

BOARD MEETING

MINUTES – 7 March 2017

Present Alison Luobikis (Chair), Jason Beeley, Kirsten Dicker, Vicki Jack (Principal), Richard Bostwick, Katie Andrew, Carolyn Cook (Executive Officer), Bronwyn Denman (taking minutes)

Apologies: Sharon Morris, Katie Yeomans

Conflict of Interest: 0

Meeting opened: 6:30pm

Previous minutes: Endorsed - Richard Bostwick, Seconded – Katie Andrew

| Issue | Discussion | Action/s | Response | Comments |
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| Previous minutes | nil | nil | Proposed – Richard Bostwick Seconded - Katie Andrew– | |

General Business

| Issue | Discussion | Action/s | Response | Comments |
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| Issue | Discussion | Action/s | Response | Comments |
| Conflicts of interest | <p><i>Copy of emails between a board member and the Chair were passed around to board members. The emails focused on the Chair’s role and whether we as a board are in breach of the Terms of Reference.</i></p> <p><i>Time was given to the board to read through and consider the content.</i></p> <p><i>The Executive Officer informed the board that in the code of conduct it states that if the board comes to an agreement on something that we as a board must put it forward as a united board.</i></p> | <p>Motion: “The board reformulate the Terms of Reference so that they align with legislation”.</p> | <p>Proposed - Alison Luobikis</p> <p>Seconded – Richard Bostwick</p> <p>Vote – Unanimous</p> | <p>Executive Officer to present reformulated Terms of Reference at the next Board</p> |

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| | <ul style="list-style-type: none"> • <i>Continuity should be considered as we prepare for our next meeting which will include new community members.</i> • <i>School Education Act (1999) states that there only needs to be one parent on the board.</i> • <i>There has been no discussion about removing parent members from the Board (which is raised in the emails). During the school's Parent Information evening, Board members spoke to a number of parents and gave a presentation to encourage parents to nominate for the Board.</i> • <i>The Chair can be a community member. It is a Board decision as to who is selected as Chair.</i> • <i>There appears to be a certain amount of confusion with the wording between what is written in the DPA and how it is translated into our Terms of Reference. The Board is Unincorporated not Incorporated. The P & C are Incorporated and require a constitution and a membership of parents. The School Board have community members and parents.</i> • <i>The Education Act (127) and regulations (107) clearly states that the composition of a school board should be formed drawing from community, school staff and parents to form normal membership. You can co-opt further community members. This can be found in (5.215) of the Act in the members section. It is also the Principal's responsibility to invite people to join the board.</i> • <i>The Terms of Reference (which was called the Constitution) does not reflect the Education Act. This has been previously discussed and it was agreed that the Board were going to change this document. It is essential that the Terms of Reference reflect the School Education Act.</i> • <i>Reference was drawn to the School Regulations (2000) are about when someone is eligible to be on the board when a vacancy occurs.</i> • <i>The Board is supposed to support the Principal to improve the school. Sometimes this has been a conflict and this was reflected in our recent survey where it was shown that the School Board is ineffective.</i> • <i>It is important that members of the board are representing the school and not their personal or professional groups within the school community.</i> • <i>An Unincorporated board is governed by the School Regulations (2000) and School Education Act (1999). The Delivery Performance Agreement (DPA) states the Board role.</i> • <i>We need to relaunch the Board and update documents so that there is in line with the School Education Act and School Regulations. An information sheet that summarises the changes will be developed for dissemination to parents via the website, the school app and newsletters.</i> | | <p style="color: green; text-align: center;">Motion Carried</p> | <p style="color: blue; text-align: center;">Meeting.</p> |
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| Vote for Chair | <i>The Principal called for Chair nominations. Principal confirmed that as there was only one nomination the appointment of the Chair did not require a vote.</i> | | Chair – Alison Luobikis | |
| School Board Members | <p><i>The Principal proposed that the Board open up the process to call on parent nominations for the School Board. It is proposed that we have this process completed by week 10.</i></p> <p><i>Next meeting (21st March) new Community members in attendance.</i></p> <p><i>The Executive Officer informed the Board that the P & C can nominate a P & C member to become a Board member. The P&C nomination is still required to be elected by the parent body.</i></p> | <p>Community members will attend next meeting (21st March)</p> <p>Process is followed to nominate new parents members by week 10</p> | | <p>Principal spoke to the P&C President. 8/3/07</p> |
| Principal's Report | <ul style="list-style-type: none"> • <i>The school started off the year with a predicted number of students; however there was a difference between predicted and enrolled numbers. The school reconfigured class allocations with limited disruption to student learning.</i> • <i>A footpath has been put in beside the staff car park because the footpath in the Kindergarten area was found to be unsafe. During the repair process the school received two options: 1. Re-routing the path. 2. Take the tree out. After consultation with the staff, the school chose to re-route the path.</i> • <i>There have been some holdups with the shelves for the library.</i> • <i>The doors have all been completed.</i> • <i>There have been some queries of who currently the Principal. Vicki stated she is the Principal. During leave, Bronwyn Denman has stepped into the Principal's role.</i> • <i>Literacy and numeracy resources have been organized.</i> • <i>Standardised testing data is driving school planning for 2017.</i> • <i>The school has been reviewing housing for the EA currently employed at the Rottnest Campus. The outcome is that private housing options may become available, however this is not guaranteed. The school is currently running a selection process to employ a permanent EA for the Rottnest Campus.</i> | | | |
| Budget | <ul style="list-style-type: none"> • <i>The school's focus this year has been on personnel rather than infrastructure. The Principal gave an example of how the year 4, 5, and 6 classes have been modelled this year.</i> • <i>The school's NQS review is on the 15th March. The process was explained and teachers are prepared.</i> | | <p>Proposed - Alison Luobikis</p> <p>Seconded – Richard Bostwick</p> <p>Vote – Unanimous</p> | <p>The School Budget 2017 was ratified</p> |

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| Annual Report | <i>The Executive Officer talked the committee through the report and asked for a report from the Chair (Alison) and from Rottnest (the school). The annual report must be completed by the end of Term 1.</i> | Bronwyn Denman - Rottnest report Alison Luobikis - School Board | | |
| Targets for 2017 | <i>This was adjourned until next meeting as the school is waiting for the release of comparative data.</i> | | | Data released by ACARA 9 March 2017 |
| Agreed Program for 2017 Board | <i>The Chair explained that we have a proposed schedule for the year.</i> | Board to consider the schedule at the next meeting. | | |
| Policy for Evacuation and Emergencies | <i>The school is currently reviewing the Policy for Evacuation and Emergencies.</i> | Katie Andrew to bring draft of Evacuation and Emergencies Policy currently being reviewed. | | |

Other Business

| Issue | Discussion | Action/s | Response | Comments |
|---------------------------|---|-----------------|-----------------|---|
| Fathering Project | <i>The fathering project was started up by a UWA employee to get Fathers more involved with their children. The school reported that contact has been made with some of the organizers. It was identified that we need to clarify some concerns in terms of the public liability. The P & C have agreed to cover the group with their public liability – and the school is suggesting further clarity by the P&C. The Principal has the authority to provide the use of school facilities. The School is happy to support this initiative. There will be an information night at the local hotel on the 21st March, 2017</i> | | | Principal meet with the local organiser of the Fathers Project – 13/3/17 and P&C President 13/3/17 |
| Thank you to Jason | <i>Alison thanked Jason for his contributions to the School Board.</i> | | | |

MEETING CLOSED – 8:05PM

Chair: _____ **Principal:** _____ **Date:** _____