



## School Board

### Minutes of meeting BM1 April 2019

**ATTENDEES:** Karen Ramsay, Amanda Buisman, Jason Shapcott, Anne Semple, Jenny Bawden, David Cousins, Natasha Deery, Janine Wain, Councillor Karen Wheatland,

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. <ul style="list-style-type: none"> <li>The meeting was opened by Karen Ramsay at 8.00am</li> </ul>	
1.2	Apologies: <i>Pearl Norman &amp; Sam Glead</i>	
1.3	Confirmation of agenda. Insert decision/outcome. <i>The Board confirmed the agenda.</i>	
2.0	Disclosure of interest	
2.1	It is not anticipated that there would be many occasions when the agenda contains an item that would be subject to a conflict of interest.	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 Meeting No. 1 agenda.
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. <ul style="list-style-type: none"> <li><i>Karen Ramsey</i> presented to the Board the minutes of the 6 December 2018 school council meeting for approval.</li> </ul>	The Board endorsed the minutes of the previous meeting as complete and accurate.
3.2	Actions arising from the previous meeting <ul style="list-style-type: none"> <li>Jason thanked previous members Peter Tinley, Terri Hale &amp; Chair Karen Ramsey for all their work over the past 3 years. In particular Karen whose support, enthusiasm &amp; drive helped Caralee become an IP school.</li> <li>The P &amp; C menu will be discussed later in this meeting.</li> </ul>	Sam – letter of thanks to be sent to former Council Members
3.5	Dissolution of School Council	
	<ul style="list-style-type: none"> <li>School Council now formally replaced by School Board in accordance with becoming an Independent Public School (IPS) and adopting IPS Terms of Reference for Unincorporated Boards (SEA 1999).</li> <li>Jason welcomed new members David Cousins and Janine Wain elected IAW Terms of Reference.</li> <li>Amanda Buisman was nominated as Chair which was unopposed.</li> </ul>	New members to be noted on the School website - Emma
4.0	Setting the Scene	
	<ul style="list-style-type: none"> <li>Jason ran through the Functions of the Board as outlined in the Terms of Reference (supplied in individual's folders), covering the establishment &amp; review of the school's objectives, priorities &amp; general policy directions, being a</li> </ul>	Induction up to No.5 of Terms of Reference conducted.



	<p>part of the selection process for a principal as well as approval of voluntary contributions &amp; charges, extra cost options &amp; personal items lists and sponsorship agreements.</p> <ul style="list-style-type: none"> <li>The School Board would also determine the student dress code and provide advice on general policy, relating to scripture during class time for example - <i>Karen Wheatland enquired if provision included teaching of Aboriginal culture. Explanation given this is already part of Departmental curriculum and policy at Caralee and not the intent of this part of the Terms of Reference</i></li> <li>The Board should promote the school in the Community note the School's Funding Agreement.</li> <li>Jason also went through what the Board cannot do (as outlined in 5.1 on the Terms of Reference).</li> <li>Some discussion regarding number of meetings required, one per term should be enough.</li> <li>Code of conduct in relation to School Board in the making of decisions in the best interest of the School.</li> <li>Board members may be approached by other parents or community members with ideas or concerns and these should be kept confidential &amp; always refer to Jason if in doubt what to do. The Board should speak as one voice and if agreement can't be made this should be minuted and then move on.</li> <li>Karen asked for clarification on who is the spokesperson for the media – this for Board matters this would be Amanda as Chair who could refer to Jason as required. Most likely Jason (Principal) with DoE Media unit support</li> <li>Schedule of Board business – rhythm of business has been scheduled for the year. This meeting has been prescriptive but there will be more chance for discussion &amp; input in future meetings.</li> </ul>	Follow on from No.6 Term 2 meeting
<b>5.0</b>	<b>Financial report</b>	
	<ul style="list-style-type: none"> <li>Anne ran through how we receive Student Centred funding based on number of students at Census, funds from philanthropic sources and funds from FLDC for shared site costs.</li> <li>The majority of these funds is paid in salaries to our staff and the remainder is used to set the budget in line with the Operational plan and in conjunction with the Cost Centre Managers. We have to spend 96% of our overall budget each year – this year's funding for this years' students.</li> <li>We also look at our priorities &amp; ensure we replace larger items from our Reserve accounts, such as the new Library photocopier&amp; classroom furniture.</li> <li>The Funding Agreement for 2019 was distributed and the One Line budget displayed on the whiteboard showing that we has sufficient salaries and cash budgeted for 2019.</li> </ul>	
<b>6.0</b>	<b>Self Reflection</b>	

