

# Beenyup Primary School Board Meeting Minutes

Subject: Board Meeting

Location: Beenyup PS Meeting room – Beenyup PS conference room

Time: 3pm – 4.30pm

Chair: Shaye Mack

Secretary: Mel Lipple

Date: Monday, 28 November 2022

Present: Shaye Mack, Jonathon Burcham, Chelsea Versaico, Rebecca Instance, Monique Pepper, Rob Coales, Donna Covill, Morwenna Ferrari, Ben Luckens

Apologies: Michelle Mader



Open:

Time	Item	Documents	Purpose	Led by	Recommendations	Discussion	Actions
	1. Welcome and apologies			Chair		Meeting opened 3:05pm	
	2. Disclosure of interests			Chair		Nil	
	3. Minutes of meeting	Meeting minutes from 24/10/2022	Make: (for approval)	Chair	Accept	Morwenna Accepted Donna Seconded	
3.05	4. Action register		Understand	Chair		<ul style="list-style-type: none"> <li>Board members to read information re: NSIT domain 9</li> <li>NSOS distributed to parents - RI</li> </ul>	Tabled for 28/11 Actioned
<b>Administration agenda items</b>							
	5. Correspondence		Understand	Chair		Nil	
<b>Strategic Agenda Items</b>							
3.10 – 3.15	6. Principal's Report	Principal's Report	Understand	Principal		Report included: <ul style="list-style-type: none"> <li>. 261 currently enrolled</li> <li>. Currently 280 students enrolled for 2023</li> <li>. Staffing updates – Welcome to Ben Gould Deputy Principal 2023</li> <li>. School psych time and chaplaincy time increased in 2023</li> <li>. Class structures 2023 – subject to change based on enrolments.</li> <li>. Kindy / PP transition days</li> <li>. National school improvement tool – mapping progress from 2020 - 2022</li> <li>. Voluntary contributions &amp; charges</li> <li>. STEM Room opening</li> <li>. Yarning Circle opening</li> <li>. Year 5/6 Camp – Year 5/6 sub-committee wonderful fundraising efforts reduced costs by \$120.00 per child</li> <li>. AVID Summer Institute Week 8 – Miss Mader presenting at this national conference, 1 of 3 Staff Developers from WA to do so in 2023.</li> </ul>	

						<ul style="list-style-type: none"> <li>. Reviewing first Business Plan and development of a new Business Plan</li> <li>. Rock &amp; Water program – positive feedback</li> <li>. 2023 Year plan</li> <li>. Thank you to School Board, P&amp;C and community</li> </ul>	
3.15 – 3.20	7. Financial update – One-line budget	One-line budget statement	Understand	Principal		<ul style="list-style-type: none"> <li>• Draft budget planning processes underway</li> <li>• Discussed One line budget and types of funding eg enrolment based, student characteristics and targeted initiatives such as Chaplaincy.</li> </ul>	
3.20 – 3.25	8. Half day closure for Parent Teacher conferences in 2023		Understand Make	Chair		<ul style="list-style-type: none"> <li>• Term 1 Wk9 - Thursday, 30 March 2022</li> <li>• Accepted</li> </ul>	RI to seek approval from Director of Education.
3.25 – 3.27	Meeting dates for 2023		Make	Chair		<p>Proposed dates for 2023</p> <p><u>Term 1</u> Week 3 Monday, 13 February 2023 Week 8 Monday, 20 March 2023</p> <p><u>Term 2</u> Week 8 Monday, 12 June 2023</p> <p><u>Term 3</u> Week 3 Monday, 31 July 2023 – tentative additional for Business Planning Week 8 Monday, 4 September 2023</p> <p><u>Term 4</u> Week 3 Monday, 23 October 2023 Week 8 Monday, 27 November 2023</p> <p>Dates accepted.</p>	
	9. Evidence of progress with School Business Plan	Business Plan Progress overview as per Annual Report inclusion	Understand	Principal		. Discussion of progress with School Business Plan regarding areas achieving and in progress.	
	10. National School Improvement Tool	NSIT document – School Community partnerships	Understand	Principal		Review in conjunction with Engaging and working with your school community DET resources.	
<b>Information Agenda Items</b>							
	11. 2023 Year Plan		Understand	Principal		Included in Principal's report	
	12. PAT data	PAT data overview	Understand	Principal		Data from Term 1 and 4 comparison –positive progress noted	
	13. National School Opinion Survey	NSOS data Discipline Dialogue	Understand Inform	Principal		<p>Year 5 / 6 students completed the survey - 26 students.</p> <p>Discussed student responses – overall positive feedback.</p> <p>Discussed students' opinions re: how we can improve our school.</p> <p>Discussed parents' responses – 13 responses. Timeframe of survey was changed due to contextual circumstances resulting in much lower response</p>	

					rate. Aim to return to usual schedule aligned to Student Success Week in 2023 to ensure more accurate insight into diverse community of parents.	
	14. Board Chair report		Inform	Chair	<ul style="list-style-type: none"> <li>. Achievements over 2023 in school: <ul style="list-style-type: none"> <li>- Student leaders</li> <li>- Permanent appointment of Monique Pepper as Deputy Principal</li> <li>- School's ANZAC service</li> <li>- Continued partnership with Telethon, with Tully and Seb as Ambassadors</li> <li>- School numbers increased</li> <li>- Yarning Circle opening</li> <li>- STEM Room opening, result of government science grant of \$25,000</li> <li>- 2023 welcomes a second Deputy Principal (with teaching load)</li> <li>- P&amp;C amazing work fundraising over 2022</li> </ul> </li> </ul>	
	15. Perception forum		Inform	Chair	Closed agenda item	
<b>General Business</b>						
	Next meeting		Understand	Chair	Monday, 12 December 2022 at 3pm. (not formal meeting – relational capacity focus) Proposed agenda items to be emailed to Shaye no later than 2 ½ weeks before next scheduled meeting for consideration.	
	Close			Chair	Meeting closed: 4:57pm	