

School Board

Minutes of meeting BM4 6th December 2019

ATTENDEES: Jason Shapcott (Principal), Pearl Norman (Deputy Principal), Natasha Deery, Anne Semple, Janine Wain, Amanda Buisman (Chair), David Cousins, Karen Ramsay, and Sam Gleed (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 and Karen Wheatland	
2.0	Disclosure of interest	
2.1	The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Agenda for BM4 6 th December Agenda.	
3.0	Minutes of the last meeting	
3.1	<p><i>Business arising from minutes 13th September 2019.</i></p> <p>Amanda queried if Board members had completed their School Board training modules that had been provided in their Board folders on USB. She requested that those who had not yet completed the training please ensure they attended to this.</p> <p>Kindy student numbers would be discussed later in the Principal's Report.</p> <p>Amanda thanked Board members for attending the fete and volunteering on the Board and P&C stand. She announced that the fete had so far raised \$9,663 with some additional funds yet to be received.</p> <p>The Local Schools Community Fund grant would be discussed as Item 5 on the Agenda.</p>	
3.2	No changes were made to the minutes from BM3.	
3.3	The minutes (BM3) were passed by Karen R and seconded by Natasha and approved for the Chair to sign as complete and accurate.	
4.0	Principal's Update and Financial Report	
4.1	<p><i>Financial Report</i></p> <p>Anne presented Board members with a copy of the Operational One Line Budget Statement. This indicated a variance of \$69,618 which was mostly salaries and some cash, keeping in mind that some of this amount is budgeted figures.</p> <p>As part of the Government stimulus to prop up the economy, \$52,000 had been provided to Caralee CS for maintenance necessities. This money needs to be spent by February next year.</p>	

	<p>So far ceiling work, tiling and flood lights had been completed and bigger works such as plastering and painting in various classrooms would be done later. Anne mentioned she was following up with various maintenance companies for outstanding invoices for the school to pay. This also included the Facility Management playground shade structure, that was funded by the grant. This was an indication of how inundated the accounts department must be.</p> <p>The 96% minimum spend for the year was on track to be easily achieved.</p>	
4.2	<p><i>Draft Budget</i></p> <p>Anne presented members with a copy of the draft 2020 Budget and indicated that it was all dependent on student numbers, but at this stage it looked as though everyone would get the budget they required.</p> <p>There was a Cash Carry Forward of \$60,000 for salaries as there were still some staffing changes waiting to be processed.</p> <p>Jason mentioned that with Darron Acott being away on sick leave it had been working effectively to have Janine filling in as needed. The school had also made a commitment for Craig Beard to fill in as Acting Deputy Principal for three days for the entire term.</p> <p>Adding another classroom and the associated costs was also making it difficult to cash carry over the amount.</p>	
4.3	<p><i>Principal's Report</i></p> <p>Jason presented the Board with his Principal Report which would also be presented at the upcoming P&C meeting and partially included in the final newsletter for the year. He asked Board members for their feedback and any omissions as he went through it.</p> <p>Jason thanked Amanda for stepping into the Chair role so smoothly and to Karen R for being her back-up support if ever needed.</p> <p>NAPLAN and testing in general is moving more online and results showed that some students were not engaging well with online testing. Computer literacy skills would be a focus for 2020.</p> <p>With regard to student numbers for 2020, there had been a drop in Kindy enrolment numbers due to 3 students being accepted into the Fremantle LDC and 2 not meeting the new immunisation requirements. Pearl has recently held school tours with other potential kindy families and at this stage numbers were sitting around 52-53. With 20% Aboriginal families currently enrolled at the school there was a chance that the school could expect late enrolments.</p> <p>The Department of Education has agreed to provide the school with another transportable that will be arriving in term 1. Jason thanked Viv, Principal of the Fremantle LDC for moving a number of staff to temporary accommodation to enable the Caralee kindy students to go straight into the kindy block. Caralee would also be taking up another class in C block. The Fremantle LDC speech therapists will be moving into the new transportable which will be located near the science lab.</p> <p>It was decided that the year 6 camp would be added to Jason's report, under the pastoral section that included breakfast club etc., as there were students who attended that otherwise couldn't afford to.</p>	

