

Minutes of meeting BM3 13th September 2019

ATTENDEES: Jason Shapcott (Principal), Pearl Norman (Deputy Principal), Natasha Deery, Anne Semple, Janine Wain, Amanda Buisman (Chair), David Cousins, Karen Ramsay, Karen Wheatland and Sam Glead (Executive Officer)

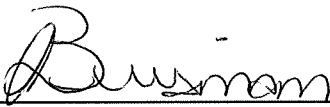
1.0	Welcome and apologies	ACTIONS
1.1	<i>Opening and welcome</i> The meeting was opened by Amanda at 8.07am.	
1.2	<i>Apologies</i> Jenny Bawden	
2.0	Disclosure of interest	
2.1	Amanda mentioned that she would have a disclosure of interest on the Agenda for BM3 13 th September with regard to the Local School Community Fund, if airconditioning was chosen as the project to apply for the grant. Her family business Buisman Airconditioning Services Pty Ltd has done work for the school before, has previously quoted on this particular project and will re-quote, should airconditioning be selected.	
3.0	Minutes of the last meeting	
3.1	<i>Business arising from minutes 28th June 2019.</i> The Colour Run was not advertised in the Community News due to bad weather and the reporter being unable to attend. They will however do a piece on the fete. WhatsApp group has been set up. City of Melville have approved an additional \$10,000 funding for the Willagee Library Homework Club. Jason thanked Board members for their assistance with the ESAT School Review. The report was outstanding with no directed findings. Amanda pointed out that further training for Board members was recommended and requested that everyone please run through the training modules on the USB in their Board folders.	
3.2	No changes were made to the minutes from BM2.	
3.3	The minutes (BM2) were passed by Pearl and seconded by Karen W and approved for the Chair to sign as complete and accurate.	
4.0	Principal's Update and Financial Report	
4.1	<i>Principal's Update</i> Jason mentioned that kindy enrolments for 2020 were already at 50 where once the school struggled to get 40. He is now wondering whether to go for 60, which could easily be done taking into account the local indigenous and lower socio economic families in the area who do not enrol until the last minute. Emma from Community News is doing an	

	<p>article on Caralee and kindy enrolments will be mentioned in this. Once a waitlist of an additional 10 applications had been achieved, Jason would approach Fremantle LDC for the possibility of an empty LDC classroom that Caralee could rent. The 0-4 years demountable is also a possibility, being a licensed early years classroom. With the amount of residential building that is currently happening in Willagee, this will increase student enrolments and an increase has already been seen.</p> <p>With the current 50 kindy enrolments the plan is to have 40 in B6 and 10 in B7 as a kindy / pre-primary split. The oldest children of this cohort and those with a readiness to learn would be selected to go into the k/pp class.</p> <p>Karen W suggested kindy enrolments could be promoted on the Board / P&C fete stall, talking in particular to indigenous families who had not yet enrolled. It was agreed that enrolment packs would be supplied to the stall to hand out.</p>	
4.2	<p><i>Financial Report</i></p> <p>Anne presented the Board with the Operational Dashboard finance area, showing a forecast variance of \$60,000. She pointed out that salaries are a bit high due to Darron being away on sick leave with Craig Beard and Janine filling in the Acting Deputy role until Darron returns. Darron's return to work may start with half day transitioning but this will be looked at closer to the time. Each pay process sees this figure alter.</p> <p>Overall the school is in a good position for this time of year and forecast to achieve the required 96% spend.</p> <p>Jason mentioned that they are currently planning for next year with census having been provided with projected student numbers for 2020. Unfortunately, these numbers are already incorrect with more children already enrolling and others planning to enrol. He noted that when children enrol mid-year the school does not get any money for these children. There is no further cash allocated until a school gets an additional 35 children.</p>	
5.0	Board Endorsements and Financial Approvals	
5.1	<p><i>Charges and Voluntary Contributions</i></p> <p><i>A copy of the estimated Charges & Voluntary Contributions for 2019 and 2020 had been emailed to members prior to the meeting.</i></p> <p>Anne stated that teaching staff had been asked to look more intensely at what was required for personal items in each year group. In previous years the school had ordered book lists with Office Max but next year would be ordering with Ziggies, a local company who Anne has worked with previously and who come with very good feedback from other MCS's currently using their service. Their contract includes reduced prices for families, 5 x \$100 vouchers that will go to the P&C and a \$500 credit for the school.</p> <p>Swimming fees have increased by \$5. There is a plan to run the swimming lessons over one week rather than two, with a one-hour session each day rather than 30 minutes. This would lower the costs for the bus. There is a chance that relocation to another swimming pool will be required due to renovations at LeisureFit Booragoon.</p> <p>Melville SHS has offered the use of their bus but it would require a driver. Janine mentioned she has her bus licence. Horizons West were</p>	

