

School Board

Minutes of meeting BM6 29th June 2020

ATTENDEES: Dane Franklin (Principal), Pearl Norman (Deputy Principal), Amanda Buisman (Chair), Natasha Deery, Anne Semple, Janine Wain, Karen Wheatland 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 8.21am.	
1.2	<i>Apologies</i> Jenny Bawden and David Cousins.	
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 BM6 29 th June Agenda.	
3.0	Minutes of the last meeting	
3.1	<p><i>Business arising from minutes 22nd May 2020.</i></p> <p>Amanda requested that all remaining National Police History Check clearances be processed and any School Board Training Modules (on USB in folders) be attended to before the next Board meeting.</p> <p>The Melville Citizens Relief Fund hampers had been distributed to families who had been very appreciative. Steve Grant from the Fremantle Herald was preparing an article with photos of the hampers. Karen was arranging this along with a back story. Moving forward, feedback was given regarding more definitive guidelines or criteria on who should qualify for the hampers. It had caused some division with other families and it was suggested that collection could be made at another location, rather than from the school. It was also felt that due to COVID, some families who have possibly lost jobs may have been missed. Karen was grateful for the feedback.</p> <p>The Dymocks Claremont grant of \$3,800 worth of books had been received. Dane will send a thank you letter.</p> <p>Parking was an ongoing issue and Amanda felt it was getting dangerous. Dane had raised the issue of the Winnacott/Leach corner with Phil White and was informed that Melville SHS encourage student drop off and pick up from this area. As student numbers increase at both schools this will become more of a problem. Karen will escalate the matter and will send Mick at City of Melville an email as top priority.</p>	<p>National Police Clearances and Board Training Modules attended to before next Board meeting</p>
3.2	No changes were made to the minutes from BM5.	
3.3	The minutes (BM5) were passed by Pearl 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>Principal's Update</i></p> <p>Dane mentioned that with the latest COVID restrictions moving into Phase 4 it was almost going back to 'business as usual'. Barriers on the gates would be removed as of this week and parents are invited back on site. Rather than re-writing duty rosters etc. most things will remain the same for the last week of the semester i.e. the assembly had remained as virtual, the duty rosters remain the same and the canteen will still be taking orders from outside the school office each morning. School camp is due in week 3 of term 4 – watch this space.</p> <p>Jason will be returning at the start of week 2, term 3 and is currently in quarantine in Sydney. Dane has been contracted as Principal to a school in Rockingham for semester 2, making this his last week at Caralee CS.</p> <p>Dane said the school had had some major celebrations during his time at Caralee with Jason having agreed for Dane to deal with some specific targets while he was away. Staff had been really enthusiastic and lots of things had been ticked off, putting the school in a good position going into the next half of the Business Plan. Anne had been an amazing support and had taught Dane a lot about the back end finance matters. Dane said the whole staff were amazing and with Anne's support, Shannon's knowledge of the families, Emma with her PR and good news stories, he had felt very supported.</p> <p>Amanda reiterated that Anne's knowledge of finance had been a massive support to the P&C Fundraising team with claiming GST etc. Dane said she was a fountain of knowledge and had discovered that the school was eligible for \$25,000 of funding with Jason on military leave, which would be spent on building a fitness track / naturescape on the end oval.</p>	
4.2	<p><i>Financial Report</i></p> <p>End of Year had just occurred; the Finance Report would be postponed until the next Board meeting.</p>	
5.0	The DPA & Business Plan	
5.1	<p><i>The Delivery and Performance Agreement</i></p> <p>The DPA had been signed off by Jason and Amanda last year and was sent to the Leadership, Innovation and Strategy directorate for signing by the Director General. Jason may be in receipt of this. This will be moved to the next Agenda.</p>	
5.2	<p><i>Business Plan</i></p> <p>Dane issued Board members with a copy of the 'Business Plan Self-Assessment 2020' document (<i>attachment 1</i>) and stated there were caveats on the goals marked in yellow and red with NAPLAN being very cohort specific. These were internal measures and Dane felt the school did not need to be too hard on themselves with another 18 months to get to the point of "achieved".</p> <p>Whilst there had previously been no measure on positive behaviour, Ted tokens are now being monitored and recorded. 1,000 Ted Tokens had been handed out by staff per fortnight. TED awards, merit certificates and cool cats had been the only data captured previously.</p>	