5.0	Local Schools Community Fund	
5.1	<p>Jason stated that the results of the grant were still unknown. Pearl had enquired by email but was yet to receive a response. Jason will call Ben Morton's office to enquire if the application was successful.</p> <p>Amanda queried that if the grant was not successful and if there was a balance left over from the \$52,000 provided by the Government, could this possibly be used to provide fans in the undercover area. Jason felt this could possibly be an option if required but would depend on the costs of repairing the netball / basketball / tennis courts.</p>	
6.0	Delivery and Performance Agreement	
6.1	<p>Copies of the DPA were handed out to Board members. Jason indicated that all IPS schools are provided with a DPA which comprises the School Education Act with some slight variances.</p> <p>Jason ran through the key points of the DPA, particularly 6.2. (c.) which had enabled Jason to choose an Acting Principal for when he is on leave for 6 months next year. Dane Franklin has previously worked as Deputy Principal at Medina, Kwinana, Bicton and currently Parkwood primary schools which Jason felt was a good blend of Caralee-like schools. Parkwood also has an intensive language centre which indicated that Dane will be familiar in a working environment with two schools on one site.</p> <p>Jason was recently invited to speak to 40 schools that were considering moving to IPS. The speech was one he had previously composed along with Karen R during the schools IPS application process. The speech had been marked as one of the top speeches given when applying for IPS status. Part of this speech included the recent changes that meant schools were no longer able to refuse redeployees. Jason was able to turn this into a good news story with Caralee gaining Janine through this process.</p> <p>The DPA was noted and signed by Amanda and Jason and will be posted to the Director General for signing.</p>	
7.0	Surveying the Board and Community	
7.1	A draft copy of the Survey of Board Effectiveness was handed out to members for reviewing. After a brief discussion it was decided that Sam would create this as an online survey and will email a link to board members for completion.	Sam to create and distribute Survey of Board Effectiveness online
8.0	General Business	
8.1	<p>The Caralee Cats long-term netball coach, Catherine Elliott has resigned from her position as coach. Amanda has prepared a thank you letter that will be added to the school website and posted to Catherine.</p> <p>Amanda thanked Karen R for all of the years she had invested in the school, with both the P&C, School Council and for staying on board an additional year with the School Board as back-up support.</p> <p>Discussion was held regarding vacancies on the School Board for 2020 and exploring the possibility of an increase in numbers. It was decided that a call out for Board member nominations would be made in term 3, once Jason returned from leave. This will be added to the Agenda for the term 3 2020 Board meeting. The Terms of Reference will need to be reviewed to find out if the clock continued or started again when the change was made from School Council to School Board.</p>	Add School Board member nominations to Agenda for term 3 board meeting

	David queried how many people actually know about the board. A suggestion was made for board members to be invited to an assembly where they could explain who they are and what the Board's role is. Karen R suggested perhaps a photo of Board members could be included in the school newsletter. Jason suggested Dane could promote the Board in the mid-term newsletter in term 1.	Promote the School Board in the school newsletter mid-term term 1.
9.0	Times and dates for next year's meetings	
9.1	<p>The following dates were set for 2020 Board meetings:</p> <p>Friday 3rd April Friday 26th June Friday 18th September Friday 11th December</p> <p>Meetings are held in the Caralee CS Conference Room from 8am.</p> <p>Sam will send out calendar invitations for these meetings.</p> <p>Amanda thanked everyone for attending the meeting and closed the meeting at 8.55am.</p>	Send calendar appointments for 2020 Board meetings

Signed (Chair): _____ Date: _____

APPENDIX BM4: ACTION ITEMS FROM BOARD MINUTES

MEETING	ITEM	ACTION	STATUS	OWNER	DUE DATE
BM4	7.1	Sam to create and distribute Survey of Board Effectiveness online		SG	ASAP
BM4	8.1	Add School Board member nominations to Agenda for term 3 2020 board meeting		SG	ASAP
BM4	8.1	Promote the School Board in the school mid-term term 1 newsletter		DF	10/03/20
BM4	9.1	Send calendar appointments for 2020 Board meetings		SG	ASAP