

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, 20 February 2023

Present: Shaye Mack, Chelsea Versaico, Rebecca Instance, Monique Pepper, Morwenna Ferrari, Ben Luckens, Leeann Eifler

Apologies: Rob Coales, Michelle Mader



Open:

Time	Item	Documents	Purpose	Led by	Recommendations	Discussion	Actions
	1. Welcome and apologies			Chair		Meeting opened: 2:58pm	
	2. Disclosure of interests			Chair		Nil	
	3. Minutes of meeting	Meeting minutes from 28/11/22	Make: (for approval)	Chair	Accept	Accepted by Chelsea Versaico Seconded by Morwenna Ferrari	
	4. Action register		Understand	Chair		<ul style="list-style-type: none"> Board members to read information re: NSIT domain 9 Seek approval for half day closure for reporting to parents - RI 	Was tabled for 28/11 RI - Actioned and granted
Administration agenda items							
	5. Correspondence		Understand	Chair		<ul style="list-style-type: none"> Letter of confirmation re: approval of early school closure for parent teacher conferences Letter of confirmation re: Public School Review scheduled for Term 3 2023 	
Strategic Agenda Items							
	6. Principal's Report	Principal's Report	Understand	Principal		<ul style="list-style-type: none"> Welcome to 2023, positive start to year School Board Member update: Welcome to Lee-Ann Eifler Staffing updates 281 students currently enrolled Week 5&6 Term 1, School culture survey available Engaging our Community Tool Kit Upcoming School Compliance Review Student leaders conference On Entry Assessment and NAPLAN commencing Term 1 	
	7. Financials – 2023 Budget	Budget	Understand	Principal	Note budget	Budget Noted	

	8. Annual Report	Annual Report draft	Understand	Principal	Approve	. 2022 Annual Report draft, discussed and approved	RI – Annual Report send to marketing team for published version.
	9. Attendance data	Attendance data	Understand	Principal		. Overall percentage rate 90.8% 2022 . Above average attendance rate for WA Schools . Attendance code percentages discussed	
	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. . Shaye Mack elected as Board Chair . Chelsea Versaico elected as Deputy Board Chair	
	11. Workforce Plan	Workforce Plan	Understand	Principal		. 2023 Workforce Plan discussed and noted. SM signed.	
	12. Parent Liaison Officers		Understand, Inform & Make	Principal		. Discussed role of Parent Liaison Officers and potential nominees for the positions.	RI to write initial role outline based on discussion.
	Information Agenda Items						
	13. Finance and school funding presentation	School Funding Presentation PP	Make	MCS		. Student-centred funding model . Individual student funding figures . Disability Funding . Discuss 2023 Expenditure budget . 2023 Plans for school infrastructure . Chaplaincy grant funding . School psychologist grant allowance	
	14. Review of DoE key directions and strategic plan	Building on Strength & Focus 2023	Understand	Principal		. Discussed documents	
	15. Review Statement of Expectations	Statement of Expectations & PP	Understand	Principal		Reviewed	
	16. AEDC data	AEDC Discipline Dialogue	Understand	Principal		. Discussed data and strategies in place to improve data in areas	
	17. Ongoing induction Module 1	Module 1	Understand	Chair		Roles and responsibilities of Board reviewed and discussed.	
	18. Perception Forum		Inform	Chair		N/A	
	General Business						
	Next meeting		Understand	Chair		Monday, 20 March 2023 at 3pm.	
	Close			Chair		Meeting closed: 4:35pm	