



# Nedlands Primary School

## School Board Meeting

### Minutes of Meeting No.71

Meeting: Wednesday 14<sup>th</sup> August at 5.00pm, held in the school Library

Attendees: Fiona Cocks, Caleb Jones, Russell Bembridge, Sally Brauer, Anne Christie, Dave Norman, Peta Nelson

Late Apologies: Catherine Mendez, Anne Christie

Apologies: Lihong Shi, Julie Simpfendorfer, Richard Tucker, Sophie Li

Minute Secretary: Catherine Mendez

1.0	Welcome and Apologies	Actions
1.1	The meeting opened at 5.20pm. Fiona Cocks welcomed Board members to the meeting, giving particular welcome to Peta Nelson, acting deputy principal at NPS for terms three and four, replacing Julie Simpfendorfer, .	
1.2	FC acknowledged the traditional owners on which the school stands and this meeting is held.	
1.3	Apologies: Lihong Shi, Julie Simpfendorfer, Richard Tucker, Sophie Li	
1.4	RB introduced Peta Nelson and she gave the Board an overview of her background and experience with special focus on the graduate program.	
1.5	<b>Disclosure of Interest:</b> 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. 71. 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.	
Anne Christie joined the meeting at 5.25pm		
2.0	Minutes of Previous Meeting	Actions
2.1	The minutes of Board meeting No 70, held on 19 <sup>th</sup> June 2019 were tabled.  <i>Motion:</i> The Minutes of Meeting No. 70, held on 19 <sup>th</sup> June 2019, as presented, 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	Actions
3.1	<b>Principal's Report</b> RB presented and talked through his report (as attached) and answered questions.	
3.2	<b>Financial Summary</b> RB distributed relevant papers (attached) and gave overview.  <i>Motion:</i> The Board accepts the Cash Report as at 9 <sup>th</sup> August 2019 as tabled. Moved: Fiona Cocks                      Seconded: Caleb Jones <u>Carried</u>	

<b>4.0</b>	<b>Board Governance</b>	
4.1	<p><b>Review Upcoming Calendar Items</b></p> <ul style="list-style-type: none"> <li>- <b>Open Board Meeting</b> – Agreed will be held first meeting of term 4. It is hoped that NAPLAN results will be available to present.</li> <li>- <b>Board Self-Review</b> – Due to be distributed per calendar.</li> <li>- <b>Meetings</b> - Agreed not to hold second Board meeting this term. Therefore, no Board meeting on 18<sup>th</sup> September.</li> </ul>	CM CM
<b>5.0</b>	<b>Sub-Committees - Reports</b>	
5.1	<p><b>Community Planning Sub-committee</b></p> <p>RB advised he has been told Safe Active Streets roadworks are likely to commence on 8<sup>th</sup> September but has as yet received no advice about traffic management.</p>	
5.2	<p><b>Well-being Sub-committee</b></p> <p>Met late last term. Discussed how might contribute to school well-being committee. Meeting again to consider well-being presentation option for next term</p> <p>RB advised that Kaya still working with Daryl Morris-Hall. Workshop conducted for office personnel.</p> <p>Generally positive feedback.</p> <p>Action: RB will liaise with DMH to put together a student &amp; staff well-being survey report to update the Board next term.</p>	CJ  R.Bembridge
5.3	<p><b>Parent Seminar Series – Kids &amp; Technologies Sub-committee</b></p> <p>Microsoft 365 &amp; Apple Support seminar will not take place in JS' absence.</p> <p>Action: CJ to investigate options for another presenter.</p>	C. Jones
5.4	<p><b>Communication Sub-committee</b></p> <p>RB advised Electronic distribution of student Reports was successful.</p> <p>Teacher Jay Gan is redesigning the shell of the school website. Same content different look.</p> <p>Action: RB to see if JG can present a preview to the board.</p>	R. Bembridge
<b>6.0</b>	<b>Other Actions from Previous Minutes and General Business</b>	
6.1	<p><b>Annual Report</b></p> <p>Annual Report has been published on MySchool &amp; NPS websites and hard copies are available in reception.</p> <p>Endorsed by email since last meeting.</p> <p><i>Motion:</i> The Board endorses the 2018 Annual Report.</p> <p>Moved: Fiona Cocks                      Seconded: Caleb Jones                      <u>Carried</u></p> <p>CJ suggested the inclusion of a link to the annual report in newsletter.</p>	
6.2	<p><b>Business Plan Review</b></p> <p>RB distributed documents used in process with staff to develop ideas for inclusion in business planning. This included a review of current expressions of vision, ethos and mission as well as the NPS values statement. Intention is to review agreement with/commitment to these words and ensure consideration of these in the development of business planning ideas. Staff were also encouraged to consider and submit ideas for inclusion in 2020-2023 business planning</p> <p>Ongoing focus areas of leadership, partnerships, safe &amp; supportive environments, excellence in teaching, excellence in learning to be carried forward.</p> <p>RB invited board members to provide the same input together with thoughts about the difference for Nedlands.</p> <p>Action: Board input to RB. Would like to complete before 18/9. Therefore, starting with "Our School. Our Vision. Our Ethos" document, please get to RB ASAP over next month.</p>	All Board Members

