

# Beenyup Primary School Board Meeting Minutes

Subject: Board Meeting

Location: Via WebEx

Time: 3pm – 4.30pm

Chair: Shaye Mack

Secretary: Marnie Herbert

Date: Monday, 21 March 2022

Present: Shaye Mack (SM), Jonathon Burcham (JB), Morwenna Ferrari (MF), Donna Covill (DC), Michelle Mader (MM), Jessie Treherne (JT), Rebecca Instance (RI), Rob Coales (RC)

Apologies: Ben Luckens, Chelsea Versaico,



Open: 3.02pm

Time	Item	Documents	Purpose	Led by	Recommendations	Discussion	Actions
	1. Welcome and apologies			Chair		Meeting opened: 3.02pm	
	2. Disclosure of interests			Chair		Nil	
	3. Minutes of meeting	Meeting minutes from 14/02/2022	Make: (for approval)	Chair	Accept	Accepted: MF Seconded: RC	
	4. Action register		Understand	Chair		Nothing to follow up	
<b>Administration agenda items</b>							
	5. Correspondence		Understand	Chair		Incorporated into Principal's report – JB	
<b>Strategic Agenda Items</b>							
	6. Principal's Report	Principal's Report	Understand	Principal		Report included: <ul style="list-style-type: none"> <li>• Parent's teacher conferences - Thursday, 31 March, 15-minute conferences via WebEx/ phone.</li> <li>• Staffing updates including fixed term Deputy Principal appointment commencing Term 2. Position will be advertised in Term 3.</li> <li>• Thank you – Appreciate how closely Board Chair and Board members have been working with Principal. Between P&amp;C, Board and Principal we have consistent messages to support school community. Thanks to all Board members and P&amp;C members.</li> <li>• Overview of feedback from school community regarding the school's operation with COVID and consistent messages from school and Board.</li> <li>• Correspondence item – risk mitigation contingency planning as part of the school's continuity of teaching and learning planning discussed.</li> </ul>	

	7. Financial update – One line budget	One line Budget Statement	Understand	Principal		Budget and funding agreement will become available 22 March 2022 from the Department. Census information is finalised.	Budget and Funding Agreement to be added to next meeting's agenda.
<b>Information Agenda Items</b>							
	8. Review Statement of Expectations	Statement of Expectations	Understand	Principal		Reference made to Module 5 – Accountability as part of ongoing induction. Outlined what the school's, Department and the Board's role and responsibility is. Linked to the Beenyup way and the expectation we have for our school.	
	9. Board self-reflection and goal setting	Board goals	Inform and Make	Principal		Based on feedback and discussion. Throughout the year SM and RI to touch base to monitor progress. Level of engagement from surveys and feedback gained from a range of sources including learning journeys, informal means, as per the school assessment schedule and feedback to Board through Principal's report.	
	10. Advertising and Sponsorship	Advertising and sponsorship policy	Understand	Principal		Reviewed policies. Strict protocols for elections and politicians during election times.	
	11. Ongoing induction Module 1	Module 1	Understand	Chair		Roles and responsibilities of Board to be reviewed and discussed. Module 2 - Effective relationships module to be presented 9/5/22 meeting by JB.	Postponed until next meeting
	12. Questions for end of term parent survey	NSOS questions and draft survey	Inform and make	Chair		Discussed feedback as per SM email and outcome desired pertaining to Board's functions. Thoughts and feedbacks on questions – discussed risk factors. JB – strategic focus and wording needs to be of a strategic nature. All questions in the normal 1 page in Term 3 NSOS are standard for all schools. Draft Term 1 survey included the ones that relate to student progress that will be included automatically in the Term 3 survey. Liked short answer response space as an opportunity for feedback to be clarified. SM – risks outlined in over surveying given that Parent Teacher conferences provide feedback in a different format this term, and possible risk of reducing engagement in the school's NSOS in Term 3. Discussed data collected needing to be useful data in terms of Board's strategic role as currently focus for purpose of survey is an operational aspect which is not the Board's role. Board is advised of assessments and progress as outlined in Statement of Expectations which is on the School's Self-assessment schedule. Discussed having additional one end of term 1, If we don't ask the questions now, are parents going to be upset that they didn't get the issues validated. RI reads notes from conferences, teacher meetings, has conversations at the gate with families, receives emails from parents etc and feedback from staff from families all provide feedback to the school, in addition to Board and P&C representatives insight. The school has communication overview of ways in which school communicates with families. The majority of families happy with communication. RI aware of what parents may not be happy about, these	Board voted to not do survey in Term 1. Reassess at a later date for 2023 if need be.

					<p>concerns; however, are not the purview of the Board and anything to do with COVID operational guidelines cannot be changed because some parents have expressed discontent or concern about these. There is some information families are not privy to such as which children have contracted COVID. The guidelines are provided upon advice by the Chief Health Officer and from the Department of Education for a school context which is a management / operational school responsibility to enact.</p> <p>DC – no to survey but incorporating some questions into next set of parent teacher conferences. RI clarified that this is part of the conferences and teachers have been preparing notes and ask questions in relation to satisfaction around parent's concerns re: progress and achievement of their child as part of these conferences.</p> <p>Board discussed and decided that the draft Term 1 survey re: student progress and achievement NSOS questions would not go ahead based on multiple means of obtaining this information already present.</p>	
	13. Perception forum		Understand	Chair	<p>There are many wonderful things occurring at the school but there will always be people who are not satisfied with a particular response / approach, at present – COVID restrictions.</p> <p>Discussed Board's role of commenting on Facebook pages as a Board member. Strategic means of the pros and cons of posting something. Keeping in mind the privilege of extra communication as Board / P&amp;C members and considering questions such as, "Is what I am going to post of benefit to the school? What is the potential impact?"</p>	Board members continue to monitor social media.
<b>General Business</b>						
	Next meeting		Understand	Chair	<p>Monday, 9 May 2022</p> <p>Proposed agenda items from Board members to be emailed to SM no later than 2 ½ weeks before next scheduled meeting for consideration.</p>	
	Close			Chair	Meeting closed: 4.18pm	