

Minutes of meeting BM9 2nd December 2020

ATTENDEES: Jason Shapcott (Principal), Pearl Norman (Deputy Principal), Amanda Buisman (Chair), Jenny Bawden, David Cousins, 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 8.07am.	
1.2	<i>Apologies</i> None	
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 BM9 2 nd December Agenda.	
3.0	Minutes of the last meeting	
3.1	<i>Business arising from minutes BM7 16th September 2020.</i> Karen has completed the Board training modules and will complete her National Police History Check today. Graduation books have been approved by the P&C who have suggested two books should be donated – 1 for years 1-3 and 1 for years 4-6. Teachers will nominate the children who these books will be awarded to. Pearl suggested book vouchers might be an idea. Amanda attended 2 kindy orientations on behalf of the Board and presented along with Nadia from the uniform shop and Drayton from Gee Dads.	
3.2	No changes were made to the minutes from BM8.	
3.3	The minutes (BM7 and BM8) were passed by David and seconded by Pearl 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 - please refer to Attachment 1.</i> Jason thanked the Board for what has been a very different year to that planned. Hopefully next year the agenda will fall more in line with the Schedule of Board Business. There has been feedback received from parents regarding the school going "overboard" with COVID restrictions. Jason noted there are a number of schools who still do not have parents allowed on-site and also a number of schools who are not complying with restrictions at all. Caralee is following the Phase 4 guidelines with the 2 square meter rule as stipulated by the WA State Government. The wellbeing hub will be aided by a targeted awards program from Pharmacy 777 Willagee which could potentially bring in \$30k in	

	<p>fundraising each year. At the moment, Jason’s office is often used for pastoral care meetings with parents, the school nurse is working from the conference room – the goal is to get a transportable classroom to use for wellbeing. Peter Tinley has been approached and is currently scoping the area to see what is needed locally to disperse the COVID funding. A total of \$180k would be needed for the transportable. Political funding together with P&C funding, philanthropic donations and some school reserves could see the vision come to fruition potentially within 2 years.</p>	
4.2	<p><i>Finance Report</i></p> <p>Anne mentioned a finance meeting had been held last week. The salary and cash budgets were reasonably healthy. There was quite a lot sitting in the salary budget so it had been decided to transfer some into cash primarily to up reserves that took a hit at the beginning of the year. The general reserve was being used for the wellbeing hub; this had been topped to \$50k with the intention of not touching it for anything other than its intended purpose.</p> <p>The draft budget was still being worked on but looks as though most staff requests would be covered. Cathy has had a comprehensive look at I.T. The school router died earlier this week which the Department pays for. Next year the WAP’s (Wireless Access Points) will need updating which may be leased. This will cost \$20k, of which the Department will pay half. It is hoped they will last another year which will give additional time to cover the cost. Computers and laptops will now be leased rather than purchased as with the 3-year turnover this is the cheaper alternative. All software is now under one budget to make it easier for Cathy to keep track of spending.</p>	
5.0	Board Chair Report	
5.1	<p><i>Board Chair Report - please refer to Attachment 2.</i></p> <p>Karen thanked Amanda and the P&C for the phenomenal achievement of getting the crossing guard approved, something the P&C have tried to do since the school opened.</p>	
6.0	Board Self-Review / Self-Reflection	
6.1	<p><i>Intentions and resignations</i></p> <p>Amanda queried if anyone was planning to not continue with their position on the Board for the following year. All Board members agreed they would be continuing on for 2021.</p>	
6.2	<p><i>Survey of Board Effectiveness</i></p> <p>The results of the Survey of Board Effectiveness had been emailed to Board members prior to the meeting. Jason mentioned the results were overwhelmingly positive. The two points what were least most positive were the induction process for new members, which could be worked on and the Board being actively involved in strategic planning and approvals which is difficult when the school is directed on what to do by the Department of Education, giving the school limited ability to shape this.</p>	
7.0	Board and Community	
7.1	<p><i>Results of Extended Lunch Survey</i></p> <p>The results of the survey were emailed to Board members prior to the meeting, with 4 “No” and 52 “Yes”.</p> <p>Jason noted the earlier start time in the morning would possibly increase the number of children late to school and consideration also needed to be given to the LDC. Amanda noted the time extension would impact on Tracey’s working hours, which would possibly be a further cost to the</p>	

