknowledged Paige's valued contribution over multiple years. As a result of a parent representative vacancy, an invitation process to join the board will be organised. The application process will be finalised for Week Seven for the board to ratify the appointment at the first meeting. Hana expressed there may be some potential candidates due to existing interest.</p> | Sharon to send out invitation for parent board member applications |
| 4.5 | <p>General Business</p> <p>50th Anniversary The 50th Anniversary of Bull Creek Primary School is approaching and Sharon discussed some potential ideas for celebrating the occasion. One idea posed was holding it during the week as opposed to a weekend day. The board did however recognise that greater community involvement may occur if the event is held on a weekend day. This celebration will also provide a good opportunity for the school to organise some fundraising initiatives. Bull Creek Primary School staff will be invited to share some ideas which could be organised as an aspect to the celebration during upcoming Staff Meetings. More information to come related to the Bull Creek Primary School 50th Anniversary.</p> | |

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| | <p>School Repairs and Upgrades</p> <p>The school has recently undergone many upgrades to buildings and infrastructure. Sharon expressed the school's desire for more funding to improve areas of the school including car parks, court refurbishes and air conditioners.</p> <p>The surrounding trees and floor surfaces are posing some safety concerns. Sharon also discussed the potential for construction of a new STEM Building. Currently the Digital Technology classes operate in the Sheoak withdrawal room which is very limited in space and accessibility.</p> <p>Sharon is looking into more avenues for funding from the department.</p> | |
| 5.0 | Reports and operational matters | |
| 5.1 | Nil | |
| 6.0 | Other business | |
| | Nil | |
| 7.0 | Next meeting | |
| | | |
| 8.0 | Attachments | |
| | | |
| 9.0 | Meeting close/adjournment/next meeting | |
| | Hana closed the meeting at 10.08am | Information is to be sent to members 1 week prior to meeting. |


 Signed (Chair)

20/03/2024
 Date:



SCHOOL BOARD 2024 PLANNER

| Term | Meeting | Board members | Co-opted |
|---|---------|--------------------------------|----------|
| TERM ONE | | | |
| Welcome – Chair Vote | | Sharon | |
| Schedule Meeting Dates | | Sharon | |
| Business Plan Targets – NSOS | | Sharon/Brandon/Louise/Steve | |
| Finance + Budget 2024 | | Sharon | |
| Policy - Behaviour | | Steve | |
| Fathering Project | | Brandon | |
| Student Leadership/Voice | | Sharon | |
| Shaping Minds | | Brandon | |
| Digital Technologies and BYOD | | Louise | |
| Board Visibility | | Sharon | |
| TERM TWO | | | |
| Annual Report | | Sharon | |
| Policy – Healthy Food & Drink /Crunch-n-Sip | | Steve | |
| Shaping Minds | | Brandon | |
| Data - On Entry | | Brandon | |
| Digital Technologies | | Louise | |
| Financial Report | | Sharon | |
| Business Plan New | | Louise | |
| Business Plan Targets – On-entry | | Brandon | |
| TERM THREE | | | |
| Finance + Personal items list + Voluntary Contributions & Charges | | Sharon | |
| Data – ABE + P&SL | | Steve | |
| Data - NAPLAN | | Louise/Brandon | |
| Digital Technologies | | Louise | |
| Targets NAPLAN | | Louise | |
| Policy – SunSmart | | Steve | |
| National Quality Standards | | Brandon | |
| Shaping Minds | | Steve | |
| TERM FOUR | | | |
| Finance | | Sharon | |
| Budget 2025 | | Sharon | |
| Shaping Minds | | Steve | |
| Targets – PAT/Brightpath | | Brandon/Louise | |
| Open Annual Public Meeting | | Sharon | |
| Chair Report | | Chair | |
| Digital Technologies | | Louise | |
| School Development Days | | Sharon | |
| School Board Assessment | | Sharon | |
| 2024 Operational Plans | | Sharon, Brandon, Louise, Steve | |
| Business Plan | | Sharon, Brandon, Louise, Steve | |



Information



Finance



Data / Assessment



Policy / Plan

