**SCHOOL COUNCIL MEETING MINUTES**

**Monday 31 May 2021 at 5.30pm**

|  | ITEM | DETAILS /COMMENT | ACTION | WHO / WHEN |
| --- | --- | --- | --- | --- |
|  | Documents Issued | Annual Public Meeting Minutes   * Code of Conduct for Lathlain School Board Members * Lathlain School Board Terms of Reference * One Line Budget Statement * Comparative Budget Statement * Minimum Expenditure Requirement * Funding Agreement Lathlain PS * Decision Request – Uniform Changes * Business Plan 2021-2024 |  |  |
|  | Meeting Opened | 5.30pm |  |  |
| 1a | Welcome | Chair: Mark Wallace  Attendees: Mike Byers, Carly Davis, Alex King, Bronwyn Baker, Michael Caldwell, Rick Walters (Principal), Tamara Milford, Nick Vuckovic and Dianne Rose  Mark welcomed new members and noted that induction and governance training can be organised now that we have a full board. |  |  |
| 1b | Apologies | Callum Morrison |  |  |
| 1c | Conflicts of Interest | Nil |  |  |
| 1d | Minutes of Last Meeting | Annual Public Meeting Minutes | Minutes of the meeting annual Public Meeting are endorsed. | Moved:Tamara Milford Seconded Alex King |
| 1e | Correspondence Received | Nil |  |  |
| 2 | **Annual Governance and Board Structure Review** | Review and approve:   * Code of Conduct * New code of conduct written by Rick, based on a DOE proforma * Covers expectations of behaviour and is a commitment on how we agree to interact and contribute * Board is a unified body promoting the school * Terms of Reference * **6.3** up to 12 members to constitute the board. 3 school members and currently 4 staff including Rick as Principal – staff have not been listed with terms Dianne has been a member since 2013. Staff vote at the end of 2021 for the next year. * ***7.2*** *The role of the Secretary will be a Board member supported by a School officer* * 8.1 do we need to clarity for terms 2 or 3 years? Decided that as the members already have staggered start dates if everyone completes a 3-year term there will not be a mass exodus of experienced board members. * **9.1** minimum number of meetings and the notification period. We tend to have at least 2 per term dependent on what needs to be discussed. The calendar on the school website is now live and all Board meeting dates have now been lodged * 10.1 Quorum 60% 7 members, 4 of whom would have to be parents. Meetings can be held online to achieve a quorum   Review and agree position of Chair.  Chair position vacated and only Mark Wallace was interested in the position and was voted in unanimously | Motion: Board approves Code of Conduct  and Terms of Reference  *Rick to make changes to Terms of Reference based on minutes and circulate to members for approval*  Register to be kept on connect of Board Members and their terms including members of staff  Motion: Board ratifies structure for FY21  Mark Wallace to remain Chair person | Moved: Carly Davis  Seconded: Bronwyn Baker  all members agree  *(Note – all members to sign Code of Conduct)*  *Action to amend*  *Chair to keep this record*  *.*  *All members voted unanimously* |
| 3 | **Statement of Expectations**  *Understand expectations and responsibilities of schools and the Department in student achievement and progress.* | Review and note Statement of Expectations to ensure collective understanding.  Department of Education, Strategy documents and Planning documents created into an accountability program for Principals In lieu of Performance Management.  monitored by School Review Processes  The next review may be in 2 years because Rick is a new Principal or in 3 years. | Motion: Board endorses collective understanding of the Statement of Expectations | Board to note and Rick and Mark to sign and date |
| 4 | **Annual Report**  Principal to present the Annual Report | The Annual Report was discussed at the last meeting and as there was some urgency around getting it signed off it was passed by circular resolution via email. | Annual Report Ratified | by email, circular resolution |
| 5 | **Finance Report**  *Principal to provide a report on financial position against strategic* | Rick discussed current financial performance   * Statements are always one month behind, * salaries can change dependent on new staff or new funding for disability resourcing funding. If those students leave the funding leaves as well even though we need to continue paying those staff. The budget changed by 70000 as one student left and we needed to pay for an EA for a student who is not funded * school has allocated 75 days of funding to enable staff to take training * based on 574 students. We are losing 61 year 6s at the end of the year but gaining 80 new Kindy students based on the enrolments already received. * In the month of April, we need a green total expenditure to ensure we spent 96% of funding each year. * Unexpected expenditure - Bike rack upgrade required which cost $10000 plus a new shed for RKC to free up our sports shed. Chaplain and Psych now sharing an office and the room the Chaplain was using is freed up for meetings which needed some funds spent. * How much have we received in contributions??? Unsure of percentage currently Rick to follow up with Fiona mid-year. Ensuring that parents understand what the contributions are used for. * Expenditure Accounts – all monies out including utilities – turn out lights to save money. Ultimately solar would be valuable especially with new roofs possible cost 30 to 50 thousand. Funding??? P&C, grants, school. Possible future 2 story upgrade currently ruled out. | Finance reports available every meeting. Rick to answer questions if wanted. |  |
