**SCHOOL BOARD MEETING MINUTES**

**Monday 2nd August 2021 at 5.30pm**

|  | ITEM | DETAILS /COMMENT | ACTION | WHO / WHEN |
| --- | --- | --- | --- | --- |
|  | Documents Issued | Annual Public Meeting Minutes  One Line Budget Statement  Comparative Budget Statement  Minimum Expenditure Requirement  Business Plan |  |  |
|  | Meeting Opened |  |  |  |
| 1a | Welcome | **5.30pm**  Chair: Mark Wallace  Attendees: Mike Byers, Carly Davis, Alex King, Bronwyn Baker, Michael Caldwell, Rick Walters (Principal), Tamara Milford, Callum Morrison, Nick Vuckovic and Dianne Rose |  |  |
| 1b | Apologies | Alex arrived 5.43pm |  |  |
| 1c | Conflicts of Interest | Nil |  |  |
| 1d | Minutes of Last Meeting | Photos for website to be taken for staff by school photos and camera to be brought to the next meeting for photos to be taken.  Newsletter drafted by Mark to be forwarded by circular resolution for feedback to Board Members |  | Minutes of the meeting 14.6.21 are endorsed  Moved: Bronwyn  Seconded: Tamara |
| 1e | Correspondence Received | Nil |  |  |
| 2 | **Finance Report**  *Principal to provide a report on financial position against strategic directions of the school/business plan.* | Discuss current financial performance  On track to meet minimum expenditure requirements  Cash report budget – currently spent 36% and going up  Expended 60% of overall budget so far and on track | For Discussion |  |
| 3 | **Endorsement of Business Plan** | * Review and finalise the business plan   Rick discussed changes and editing that was completed.  Logos and Icons added to indicate Improvement Drivers  Vision statement was amended to the version that the Board commented on via connect and was agreed to by Staff.  Copies to be printed for every family  Uploaded to website  The Business Plan will be a living document linked to all school plans and altered as required.   * Discuss and agree cadence for reporting against targets/milestones and update cycles   Next meeting self-assessment | For endorsement | Motion: The Business Plan is endorsed.  Moved: Mark  Seconded: Dianne  Voted, all agreed |
| 4 | **Semester 1 Attendance Data Presentation** | Overview and analysis of relevant student attendance data  Reported widely  Summary – over 80% but dipped due to COVID end of term 2  Regular attendance - current student 81%  13% indicated at risk  5% moderate  1% severe. Reasons range from medical to family to cultural  Concern – unauthorised absences (no reason given or unacceptable reason) authorised – notified sick, education, cultural  Vacation during term time  Longitudinal  2019 pre COVID  Authorised absences increased due to website, SMS messages sent home. Easier to families to update the school  Goal is regular attendance from 79.7% to 90%  Attendance rate – overall average of all attendance  Regular - % of students attending 90% or more  How to explain the complexities to the community? Mark  Promo to families via newsletters Tam | For discussion |  |
| 5 | **On-Entry Data Presentation** | Overview and analysis of relevant student on-entry data and implications for planning, workforce, etc.  Summary comparison between school and State  % and cumulative%  Compared to 2020 Pre Primary data, longitudinal data and summary of data.  Still no NAPLAN data at present  Changes to NAPLAN will be assessed Feb/March much earlier for earlier results | For discussion |  |
| 6 | **Public School Review Update** | Overview of Public School Review approach and scheduled activities  Submitted review evidence today!  Two Reviewers coming in for 1 day for review 6 areas  We will be given our review timeline 1, 2 or 3 years, verbally that day. Written report in approx. 3 weeks  Validation of Rick’s review of where we are at currently  Reflection of the positive change in direction over the last few years.  Good work done, embedding that practice. | For noting |  |
| 7 | **Board and community** | Discuss updates on communications, quarterly Newsletter update, and opportunities to promote the school and be visible in the community  Standard agenda item  Mark drafted update to be sent out for circular via connect link to Board page on the website  Bios and photos on school website  Badges for Board members  Communicate to families what the Board’s involvement in the Business plan has been | For discussion |  |
| 8 | **General Business**  *Discuss any other business arising* | **Care** **program**  Mascots  Red tail black cockatoo  2 Ants  Ringtail possum  Echidna  Competition to name them, for children to hook into the program. Entry form on the website, alliteration is sought  Care cards to be replaced with characters and what they are for  Murals going on the wall – care program and PBS  School logo in mosaics on the front wall for the entry.  COVID preparedness – website, learning at home not yet live, learning at home packs ready to go. 4 weeks’ worth of learning ready to go. Teachers asked to have 2 weeks’ worth of work ready to go on Seesaw if required. |  |  |
|  | **Close:6.40pm** | **NEXT MEETING**: Monday 13th September @5.30pm |  |  |