6.3	<b>School Review - Term 2, 2020</b> See Item 3.1, above. FC asked if there is anything specific the Board can do in preparation. RB considering advance preparation of good stories surrounding the Board's position in the school.	
6.3	<b>Teacher Survey</b> Conducted at the end of last year. Low response – less than 50%. RB unable to establish reasons or details because of survey paper anonymity. Hope to address via well-being program.	
<i>Sally Brauer made her apologies and left the meeting at 6.50pm</i>		
	<b>Board Survey – This goes out early in Term Four.</b> <i>Action:</i> RB will talk to FC and Anne Gribble to discuss questions from board to add to school survey	R.Bembridge Fiona Cocks
6.4	<b>Christmas Concert Update</b> Continued consideration to be given to opportunities to improve audience experience. Board questions: Is there an opportunity to have everyone accommodated in one concert? Is there a way to structure seating to offer good views for whole audience?	R. Bembridge
6.6	<b>Criminal History Screening</b> Received from Lihong Shi and Richard Tucker. All up to date.	
6.7	<b>Lunch Service to NPS</b> FC had a conversation to P&C President regarding lunch provider contract and policy & procedures. He advised that a review had been undertaken and a comprehensive report completed. An overall review is also being undertaken. <i>Action:</i> FC to see if report can be also given to the board.	F.Cocks
<b>7.0</b>	<b>P &amp; C Report</b>	
7.1	SB was not at the last meeting. The next P&C meeting is tonight.	
<b>8.0</b>	<b>Correspondence - Out</b>	
8.1	Nil	
<b>9.0</b>	<b>Correspondence – In</b>	
9.1	Outside School Care Provider; OSH Club Principal's day information received the day before the event.	
<b>10.0</b>	<b>Any Other Business</b>	
10.1	Nil	
<b>11.0</b>	<b>Next Board Meeting0</b>	
11.1	<b>Next Board Meetings:</b> <ul style="list-style-type: none"> <li>• 23<sup>rd</sup> October 2019 (Week 2, Term 4) – Open Board Meeting</li> <li>• 4<sup>th</sup> December 2019 (Week 8)</li> </ul> <i>18<sup>th</sup> September 2019 meeting cancelled</i>	
<b>12.0</b>	<b>Meeting Close &amp; Next Meeting Agenda</b>	
12.1	The meeting closed at 7.08pm.	

12.2	<p><b>Agenda for Next Board Meeting – Open Board Meeting</b></p> <ul style="list-style-type: none"> <li>• Welcome &amp; Apologies</li> <li>• Minutes of Previous Meeting</li> <li>• Principal's Report (Including Budget Update and NAPLAN, if available)</li> <li>• Board Governance- <ul style="list-style-type: none"> <li>○ Review Upcoming Calendar Items</li> </ul> </li> <li>• Sub-Committee Reports</li> <li>• Other Actions from Previous Minutes &amp; General Business <ul style="list-style-type: none"> <li>○ Annual Report Update</li> <li>○ Teacher Survey</li> <li>○ Christmas Concert - Update</li> <li>○ Criminal History Screening</li> </ul> </li> <li>• Correspondence In/Out</li> <li>• Any Other Business</li> </ul>	
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*Fiona Cocks, Board Chair* \_\_\_\_\_