Nedlands Primary School

School Board Meeting

Minutes of Meeting No. 58

Meeting:	Monday, 4th December 2017 at 5.00pm, held in the school Library
Attendees:	Russell Bembridge, Jodii Giannas (chair), Anna Davila, Anne Gribble, Renu Sahai, Fiona Cocks, Mei Han
Late Apologies:	Caleb Jones, Lihong Shi, Susan Fullgrabe
Guests:	Geoff Jones
Minute Secretary:	Catherine Mendez

1.0	**Welcome and apologies**	**Actions**
1.1	The meeting opened at 5.05pm. Jodii Giannas gave the Acknowledgement of Country and welcomed all Board members and visitors to the meeting.	
1.2	Late Apologies: Caleb Jones, Lihong Shi, Susan Fullgrabe	
1.3	**Disclosure of Interest:** The Board noted that there were no real, perceived or potential conflicts of interest declared by any member in relation to the items on the Agenda for Meeting No. 58. Board members were encouraged to raise a query for discussion if they were uncertain whether a matter represented a potential or perceived conflict of interest, per our Code of Conduct.	
2.0	**Minutes of Previous Meeting**	
2.1	The minutes of Board meeting No. 57, held on 8th November, 2017 were tabled. Change: Meeting date at top of minutes. *Motion*: The Minutes of Meeting No. 57, held on 8th November, 2017, as presented and altered above, be accepted and uploaded to the school website. Moved: Renu Sahai Seconded: Fiona Cocks <u>Carried</u>	C. Mendez
3.0	**Principal's Report & Financial Summary**	
3.1	**Principal's Report** RB presented and talked through his report (as attached) and gave the Board a summary of student movements.	
Susan Fullgrabe joined the meeting at 5.26pm. *Caleb Jones joined the meeting at 5.21pm*		

3.2	**Budget Update & Financial Summary, including Reserve Accounts** RB provided the Board with documents covering the Operational budget for November, "Big Ticket Items" so far this year and Reserve Accounts. An overview of the projected estimated 2018 Budget was also given. Voluntary Contributions Collection Rates figures were tabled. *Motion*: The Board accepts the Cash Report as at 1st December 2017 as tabled. Moved: Anna Davila Seconded: Fiona Cocks Carried	
Lihong Shi attended the meeting briefly at 5.45pm and gave her formal apologies.		
4.0	**Board Governance**	
4.1	**Board Code of Conduct** JG distributed the *Code of Conduct for Council Members* from the Unincorporated Councils Information Package and asked all members to acquaint themselves with the content of this as a guiding document for all Board members.	Board members
4.2	**Board Self-Review Actions – Per list** Board Review Questionnaire to be distributed, returned and collated before next meeting.	CMendez
4.3	**Board Representation** Following the last meeting, Board members have had the opportunity to consider the proposal to invite UWA's Dave Norman to join the NPS School Board as a Community Representative. A secret ballot was conducted. There was unanimous support for an invitation to be made to Dave Norman to join the School Board as a Community Member. *Action*: RB/JG to follow up. Note: Police Clearance required before appointment.	RB/JG
4.4 4.4.1 4.4.2 4.4.3 4.4.4 4.4.5 4.4.6 4.4.7	**Review Upcoming Calendar Items** **Susan Fullgrabe** attended tonight's meeting, by request, beyond the completion of her term on the Board. This is her last meeting and the Board thanked her for her valuable contribution. **Annual Report**: Sub-committees are to have their reports to RB by the first day of school 2018. RB intends to have a draft report for distribution in week two of term 1. **Staff Representative Election** : to be conducted at start of 2018, to replace Susan Fullgrabe Board to endorse 2018 Budget in first meeting. Action – For agenda Board to endorse Annual Report in first meeting. Action – For agenda Annual Report needs to be published by the end of first term. Parent Representative elections in March to replace Jodii Giannas and Anna Davila (terms end in April.) Anne Gribble's term as Community Representative ends in April.	 Sub-committees RB RB RB RB
5.0	**Business Plan Update**	
5.1	NAPLAN results were reported against Business Plan at last (open) meeting. AG advised that survey results are also being reported against Business Plan. JG reiterated importance of Board's adherence to consideration of all issues as they relate to Business Plan.	

6.0	**Sub-Committee Reports**	
6.1	**School Access Sub-Committee** Bike-Ed program has been conducted and was very successful. Discussion continues with Nedlands Council to attempt to develop a well-functioning working relationship. The volunteer schedule for the Elizabeth Street crossing working very well. *Motion*: Community Planning Sub-committee to be formed, incorporating access issues as well as such issues as space, facilities, community relationships, etc. Moved: Renu Sahai Seconded: Fiona Cocks Carried *Action*: Future objectives and timeline for this committee to be prepared. R. Sahai will assist.	RBembridge RB & R.Sahai
6.2	**Well-Being Sub-Committee** JG flagged improved communication to the board and will develop an outline/proposal for next year.	J.Giannas
6.3	**Parent Seminar Series – Kids & Technology** Nothing to report – awaiting summary of information from parent survey.	A.Davila
6.4	**Communication Sub-Committee** As above.	
6.5	**Finance Sub-committee** No update	
7.0	**Other Actions from Previous Minutes and General Business**	
7.1	**School Board Development Program and Induction** JG advised that induction can be conducted via provision of modules to members in advance of meetings with follow-up discussion scheduled during meetings. Modules 1-3 will be distributed with the minutes of this meeting. *Action*: Board Members to read modules 1-3 during the break and prepare for discussion at the next meeting. Modules 4 & 5 will be covered in the second meeting.	 All Board Members
8.0	**P & C Report**	
8.1	Nil.	Anna Davila
9.0	**Correspondence - Out**	
9.1	Nil	
10.0	**Correspondence - In**	
10.1	Nil	
11.0	**Any Other Business**	
11.1	JG school pool public use guidelines. *Action*: C. Jones to read supplied guidelines and highlights any queries as necessary.	C. Jones

11.2	**Police clearances –** Need to be followed up. Noted that proposed Community Representative, Dave Norman, would also need to supply same before joining the board.	All Board Members
11.3	**Uniform Policy – Action: RB to follow up**	RBembridge
11.4	**Frequency of Board Meetings** *Action*: Prepare broad agendas for all meetings through the year. Discuss at first 2018 meeting and determine timing, frequency and duration of meetings required for 2018.	RB & JG
12.0	**Next Board Meeting**	
12.1	**Next Board Meeting:** Tuesday 20th February 2018, 5.00pm	All Board Members
13.0	**Meeting Close & Next Meeting Agenda**	
13.1	**The meeting closed at 6.46pm**	
13.2	**Agenda for next Board Meeting (No 59 20th February 2018)** **Minutes of Previous Meeting** **Principal's Report and Financial Summary** **2018 Budget – Board to endorse** **2017 Annual Report – Board to endorse** **Board Meetings for 2018** **Board Governance-** Board Review Questionnaire results Board Self-Review Actions, per list Board Representation – staff representative election, parent representative election Review Upcoming Calendar Items **Business Plan Update** **Review Upcoming Calendar Items** **Other Actions from Previous Minutes & General Business** Submission in Relation to Special Religious Education School Board Development Program – Review & discuss Modules 1-3 Mandatory Criminal History Screening **Correspondence In/Out** **Any Other Business**	

*Jodii Giannas, Board Chair*_____