**SCHOOL BOARD MEETING AGENDA**

Building successful lifelong learners and developing empowered individuals in a caring and connected community.

**Monday 28th March 2021 at 5.30pm**

|  | ITEM | DETAILS | DOCUMENTS | PURPOSE | LED BY | MOTION | Minutes and Actions |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **Welcome**  *Includes meeting open, introductions, apologies and noting of minutes of last meeting, etc.* | * Welcome * Apologies * Conflicts of Interest * Correspondence – Public School Review scheduled for Term 3 2021. | Annual Public Meeting Minutes | For approval (minutes) | Chair | **Motion:** Minutes of the meeting annual Public Meeting are endorsed. |  |
| 2 | **Annual Governance Document Review** | Review and approve:   * Code of Conduct * Terms of Reference | 1. Code of Conduct for Lathlain School Board Members 2. Lathlain School Board Terms of Reference | For review and approval | Chair | **Motion:** Board approves Code of Conduct and Terms of Reference  (Note – all members to sign Code of Conduct) | The Code of Conduct was reviewed and endorsed by the board.  Moved by Carly, seconded by Sally Holle  The TOR was reviewed and endorsed by the board.  Moved by Rick Walters and seconded by Alex King |
| 3 | **Review Board Structure** *Discussion composition, succession planning, community membership, position of chair* | Review and discuss the composition of the Lathlain School Board for 2022, induction process/training for new members and agree position of Chair. |  | For discussion and ratification | Chair | **Motion:** Board ratifies structure for 2022 | The structure of the Board was reviewed, the position of chair was discussed and the group agreed that it would remain with Mark Wallace, noting that this will be his last year available for the role. Moved by Sally Stowers, endorsed by Annette Miller  Discussion re; need for a community member to be engaged as a part of the board, and the benefits of this person having a political focus.  **Action: RW to approach local member to gauge interest.** |
| 4 | **COVID-19 Risk Mitigation Plan and Response**  *Discussion of COVID-19 planning and response* | Update on the COVID-19 Risk Mitigation Plan and Response | COVID-19 Risk Mitigation Plan | For noting and discussion | Principal |  | COVID plan available on the website. Communications has gone out to direct people to this information.  Ventilation audit was completed, based on summer conditions. Department has informed the school another audit will be completed based on winter conditions. No timeframe yet, but has to be done prior to winter – likely to be early in Term 2.  MW noted that the school is doing a great job in coordinating the response to COVID, and communications with the community. RW informed the group that it is a team effort by everyone within the school. Really pleasing to see limited transmission within the school, the mitigation strategies in place are working. |
| 5 | **Finance Report and Funding Agreement**  *Discuss financial position and Funding Agreement* | Overview of financial position, reporting and endorsement of Funding Agreement | Financial Reports | For discussion and endorsement | Principal | **Motion:** Board endorses the outlined Funding Agreement | The one line budget statement has been circulated. Sitting at around $5.5m, expenditure is sitting at around $5. The budget is well balanced, sitting at around $80k in the green with salaries, and $30-40k in cash. Goal is to hit the 5% variance mark.  This year have added another specialist area in with regards to accelerated learning plan – this is additional cost however an achievement against the business strategy.  No changes in the funding position relative to last year. The structure of allocations is pretty much the same. At just under 600 students so have kept the additional loading. Have an increase in the number of Aboriginal children this year which brings some increase in funding. 10% of student population is EALD. Some funding allocation for social disadvantage, disability, and mental health. Also receive funding for graduate teachers, kindy, COVID cleaning/supplies.  **Action: all to review the financial report, this will be an agenda item for endorsement in Term 2 meeting.** |
| 6 | **Board Strategic Focus Areas for 2022**  *Discuss priorities and key result areas* | * 2031 Blueprint * School Business Plan (and KPI) review – timing? | Online Planning Board (Mural) | For discussion | Principal |  | Beginning of next term will receive some information on the 2022 Annual Report. Will have approx. 4 weeks to review and provide feedback, before endorsement and wider circulation. Will contain KPIs/success targets and how we are tracking against these (based on process undertaken last year).  Please provide early feedback to RW in advance so he can continue to refine prior to group discussion with the Board.  Re: the Blueprint – staff are new to the process and may not have had time to review. Still not a lot of information that is on there, RW requesting people to continue to review and add information. RW would like to seek external feedback via community survey early in Term 2. MW requested we set an alternative time to do some group work on the strategy outside of the Board meeting. CD offered space at the Foundation where we can socially distance. RW requested this be locked in for the 9th May, group to spend the first hour of the next board meeting dedicated to this work. Discussion re: using this space at the Waalitj Foundation ongoing to enable face to face meetings and better ability to brainstorm and share ideas.  **Action: all to review the draft blueprint pre-work available on Mural prior to group brainstorming session, and contribute ideas.**  **Action: CD to confirm space at the Foundation for next Board meeting (9/5/22) (and potentially ongoing)** |
| 7 | **Board and Community Communications** *Discuss updates on communications, quarterly Newsletter update, and opportunities to promote the school* | Discuss Board communications activities and calendar |  | For discussion and ratification | Chair |  | Agreed last year that board members would have their kids draw a picture of them, and a short profile of their background and what they are hoping to contribute.  **Action: New staff members to provide profile and picture to RW.**  Discussion re: name badges - teachers who wear name badges could also have their involvement on the board indicated on their name badges. RW suggested that Parent Board Members should also have name badges. SH suggested that the board member badges could be a little bit different, perhaps showing the CARE focus.  Discussion re: breakdown of tasks between the Board Members – MW has taken allocations. All to work as a group within the areas and share tasks. Will review again next term as to how it is working and continue to refine. |
| 10 | **General Business**  *Discuss any other business arising* | 1. School Board Training (online) 2. Board Tasks |  | For discussion | Chair |  | RW informed the group that school board training has now moved online.  **Action: RW to circulate new board member induction link and instructions; all members to complete**  Nil other business raised. |
|  | **Close** | **NEXT MEETING**: Monday 9th May   * Annual Report * School Business Plan Update * Surveys |  |  |  |  |  |