	<ul style="list-style-type: none"> <li>Self-Reflection will be a Term 3 Agenda item when we can review what we have achieved as a Board in 2019 in term 4</li> </ul>	Sam - Self-Reflection process similar to FLDC to provide basis for model to be presented term 3
<b>7.0</b>	<b>School Survey</b>	
	<ul style="list-style-type: none"> <li>Jason apologised as he has been ill and unable to prepare the data</li> <li>Survey results are positive but need to be correlated with IPS survey data. An exemption was sought as both similar surveys but denied.</li> <li>As a result parents surveyed twice within one semester.</li> <li>Survey data this will be available in Term 2.</li> </ul>	Jason – prepare IPS & NSIT survey results and present Term 2
<b>8.0</b>	<b>Policy Endorsement</b>	
	<ul style="list-style-type: none"> <li>Amanda distributed the new canteen menu and healthy food policy which is available on our website. We now only provide commercially bought food on 2 days per week and the rest is made on site by Tracy in the Canteen.</li> </ul>	
<b>9.0</b>	<b>Business Plan</b>	
	<ul style="list-style-type: none"> <li>Jason distributed the new look Business Plan and logo which is a great advertisement for our school.</li> <li>The PBS committee has focussed on new core values 'be responsible, be respectful and be your best'. This has been captured in a new catch phrase "Believe You Can" which encompasses the school's growth from the amalgamation focus of behaviour 10 years ago to where we are today providing success for ALL across the curriculum.</li> <li>The Board endorsed the Business Plan design and logo update (content endorsed under School Council 2018)</li> <li>Discussion on the size of the logo for uniforms</li> </ul>	Jason to discuss logo size on shirt with Razoreye and email Board members for vote on the outcome of logo size comparison.
<b>11.0</b>	<b>The Annual report</b>	
	<ul style="list-style-type: none"> <li>Report was distributed to Board members by email earlier in the term and amendments were gratefully received and implemented</li> <li>Although lengthy, the report shows clearly excellent results in Student performance and noted parent survey, finance and all the requirements for a DoE Annual Report</li> <li>Jason brought attention to the highlights for 2018 including the work with Imagined Futures through 'Ideas Hunterz' and the continued support from the City of Melville &amp; schools Plus who fund the Library project which is attracting more and more students.</li> </ul>	

<b>12.0</b>	<b>Workforce Planning</b>	
	<ul style="list-style-type: none"> <li>IPS has helped us select existing casual staff into positions made available through Parental leave which has ensured continuity for students as these teachers have experience working at Caralee.</li> </ul>	

13.0	<b>Board &amp; Community</b>	
	<ul style="list-style-type: none"> <li>Jenny stated that the Library in Willagee was now a Youth focussed space from 3.00-6.00pm and there are 3 Youth workers on staff to support students, in addition to Natasha who continues with the Library project on Mondays, Tuesdays &amp; Thursdays</li> <li>Jason also announced that he has been meeting with the Telethonkids Institute which has agreed to fund a 3-year-old Aboriginal Kindy program in conjunction with an Adult Literacy program.</li> <li>P &amp; C Fete on 29 November 2019</li> </ul>	<p>Jason – to meet with Glenn Pearson from Telethonkids Institute Tuesday week 10 Term 1</p>

The meeting was closed by Amanda Buisman at 9.50am.  
The next meeting will be Friday 28 June 2019 at 8.00am.

Signed (Chair) Date: