

**School Board**

*Minutes of meeting BM7 16<sup>th</sup> September 2020*

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

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	<i>Opening and welcome</i> The meeting was opened by Amanda at 8.05am.	
1.2	<i>Apologies</i> Karen Wheatland	
<b>2.0</b>	<b>Disclosure of interest</b>	
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 BM7 16 <sup>th</sup> September Agenda.	
<b>3.0</b>	<b>Minutes of the last meeting</b>	
3.1	<i>Business arising from minutes 29<sup>th</sup> June 2020.</i>  Amanda queried if all remaining National Police History Checks had been processed and if the School Board Training Modules had been attended to by all members. All present members had completed both items. Jason noted that Karen had intended to bring her clearance documentation for signing at this Board meeting. Sam will follow up to ensure this is done and that Karen has also completed the Board training.  The Book Award would be discussed later in the meeting.	Sam to follow up with Karen re: Screening Clearances and Board Training Modules
3.2	No changes were made to the minutes from BM6.	
3.3	The minutes (BM6) were passed by Janine and seconded by Natasha and approved for the Chair to sign as complete and accurate.	
<b>4.0</b>	<b>Principal's Update and Financial Report</b>	
4.1	<i>Parent Night 2020</i>  Traditionally an open classroom event is held in term 3 for parents to view their child's work. Due to COVID-19 restrictions this had not been included on the term planner. After an explanation by Jason, Board members agreed that with current COVID restrictions and the large amount of preparation involved during what is a busy time of year it, the event would be cancelled for 2020.  Jason will send a letter out to notify families of the cancellation and reassure them they are welcome to pop in to classrooms before or after school to view their child's work, or book an appointment to chat to the teacher.  <i>Extended Lunch Break</i>	

	<p>With an additional 30 minutes of DOTT time being allocated to teachers (from 240 to 270 minutes) under the new Enterprise Bargaining Agreement, this has allowed for the length of the school lunch break to be reassessed Both schools often get requests from parents to extend the lunchbreak which is historically quite short due to student behaviour 15 years ago. Jason proposed to the Board to extend the lunch break by 10 minutes which would mean the school day would need to start 10 minutes earlier at 8.40am. All Board members agreed this was a good decision. Jason will now arrange for a short survey to be sent out to gauge parent consensus.</p>	
4.2	<p><i>Work from Home Packages</i></p> <p>Jason mentioned staff had been working behind the scenes in preparation for any further COVID lockdowns or learning from home requirements. Whilst high schools are working on on-line packages, primary schools generally don't have the IT ability to connect face-to-face which has been proven to be most effective. The idea would be for each year group to have a zoom lesson for half an hour in the morning then moving on to the work from home packages.</p>	
4.3	<p><i>Finance Report</i></p> <p>Anne shared the Operational Dashboard with Board members and noted that the budget was looking very healthy due to the \$25,000 payment for Jason's military leave, along with wages for staff who had gone on COVID leave and were replaced with relief staff.</p> <p>These extra funds will be put toward the introduction of the Talk for Writing program plus an upgrade to the nature playground and resurfacing of the soft fall play areas throughout the school.</p> <p>Jason and Amanda thanked Anne for her report and excused her from the meeting.</p>	
<b>5.0</b>	<b>School Board Member Nominations</b>	
	<p>Jason queried that since the school had recently increased from approx. 300 to 360 students, was there a need to increase the number of members on the board? Discussion was held on the value in this and was it deemed necessary? Jason mentioned that the staff to parent ratio would mean that an additional two members would need to be added if a parent was added.</p> <p>Amanda mentioned that she had a parent in mind who had expressed interest in becoming a Board member.</p> <p>It was agreed this would be discussed at the end of the year when Board positions were discussed.</p>	
<b>6.0</b>	<b>School Board and Community</b>	
6.1	<p><i>Book Award for graduation assembly</i></p> <p>It was agreed that the Board will present a book prize to a student who shows the values of the school and the "believe you can" philosophy. It was discussed and agreed that the award will be open to all years and not restricted to year 6's. Teachers will nominate students. The budget request for all graduation books is to be completed by Pearl and submitted to the P&amp;C for approval at the next meeting on the 20<sup>th</sup> October. Budget requests need to be submitted 7 days prior to meetings.</p>	

6.2	<i>Board activity in promoting the school</i>	
	Due to COVID restrictions, no events had been held by the P&C. Jason pointed out that next year will be a fete which will provide more scope to promote the Board.	
6.3	<i>Notice of Annual Public Meeting</i>	
	Jason will put a notification out to the school community that the Annual Public Meeting will be held at the beginning of the Term 4 Board meeting.	
6.4	<i>Crossing guard application</i>	
	Amanda shared that she and Jason had met with Melville Council who had endorsed the application for a children's crossing on Winnacott Street. The application has now been submitted to the State Traffic Office who will conduct an independent survey to verify results. If successful, they will then submit to a panel in November for approval. It would then be referred back to Council for budget sign off.	
<b>7.0</b>	<b>The DPA &amp; Business Plan</b>	
7.1	<i>The Delivery and Performance Agreement</i>	
	Jason was yet to receive the signed DPA. This will be moved to the next Agenda.	
7.2	<i>Data analysis of the Business Plan</i>	
	Jason refreshed Board members on the 'Business Plan Self-Assessment 2020' document. He pointed out the targets that were marked as red "Planned / Not yet achieved" were the National School Opinion Surveys which had not yet been issued and would be going out in term 4.	
<b>8.0</b>	<b>Endorsements</b>	
8.1	<i>Approving and endorsing the fees, charges and voluntary contributions 2021</i>	
	The Finance Committee had not yet met to finalise the 2021 Estimated Charges and Voluntary Contributions. Sam will email this out as soon as it has been finalised, for Board member approval.	
8.2	<i>Endorsement of School Development Days 2021</i>	
	Jason ran through the proposed School Development Days for 2021, which had been allocated for the first day of each term in line with all Riverside Network schools.	
8.3	<i>Change to Term 4 School Development Day 2020</i>	
	Jason shared with Board members a proposal to change the first day and last day of school for students for term 4 2020. The reason for this request was the State Government had offered schools an additional PD day for teaching staff as their usual PD day in term 2 was repurposed for planning Working from Home Packages due to COVID-19.  This, combined with the fact that the school had managed to put aside some funds due to not replacing staff who were working from home during COVID, means the school is in a fortunate position to be able to	

	<p>take on a quite expensive 2 day PD on a new program that will be implemented into the curriculum next year, 'Talk for Writing'.</p> <p>The only suitable available training days were Wednesday 16<sup>th</sup> &amp; Thursday 17<sup>th</sup> December. Teachers had agreed to attending on these days. Jason proposed to the Board that the following changes be made to term 4 – students return to school on Monday 12<sup>th</sup> October and their last day of school for 2020 would be Tuesday 15<sup>th</sup> December.</p> <p>Board members agreed this proposal was for the benefit of students and signed off on the amended 2020 School Development Days. Jason will send a notification to families via a Connect notice.</p>	
<b>9.0</b>	<b>General Business</b>	
9.1	<p>Amanda raised the topic of the Family Picnic Days. Last meeting the Board had agreed to rotate the days to allow parents who work to attend throughout the year. Jason will ensure the term planner is updated, it was agreed the following dates:</p> <p>Term 1 – Mondays  Term 2 – Wednesdays  Term 3 – Thursdays  Term 4 - Fridays</p>	
<b>10.0</b>	<b>Policy Updates</b>	
10.1	There were no policy updates.	
<b>11.0</b>	<b>Time and date for next meeting</b>	
11.1	<p>Amanda thanked everyone for attending the meeting and closed the meeting at 9.15am.</p> <p>The next meeting is on Wednesday 2<sup>nd</sup> December 2020 at 8.00am in the Conference Room.</p>	

Signed (Chair): \_\_\_\_\_ Date: \_\_\_\_\_

#### APPENDIX BM7 ACTION ITEMS FROM BOARD MINUTES

MEETING	ITEM	ACTION	STATUS	OWNER	DUE
BM6	3.1	National Police Clearances and IPS Board Training Modules attended to before next Board meeting	COMPLETE	ALL	18/09/20
BM6	7.1	Book Award from the Board for the graduation assembly on 3 <sup>rd</sup> term agenda	COMPLETE	AB	18/09/20
BM7	3.1	Sam to follow up with Karen re: Screening Clearances and Board Training Modules		SG	ASAP