	<p>used this year and had great feedback, a nice driver and faultless delivery. The finance committee will monitor to ensure the price doesn't increase dramatically over the next year or so.</p> <p>The Board members officially approved the Contributions and Charges for 2020 and Amanda endorsed on behalf of the Board.</p>	
5.2	<p><i>School Development Days for 2020</i></p> <p>Jason stated there would be no change to the School Development Days suggested by the Department of Education for 2020. This would mean the first day of terms 2, 3 & 4 will be pupil free days.</p> <p>The Board members officially approved the School Development Days for 2020 and Amanda endorsed on behalf of the Board.</p>	
6.0	Local Schools Community Fund	
6.1	<p><i>The results of the Local Schools Community Fund survey had been emailed to members prior to the meeting.</i></p> <p>Jason mentioned that the WA Labour government had a similar grant in recent years in which Caralee benefitted with the nature play area. The most recent grant the school has attained is for shade on the oval which is coming soon with a \$27,000 structure being built over the playground that was once shaded by a bit tree that unfortunately died.</p> <p>Amanda ran through each option on the survey that people could vote for, the project suggestions having come direct from the Funds fact sheet. Jason mentioned that a lot of the options the school is already funded for and others would require ongoing funding – eg: wages for staffing for additional chaplain hours to assist with counselling or youth mental health support.</p> <p>ICT facilities / equipment / software – Janine is currently doing a lot of coding and robotics and is setting up a new STEAM (Science, Technology, Engineering, Arts & Mathematics) Lab which will hopefully be ready for the start of next term.</p> <p>Janine, along with three other teachers attended a STEAM PL at Brookman Teacher Development School and was very inspired. She was grateful that Jason allowed her to spend money in this area to achieve what she has in the new STEAM lab. Board members will go on a tour of the STEAM lab after the meeting.</p> <p>Jason mentioned that with regard to playground and sporting equipment, there is no need for this as the school is amply funded for this and do not require any additional equipment.</p> <p>Student wellbeing, counselling and mental health support was flagged as being important in the results. Jason stated that mindfulness is included in the business plan under the Australian Student Wellbeing Framework to look into over the next 3 years.</p> <p>Karen W enquired about the condition of the netball / basketball / tennis court area and Jason notified that this area is being fixed by BMW as the surface is sinking. Karen suggested that this area could be shaded and hired out to the community on weekends. She also noted that the state election is coming up in 2021 and the Member for Willagee, Peter Tinley could be approached with regard to funding for improvement to this area. Jason reminded members that Lisa O'Malley gained funding for Melville SHS's performing arts centre.</p>	

	<p>It was discussed that this area could be used as a community hub with the area fenced off to allow access from the outside and a fee for use or hire. For this whole area to be revamped it would cost a lot more than \$20,000 for shade alone. Other things to consider would be insurances, neighbours etc. Jason and Karen will meet to discuss this further.</p> <p>With regard to musical facilities etc. Jason mentioned that timetables for music specialists are very difficult to fit in with and there would be ongoing costs after the \$20,000 was spent.</p> <p>It was suggested that a lot goes on behind the scenes that perhaps parents are not aware of. Students are tested for an aptitude towards a particular instrument. Because of the lower number of students at Caralee, the school only gets one instrument. Essentially more students equates to more instrument options. This was also deemed to be quite exclusive and not offered to the whole school. The library is very well resourced.</p> <p>Buisman Airconditioning Services quoted on air-conditioning in the undercover area a long time ago. Large industrial fans are a second option and Jason & Viv are going to visit a school next week to look at their fan installation.</p> <p>Counselling or youth mental health support and measures to target student wellbeing could be looked at as spending money on upskilling teachers for PL. Currently Jane, Chaplain is available 3 days per week. She is currently working on an 'opt in – opt out' form for parents to fill in for students who need ongoing support. The fund could be used to increase chaplain time for one year or alternatively Pearl could seek Professional Learning opportunities for all teachers to be upskilled. 'Rainbows' was a program offered by a past Chaplain, Anne. It was suggested that Jane and teaching staff attend a PL on this program, if available.</p> <p>Jason mentioned that the solar panels on D block are looking very old and tired and are not producing the power they once did.</p> <p>Discussion was held on Senior and Level 3 teachers, only one of whom the school currently employs. There would be 3 or 4 teachers who would qualify for attempting Level 3 but they are close to retirement and do not feel it necessary at this stage. Janine recently gained Senior Teacher status through RPL (Recognised Prior Learning). Jason is adding this topic to the Workforce Management Plan.</p> <p>The Board agreed to empower Jason and Anne to work with Viv to prioritise the projects, giving three options.</p> <p>At this stage, investigations will be held on the following options:</p> <ul style="list-style-type: none"> • Fans • Student wellbeing program • STEAM PL and computing equipment 	
7.0	General Business	
7.1	<p>Caralee has been chosen as a pilot school for WA Future Leaders Framework which is an approach to proactively identify, develop and support high potential leaders within the school to take their next leadership step.</p> <p>Admin, teachers or peers can nominate as aspirants. This would then mean any future 'acting deputy' role would be selected from this group.</p>	

7.2	<p><i>Promotion of the Board</i></p> <p>It was suggested that promotion of the Board needs to be looked at more than once per year. This year there will be the parent night and the fete. Jason stated that Emma Charlton, School Officer was becoming more of a PR role and there was becoming a need to spend money on PR to ensure people are being informed of the good things happening at the school.</p> <p>David, Karen R and Karen W will be on the Board / P&C stall at the fete. Julie Cummings (Teacher) has also offered. Amanda stated that the P&C will coordinate this and will be in touch.</p> <p>Jason will take Board members on a quick tour of the STEAM Lab after the meeting.</p>	
8.0	Time and date for next meeting	
	<p>Amanda thanked everyone for attending the meeting and closed the meeting at 9.36am</p> <p>The next meeting is on Friday 13th December 2019 at 8.00am in the Conference Room.</p>	


 Signed (Chair)

6/12/19
 Date:

APPENDIX BM3: ACTION ITEMS FROM BOARD MINUTES

MEETING	ITEM	ACTION	STATUS	OWNER	DUE DATE
BM2	6.4	Schedule of Board Business emailed to members	COMPLETE	SG	ASAP
BM2	7.1	Set up WhatsApp group	COMPLETE	SG	ASAP