	<p>The National School Opinion Survey would be done by the end of the year.</p> <p>The Board agreed they liked the traffic light system and the school will continue using it as a self-assessment measure.</p>	
6.0	Terms of Reference	
6.1	<p>As there were still a few points that needed to be decided on, it was agreed that the Board would wait until the full complement of community members and Jason were in attendance. Dane mentioned that Jason had the intention of replacing Karen Ramsay's position on the Board and ensuring there were more Community Reps than Staff Members.</p>	
7.0	Board and Community	
7.1	<p>Amanda discussed the methods the Board had made to increase the profile of the Board, including a stand at last year's fete and a newsletter article last term.</p> <p>It was suggested that the Board donate a book award at the graduation assembly for 'effort' or 'empathy toward others' or something similar. Amanda suggested the P&C could also donate one and could cover the cost for both. Dane suggested a 'Believe You Can' award. Karen had donated a book prize last year and would like to do the same again this year. It was agreed that the prerequisites would include showing the values of school, being your best etc. This would be carried over to the next meeting to action and put in place.</p>	<p>Book Award from the Board for the graduation assembly on Term 3 agenda</p>
8.0	General Business	
8.1	<p>Amanda shared the P&C update (<i>attachment 2</i>).</p> <p>It was recommended that Drayton from Gee Dads contact Felix Ross, Engagement Officer at City of Melville.</p> <p>Willagee IGA had made a \$1,000 donation to the canteen and COVID funding from the Government had sourced a \$10,000 tax break for the canteen.</p> <p>Family Picnic Day – Amanda queried if this could be more flexible and held on a different day each term, giving working parents more opportunity to attend. Dane suggested that a Tue, Wed, Thurs rotation might work.</p> <p>Open Night – this will now go ahead but a date was yet to be set. The Board would be involved to promote the school and it would be pushed as a "community night" with 2021 Kindy parents being invited.</p> <p>Karen queried if the Noongar language could be reintroduced as a subject at Caralee as it had been in the past. Pearl said a survey had been sent out to parents at the time of it being taught and it was an overwhelming majority who voted it as not beneficial to the school. Parents felt it wasn't advantageous when Italian and Chinese are taught in high school. Dane pointed out this would require a teacher and LOTE had been on the Department of Education agenda for last 5 years with only 15 teachers qualified to teach LOTE across the state. Tash wondered if this could be included as part of the Homework Club sessions. Dane mentioned that the Aboriginal Cultural Standards Framework is being pushed next semester and it was agreed that it is sufficient that Aboriginal Culture, rather than language, is being taught at this stage.</p>	

	<p>Melville Stimulus Package – Karen notified the Board that a provision had been made by the City of Melville to partner with schools to co-share sporting facilities. This could potentially involve the construction of a shelter over the netball courts, adding a toilet and storage shed, with the City of Melville matching costs. Dane noted this would have to be in agreement with the Department of Education.</p> <p>In closing, Amanda thanked Dane for everything and especially doing such an amazing job of leading the Board through the COVID crisis.</p>	
9.0	Time and date for next meeting	
9.1	<p>Amanda thanked everyone for attending the meeting and closed the meeting at 9.15am.</p> <p>The next meeting is on Friday 18th September 2020 at 8.00am in the Conference Room.</p>	

Signed (Chair): _____ Date: _____

APPENDIX BM6 ACTION ITEMS FROM BOARD MINUTES

MEETING	ITEM	ACTION	STATUS	OWNER	DUE
BM4	8.1	Add School Board member nominations to Agenda for term 3 2020 board meeting		SG	ASAP
BM5	10.0	Reminder for Criminal History Checks	ONGOING	SG	ASAP
BM5	10.0	Complete School Board Training Modules (on USB) if not already done.	ONGOING	ALL	ASAP
BM5	10.0	Parking/traffic issues around school to be Discussed.	COMPLETE	AB & KW	ASAP
BM5	10.0	Parking note in Newsletter. Leach Hwy / Winnacott St corner issues to be discussed with Phil White.	COMPLETE	DF	ASAP
BM6	3.1	National Police Clearances and IPS Board Training Modules attended to before next Board meeting		ALL	18/09/20
BM6	7.1	Book Award from the Board for the graduation assembly on 3 rd term agenda		AB	18/09/20