



Nedlands Primary School

School Board Meeting

Minutes of Meeting No.70

Meeting: Wednesday 19th June at 5.00pm, held in the school Library

Attendees: Fiona Cocks, Caleb Jones, Julie Simpfendorfer, Richard Tucker, Sophie Li, Anne Christie, Dave Norman

Late Apologies: Caleb Jones, Lihong Shi

Apologies: Russell Bembridge, Sally Brauer, Sophie Li

Minute Secretary: Catherine Mendez

1.0	Welcome and Apologies	Actions
1.1	The meeting opened at 5.13pm. Fiona Cocks welcomed present Board members, (Fiona Cocks, Julie Simpfendorfer, Richard Tucker, Dave Norman) to the meeting.	
1.2	RB acknowledged the traditional owners on which the school stands and this meeting is held..	
1.3	Apologies: Russell Bembridge, Sally Brauer, Sophie Li Early Departure Apologies: Catherine Mendez to leave at 6pm, Richard Tucker to leave at 6.30pm	
1.4	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. 70. 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 69, held on 22 nd May 2019 were tabled. <i>Motion:</i> The Minutes of Meeting No. 69, held on 22 nd May 2019, as presented and with noted change made, be accepted and uploaded to the school website. Moved: Fiona Cocks Seconded: Dave Norman <u>Carried</u>	C. Mendez
3.0	Principal's Report & Financial Summary	
3.1	Principal's Report JS presented and talked through her report (as attached) and answered questions. The matter of the two student health emergencies was discussed. It was agreed that the Board would write to the P&C to seeking their assurance that the contract and policy & procedures with the lunch provider will be reviewed to ensure they are sound.	Fiona Cocks
<p><i>Anne Christie joined the meeting at 5.26pm.</i></p> <p><i>Caleb Jones joined the meeting at 5.30pm.</i></p>		

3.2	<p>Financial Summary RB distributed relevant papers (attached) and gave overview.</p> <p><i>Motion:</i> The Board accepts the Cash Report as at 12th June 2019 as tabled. Moved: Fiona Cocks Seconded: Richard Tucker <u>Carried</u></p>	
4.0	Board Governance	
4.1	<p>Review Upcoming Calendar Items Open Board Meeting – suggested it is better to hold it in the first meeting of term 4 when NAPLAN results will be available to present. Business Plan: Fiona will discuss with RB on his return</p>	Chair
4.2	<p>Term 2 Business Plan Review Annual Report: JS tabled the latest draft of the 2018 Annual Report for the Board's endorsement before publication. It was raised that it would be worthwhile including reference to declining payment of voluntary contributions, as discussed at a previous Board Meeting.</p> <p>CJ pointed to the inclusion of the name 'Kaya' in the second-last point on page 25, suggesting that it would not make sense to readers.</p> <p>Action: JS will make changes / inclusions and send updated pages for approval.</p> <p>Discussed and agreed to include an item seeking views on language instruction in the school in next parent survey at the end of this year. Action: Add to calendar.</p>	JSimpfendorfer C.Mendez
5.0	Sub-Committees - Reports	
5.1	<p>Community Planning Sub-committee JS went through RB's report of his annual meeting with the City of Nedlands.</p>	
5.2	<p>Well-being Sub-committee No meeting this term.</p>	
5.3	<p>Parent Seminar Series – Kids & Technologies Sub-committee Seminar pencilled for fourth Monday of Term Three with teacher, Jay Gan, to facilitate. Will be communicated to community on confirmation of date.</p>	JSimpfendorfer
5.4	<p>Communication Sub-committee Preparing the send student reports via Connect. Likely to be a reminder to school community to adhere to communication protocols agreed to on student enrolment.</p>	
6.0	Other Actions from Previous Minutes and General Business	
6.1	<p>Annual Report See Item 4.2, above.</p>	
6.2	<p>Parent Survey Summary distributed.</p>	
6.3	<p>Teacher Survey JS advised that RB has in hand.</p>	

6.4	<p>Christmas Concert Update JS went through RB's report back on this. Following discussion with key staff, decision made to continue to hold concert on-site at Nedlands Primary School. Effort to be made to improve audience experience.</p> <p>Action: Consideration to be given to how the Concert might be better while still being held on site.</p>	All Board Members
<p><i>Richard Tucker made his apologies and left the meeting at 6.25pm</i> <i>Lihong Shi joined the meeting at 6.25pm</i></p>		
6.5	<p>Focus 2019 No update in RB's absence.</p>	
6.6	<p>Criminal History Screening Richard requested the link so that he can do this.</p> <p>Action: CM send link</p> <p>Lihong,Shi has submitted her screening application.</p> <p>Action: Lihong to provide screening confirmation when received.</p>	<p>C.Mendez</p> <p>Lihong Shi</p>
7.0	P & C Report	
7.1	No report in Sally Brauer's absence.	
8.0	Correspondence - Out	
8.1	Nil	
9.0	Correspondence – In	
9.1	Letter received from the Director General regarding the school's response to student medical emergency is acknowledged by the Board.	
10.0	Any Other Business	
10.1	Nil	
11.0	Next Board Meeting0	
11.1	<p>Next Board Meeting:</p> <ul style="list-style-type: none"> • To be Agreed 	
12.0	Meeting Close & Next Meeting Agenda	
12.1	The meeting closed at 6.31pm.	
12.2	<p>Agenda for Next Board Meeting</p> <ul style="list-style-type: none"> • Welcome & Apologies • Minutes of Previous Meeting • Principal's Report (Including Budget Update) • Board Governance- <ul style="list-style-type: none"> ○ Review Upcoming Calendar Items • Sub-Committee Reports • Other Actions from Previous Minutes & General Business 	

	<ul style="list-style-type: none">○ Annual Report Update○ Teacher Survey○ Christmas Concert - Update○ Focus 2019 – Update○ Criminal History Screening● Correspondence In/Out● Any Other Business	
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Fiona Cocks, Board Chair _____