| 6 | **Funding Agreement** | Funding Agreement For Schools – to be tabled with the Board Members to be ratified at the first meeting of Term 2  As IPS we need to enter into an agree with the DOE for funding. It is a Standard Document that we cannot amend. Financial accountability is the responsibility of the Principal.   * Student centred Funding statement * The enrolment linked base cuts out at 600 students * Student characteristics were discussed and the funding received * Targeted Initiative Funding   + mental health – BE You   + Grad Teacher Funding – inductions and resources   + Chaplain – State Government funded   + Psych – employed by school | Motion: That the Lathlain Primary School Board endorse the Funding Agreement | Moved -Rick  Seconded - Mark  Voted – all agree  Updates every time it is printed. Rick to print new version to be signed by Rick and Mark with new date. |
| 7 | **School Business Plan 2021-2024**  *Update on the IPS process, development of new school business plan, etc.* | Everything is done except success criteria (targets)   * staff did a review of areas and listed what was going well, not so well, even better if and evidence * Department Business plan aligned but targeted for our school * 5 Drivers for success * Pathways for students to be success for learners   Success Criteria ready for next Board Meeting for ratification.  Vision statement being worked on and included. Photos to be included  Each Area discussed Providing every student with pathways to be successful learners  * Maths - The Lathlain Way last year survey last meeting – positive response from staff and students who were surveyed * Literacy currently being developed * PLD – new literacy/phonics program K-2 supported by Diana Rigg – creator of the program. Support and accountability for correct implementation. * New SCASA documents discussed * Technology – imbedded – robotics, * Gifted students – PEAC only top 2% of students based on 1 test. There are a lot of other gifted students (NSW opportunities for gifted students with likeminded students. Partnerships with Universities ) * Data tracking of student achievement progress and the programs in place. * Implementing and review differentiation. * Staff to be pd and processes, partnerships for Cultural awareness training – level of understanding by staff required so the correct actions can be taken. Carli – Town of Vic park has an advisory board – Rick supporting building connections with Aboriginal community doing it carefully but doing it well   Community feedback? Mark – Rick timeline for getting business plan completed. However, this should be a dynamic document that can be changed when required or better ideas are informed Building the capacity of all staff, whilst strengthening support for teaching and learning excellence in all classrooms.  * Leadership Capacity for teacher and non-teaching staff – no level 3 staff at Lathlain – intensive process - self nominated. Rick creating a document for Staff development ie Nick have to display whole of school leadership * recruitment of staff * High quality PD * Team approach * Managing performance of all staff * Consistency of practice – Operational plans to come into line with this document  Fostering family, community and agency partnerships.  * Inclusion – EALD, First Nations – responsive to all cultures * Partnerships – Wirrapunda, Town of Vid Park , Other schools, Curtin University, West Coast Eagles * Parent engagement – communication survey 70 responses, comments on upgrades to the website, Seesaw – communication is clearer and better. No term planner as the website is the most up to date resource. P&C creating pages for Fathering project and move by. This is an opportunity for the Board to use and promote Governance – free and open relationship with the board  Using evidence to drive all decision-making.  * How to track the criteria for this? * Are staff accessing data? * Assessing the value of resources based on evidence of needs of students   Strengthening the social and emotional wellbeing of all.   * voice for all – short surveys on key areas – asking board about areas they would like feedback on throughout the year * supporting all students * Targeting S/E – Continued rollout of PBS and CARE with mascots being created and mural being replaced with 4 panels representing CARE – same artist but redirecting P&C funds from door painting to school mural. BE You committee Wellness day, New programs to be considered – a breakfast club and how to support families with food hampers etc. * Social Emotional Wellbeing – Be You, CARE, PBS, Parent workshop on anxiety 34 registered 30 attended and parents were pleased with practical ideas from the sessions.   Carli – attract corporate partnerships around this matter. Rick mentioned Buy Back, Food Bank, Coles, Bakers Delight and local butchers  Second hand uniforms – donated and handed out to families in need  Carli mentioned - Canteen being online only and credit card based means that some families cannot access the service  Rick discussed the pantry at his previous school: removing shame by opening services to everyone including pantry rather than by special invitation  Have most teachers done mental health first aid? Carli – No but we will be running parent sessions with staff Triple P – Trauma informed practice. Number of staff who have done Gate Keeper. |  | Feedback and suggestions sought from members to improve the plan by email to be voted on at the next meeting. |
| 8 | **Changes to Uniform List** | Request to amend the Uniform List to remove low demand item  Cargo Shorts stocked for a long period of time that does not sell.  Remove from uniform list and not restock | Motion: Board approves changes to the Uniform List | Moved – Tam  Sconded – Alex  voted – all agree |
| 9 | **General Business** | Nil |  |  |
|  | **Close:7.37pm** | **NEXT MEETING**: 14 June 2021 5.30pm |  |  |