**SCHOOL BOARD MEETING MINUTES**

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

|  | ITEM | DETAILS /COMMENT | ACTION | WHO / WHEN |
| --- | --- | --- | --- | --- |
|  | Documents Issued | Annual Public Meeting MinutesOne Line Budget StatementComparative Budget StatementMinimum Expenditure RequirementBusiness Plan |  |  |
|  | Meeting Opened |  |  |  |
| 1a | Welcome | **5.30pm**Chair: Mark WallaceAttendees: 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 endorsedMoved: BronwynSeconded: 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 performanceOn track to meet minimum expenditure requirementsCash report budget – currently spent 36% and going upExpended 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 DriversVision 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 familyUploaded to websiteThe 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: MarkSeconded: DianneVoted, all agreed |
| 4 | **Semester 1 Attendance Data Presentation** | Overview and analysis of relevant student attendance dataReported widelySummary – over 80% but dipped due to COVID end of term 2Regular attendance - current student 81%13% indicated at risk5% moderate1% severe. Reasons range from medical to family to culturalConcern – unauthorised absences (no reason given or unacceptable reason) authorised – notified sick, education, culturalVacation during term timeLongitudinal2019 pre COVID Authorised absences increased due to website, SMS messages sent home. Easier to families to update the schoolGoal is regular attendance from 79.7% to 90%Attendance rate – overall average of all attendanceRegular - % of students attending 90% or moreHow to explain the complexities to the community? MarkPromo 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 activitiesSubmitted review evidence today!Two Reviewers coming in for 1 day for review 6 areasWe will be given our review timeline 1, 2 or 3 years, verbally that day. Written report in approx. 3 weeksValidation of Rick’s review of where we are at currentlyReflection 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 communityStandard agenda itemMark drafted update to be sent out for circular via connect link to Board page on the websiteBios and photos on school websiteBadges for Board membersCommunicate 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**MascotsRed tail black cockatoo2 AntsRingtail possumEchidnaCompetition to name them, for children to hook into the program. Entry form on the website, alliteration is soughtCare cards to be replaced with characters and what they are forMurals 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 |  |  |