

# Beenyup Primary School Board Meeting Minutes

Subject: Board Meeting

Location: Beenyup PS Conference Room

Time: 3pm – 4.30pm

Chair: Shaye Mack

Secretary: Marnie Herbert

Date: Monday, 14 February 2022

Present: Shaye Mack, Jonathon Burcham, Morwenna Ferrari, Donna Covill, Jessie Treherne (JT), Rebecca Instance, Rob Coales, Ben Luckens (BL)

Apologies: Chelsea Versaico, Michelle Mader



Open: 3.04pm

Time	Item	Documents	Purpose	Led by	Recommendations	Discussion	Actions
	1. Welcome and apologies			Chair			
	2. Disclosure of interests			Chair		Nil	
	3. Minutes of meeting	Meeting minutes from 06/12/2021	Make: (for approval)	Chair	Accept	Accepted Jonathon Burcham Seconded Donna Covill	
	4. Action register		Understand	Chair		RI to send half day closure for reporting to parents request to Director of Education	Actioned 9/12/21
<b>Administration agenda items</b>							
	5. Correspondence		Understand	Chair		10/12/21 - Approval letter from Assistant Director of Education re: Half Day closure request for Reporting to Parents	Received / Approved
<b>Strategic Agenda Items</b>							
	6. Principal's Report	Principal's Report	Understand	Principal		<p>Report included:</p> <ul style="list-style-type: none"> <li>• Welcoming new staff</li> <li>• Current enrolments: 260 students – to be finalised after census.</li> <li>• Kiss and Drive – has commenced signage is being completed and is on the website with map, document supporting this will be sent out soon.</li> <li>• Remote learning preparedness and response planning</li> <li>• SM reiterated the difference between operational and strategic for the Board.</li> <li>• RC – possibility of donating old Shire laptops to the school as part of remote preparedness.</li> </ul>	RC to check with Shire regarding process for laptops to be donated.
	7. 2022 Budget	Budget	Understand	Principal	Note budget	<p>Budget explained to Board members by Manager of Corporate Services, Teena Hind.</p> <p>No Major projects this year funds are going to curriculum key points for the school.</p>	Budget Noted by Board

						RC raised questions regarding reserves and future risk. TH and RI explained purpose and context of new small school and reserve allocation plan over next few years. JB raised questions regarding CPI, inflation and funding. TH explained through lens of budget and notional rates.	
	8. Annual Report	Annual Report Draft	Understand	Principal	Approve	Annual report was explained to Board members and discussed. Annual report is in draft format – Final format will look similar to 2020 published version. Available data added to share increased level of information to our school ad wider community.	Annual report approved by Board
	9. Attendance Data	Attendance Data	Understand	Principal		Explained using Annual report attendance data.	
	10. Board Chair election	Board Chair responsibilities overview	Make	Chair		Board Chair presented responsibilities and role of Board Chair position prior to nomination and election process. One nomination – SM. SM appointed as Board Chair for 2022.	SM nominated and appointed Board Chair for 2022
	11. Community representative position		Make	Chair		SM asked RC to leave meeting for this item regarding community representative position. Community representative positions have a one year tenure and RC happy to continue as community representative. Board members discussed and voted. RC re-elected as community representative.	RC unanimously elected as a community representative for 2022
	<b>Information Agenda Items</b>						
	12. Finance and school funding presentation	School Funding Presentation PP	Make	MCS		Finance and School funding presented to board by MCS – Teena Hind. Presentation included a breakdown of how student-centred funding model came about, benefits of this model, types of funding and understanding the one-line budget statement.	Finance and school funding presentation presented to Board members
	13. Questions for end of term parent survey	NSOS questions	Inform and make	Principal		Board members requested to consider possible questions for short Term 1 parent satisfaction re: child's progress. Survey was sent to Board members to look over. Term 3 National School Opinion Survey (NSOS) aligns with Learning Journey. Board reviewed previous NSOS results RC – Queried the question regarding whether teachers are worried about the welfare of the child and if this could be changed / worded differently in the survey. RI explained these are the set questions required of all schools for NSOS. Student behaviour questions discussed re: perception based on own / others' experiences in friend group DC – highlighted item re: 'My child is making good progress at school' in context of not being permitted in classrooms due to COVID restrictions - maybe send out updates to parents on Connect to help with this. Parents may not know this. RI stated that all class teachers send out Connect messages to parents to let them know what is happening in the class as part of our whole	RI to draft Term 1 survey and send to Board  Communication on Connect to be looked at by RI

					<p>school communication approach. RI will follow up with teachers re: regularity of messages based on Board parent representative feedback.</p> <p>Discussed item -'My child's learning needs are met' in regards to if restrictions increase to parents not allowed on site, parents may not know this. RI outlined importance of two way communication via Connect, online meetings, notes and phone calls to support the partnership between home and school.</p> <p>Board discussed possibility of the survey revolving around concerns of online learning. RI stated a preparedness survey has already been sent home as part of the school's remote preparedness planning and is an operational matter not a strategic one. RI asked the board to consider the purpose of the Term 1 survey in relation in relation to the Board's strategic responsibility.</p> <p>Agreed</p> <p>Discussed option of having the same question repeated on a survey for families with more than one child as the NSOS survey does not have this functionality. Discussed opportunity to have a short response box for families to provide clarification of their answer / additional feedback. RI to create draft survey and send to Board members for feedback and review.</p> <p>Survey to be sent out towards the end of term aligned to Parent - Teacher conferences.</p>	
	14. Review of DoE key directions and strategic plan	Building on Strength & Focus 2022	Understand	Principal	<p>Discussed Focus 2022 and alignment with our business plan. Building on Strength document also in Board files.</p> <p>RI outlined some actions occurring this year that continue to build on strength such as the formation of our cultural committee, building on the monitoring and tracking of student progress and achievement; and how Byford and the surrounding schools are starting our own network this year to be more responsive to the needs of our schools.</p>	
	15. Review Statement of Expectations	Statement of Expectations	Understand	Principal	Reference to be made to Module 5 – Accountability as part of ongoing induction.	Held till next Board meeting
	16. Ongoing induction Module 1	Module 1	Understand	Chair	<p>Roles and responsibilities of Board to be reviewed and discussed.</p> <p>Chair to outline Board member's module presentations at next meeting.</p>	Held till next Board meeting
<b>General Business</b>						
	Next meeting		Understand	Chair	<p>Monday, 21 March 2022</p> <p>Proposed agenda items to be emailed to Shaye no later than 2 ½ weeks before next scheduled meeting for consideration.</p>	
	Close			Chair	Meeting closed 4.50pm	