**SCHOOL BOARD MEETING MINUTES**

**Monday 13th September 2021 at 5.30pm**

|  | ITEM | DETAILS /COMMENT | ACTION | WHO / WHEN |
| --- | --- | --- | --- | --- |
|  | Documents Issued | Meeting Minutes  One Line Budget Statement  Comparative Budget Statement  Minimum Expenditure Requirement  Public School Review Outcome Correspondence  Contributions and Charges for 2022 (Draft) |  |  |
|  | Meeting Opened |  |  |  |
| 1a | Welcome | **5.30pm**  Chair: Mark Wallace  Attendees: Mike Byers, Carly Davis, Alex King, Bronwyn Baker, Michael Caldwell, Rick Walters (Principal), Callum Morrison, Nick Vuckovic and Dianne Rose | 5.45 arrival |  |
| 1b | Apologies | Tamara Milford |  |  |
| 1c | Conflicts of Interest | Nil |  |  |
| 1d | Minutes of Last Meeting |  |  | Minutes of the meeting 2.8.21 are endorsed  Moved: Carly Davis  Seconded: Bronwyn Baker |
| 1e | Correspondence Received | Nil |  |  |
| 2 | **Finance Report**  *Principal to provide a report on financial position against strategic directions of the school/business plan.* | Rick explained current expenditure and budget statements. The school is on track to meet all expected targets.   * He explained that the school has been prudent with money this year – using funding appropriately to have a carry over to fund future support programs and gifted and talented program in line with the school business plan * Projected student numbers for 2022 is currently 599. Base funding cuts out at 600 but with other funding it balances out for over 600 * Rick has successfully secured from DOE the allocation of the Planet Street facility for 2022 for Lathlain Kindergarten students.   + Staggered start and finish times   + RKC to keep a bus at Lathlain for transport to and from offsite Kindy   + One year lease currently   + Library on site   + Long term goal to have all students onsite with capital works required to upgrade the school | For Discussion |  |
| 3 | **Public School Review Update** | Overview of the Public School Review outcome   * Successful outcome of the PSR * The school has met the standard and been congratulated * Focus to move on from the past and build on this review and the future via the business plan * Next review in 3 years, August 2024 * Recommendations from the Review are already included in the business plan’s success criteria * Rick plans that School review template be used as a school assessment tool * Review staff enjoyed speaking to the students about their experiences in the school. * Already sent out via seesaw for community viewing. | For noting |  |
| 4 | **10 Year Plan and Strategic Risks** | Overview of 10-year planning approach and process Discuss key strategic risks and treatment plans  Rick explained the process of the Board creating a 10 year plan for the school. This would forward longer term direction and goals. Will take some time to fully map out, maybe 12 months. Board agreed that this would be of great interest and value.  Next steps   * Dedicate time at school board meetings, * Decide what areas are we going to be targeting. ie Facilities, Learning Programs, Learning environment, Strategic Risks. This would allow us to target grants required and lobby successfully. Some areas to consider would be the amount and location of toilets as an ongoing issue, a Kindy facility similar to Victoria Park something we could achieve here, using Rayment Park as playground space, seeking information for future planning from the community nurse (numbers of children 0 to 3years in the area) and census information. | For discussion |  |
| 5 | **Contributions and Charges** | Review contributions and charges, items of personal use (book lists) and extra/optional components.   * Similar costing to last year, these are the maximum that items may cost. * No one misses out, the school has a student welfare fund for student who need financial support. * ICT and program apps cannot be charged to parents and has been removed from the list. The school will review the programs in use and what can continue to funded. | For approval | Motion: The Schedule of Maximum Charges is endorsed.  Moved: Mark  Seconded: Dianne  Voted, all agreed |
| 6 | **Annual Public Meeting** | Planning for Annual Public Meeting, date to be held, 14-day notice communication, etc  Open meeting has to be advertised and held even if they are not well attended.  Last meeting of the year. Use the second meeting of term 4 (Monday 6th December) and advertise from the beginning of term 4.  For community to see how the board operates and discuss school annual report. | For discussion |  |
| 7 | **Board and community** | Discuss updates on communications, quarterly Newsletter update, and opportunities to promote the school and be visible in the community  Mark to circulate the newsletter draft for feedback to update the community. | For discussion | Mark to circulate a newsletter draft to members for feedback. |
| 8 | **General Business**  *Discuss any other business arising* | * Kindy parent meeting date for Board members to attend. Carly will be at the meeting for her child. Wednesday 3rd November 9am * Board community with other local schools discussed previously and possible to reapproach. Seeking ideas and insight from other established School Boards. * Board training for term 1 2023.   Board members want to ensure the Board is strong and working to build and support the School. Rick explained that the training will give the board more insight, such as the 10 Year Plan  More workshops for involvement of the board  Building the forward activity planner for 2022. |  | * Dianne to post the meeting date on connect * Rick to follow up with DOE and a possible connect group * Rick to organise training date |
|  | **Close: 6.35pm** | **NEXT MEETING**: Monday 8th November @5.30pm |  |  |