	<p>P&C with the canteen usually only just breaking even. In the past the canteen has been supported by the P&C but due to COVID, this year has been quite profitable. Jason further noted the proposed 1pm lunch break could be perceived as late by parents.</p> <p>It was suggested that lunch could be moved to 12.50pm. A decision would need to be made ASAP as Tracey would need to be notified before the end of the school year in preparation for next year. Jason pointed out the operational matters needed to be determined by the school.</p> <p>A motion was passed to extend lunch by ten minutes. This was moved by Amanda and seconded by Janine.</p>	
7.2	<p><i>School Crossing Guard application</i></p> <p>Amanda reported this had been unanimously approved by the Children's Crossing and Road Safety Committee. A team had met on November 26th to discuss and look at the site requirements. A car bay at the front of the school would be sacrificed and bollards would be added. This would be put into the City of Melville budget and hopefully works would be finished before the start of school next year.</p> <p>Drury Street was also looked at and there is the possibility that the road may be resurfaced and a mountable curb added along with mulching to make the verge neater.</p>	
7.3	<p><i>Wellbeing and Pastoral Care Hub proposal</i></p> <p>Pharmacy 777 Willagee has a new 'Community Spirit Program' fundraising opportunity for Caralee. When purchasing at the pharmacy if the purchaser mentions Caralee part proceeds will be given back to the Caralee P&C. This had been well advertised on the Willagee community Facebook page, Pharmacy 777 social media, Caralee P&C Facebook page and printed copies going home with students. The funds received will go directly towards the wellbeing hub transportable.</p>	
7.4	<p><i>Partnership Agreement with Siobhan Micale</i></p> <p>Siobhan Micale from Yard Property had signed a 'document for incoming sponsorship to a public school' with Karen Ramsay and Jason in 2018 which agreed that Siobhan would pay the school \$500 per referral from the school community up to a total of \$5,000 per year. To date, one payment of \$500 in 2018 had been received. The agreement was until 2024; it was agreed that Siobhan would be invited to meet with Amanda and Jason to renegotiate a new proposal or perhaps invite Siobhan to join along with other sponsors of the P&C.</p>	
7.5	<p><i>Planning for upcoming year</i></p> <p>Jason hopes that next year will see the Board recommencing with the normal rhythm of meetings and agenda items. There would be a business plan review process which would involve the Board with a motion to extend the business plan by a year. The traffic light tracking system used in the Business Plan Self-Assessment 2020 had indicated wellbeing as an area needing work, which COVID had had an impact on.</p> <p>A motion was passed to extend the Business Plan by one year. This was moved by Jason and seconded by Karen.</p>	
8.0	School Self-Assessment Schedule	
8.1	<i>Postponed until next year.</i>	
9.0	The DPA & Business Plan	

9.1	The DPA is being replaced with a new document, being issued to schools in 2021.	
10.0	Policy Update	
10.1	<p>The P&C would like to add a Caralee CS backpack to the School Dress Code Plan. This would not be compulsory and at a cost of \$45. The Board approved of this amendment.</p> <p>Short/skirt length was mentioned as being an issue. It was agreed that a line would be added to state “bike shorts and gym wear do not comply with the Caralee Community School Dress Code”.</p> <p>Pearl mentioned that second hand clothing items are limited in larger sizes for those older students coming to school out of uniform. Janine mentioned BigW have \$5 sports shorts up to size 16.</p> <p>It was agreed that once finalised, a Connect notice would go out with the new dress code plan stating that students not dressed appropriately would not be able to attend excursions and may miss out on representing the school.</p>	
11.0	P&C Update	
11.1	<i>P&C Update - please refer to Attachment 3.</i>	
12.0	General Business	
12.1	<p>Karen congratulated Amanda on being an amazing Chair and all of her efforts throughout the year. She invited members to attend the Melville Citizens Relief Fund AGM which would be held that evening as they were struggling to get people to join the committee.</p> <p>Karen offered to donate a prize for graduation. Jason will contact Zelic Parry with regard to a possible netball award.</p> <p>Jenny thanked Tash for all of her work with homework club. Tash thanked Jenny for getting youth workers on board and her coordination of homework club. Although the structure of the program had changed after COVID, it was hoped near year will be structured differently.</p>	Jason speak to Zelic Parry re: netball award
13.0	Time and date for next year’s meetings	
13.1	<p>The meetings for next year will return to Fridays on week 9 with the exception being term 1 which will be week 8 due to Good Friday the following week.</p> <p>Friday 26th March Friday 18th June Friday 17th September Friday 10th December</p> <p>Amanda thanked everyone for attending the meeting and closed the meeting at 9.50am.</p>	

Signed (Chair): _____ Date: _____

APPENDIX BM9 ACTION ITEMS FROM BOARD MINUTES

MEETING	ITEM	ACTION	STATUS	OWNER	DUE
BM7	3.1	Sam to follow up with Karen re: Screening Clearances and Board Training Modules	COMPLETE	SG	ASAP
BM9	12.1	Jason speak to Zelig Parry re: netball award		JS	ASAP