



Nedlands Primary School

School Board Meeting

Minutes of Meeting No. 59

Meeting: Tuesday, 20th February 2018 at 5.00pm, held in the school Library

Attendees: Russell Bembridge, Jodii Giannas (chair), Anna Davila, Anne Gribble, Renu Sahai, Fiona Cocks, Mei Han, Caleb Jones, Julie Simpfendorfer, Dave Norman

Late Apologies: Anna Davila

Minute Secretary: Catherine Mendez

1.0	Welcome and apologies	Actions
1.1	The meeting opened at 5.03pm.	
1.2	Jodii Giannas gave the Acknowledgement of Country and welcomed all Board members to the meeting.	
1.3	Late Apologies: Anna Davila	
1.4	JG welcomed the two new members to the Board: David Norman (Community Representative) and Julie Simpfendorfer (Staff Representative). Julie and David each introduced themselves to the Board with a brief summary of their backgrounds.	
1.5	<p>Disclosure of Interest:</p> <p>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. 59.</p> <p>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.</p>	
2.0	Minutes of Previous Meeting	
2.1	<p>The minutes of Board meeting No. 58, held on 4th December, 2017 were tabled.</p> <p><i>Motion:</i> The Minutes of Meeting No. 58, held on 4th December, 2017, as presented, be accepted and uploaded to the school website.</p> <p>Moved: Anna Davila Seconded: Fiona Cocks <u>Carried</u></p>	C. Mendez
3.0	Principal's Report & Financial Summary	
3.1	<p>Principal's Report</p> <p>RB presented and talked through his report (as attached).</p>	
3.2	<p>Budget Update & Financial Summary, including Reserve Accounts</p> <p>2018 student funding is yet to be allocated therefore accurate figures not available.</p>	

4.0	Board Governance	
4.1	<p>Board Development Program and Induction This will not be undertaken today but JG asked of there were any questions about Modules documents distributed after last meeting.</p> <p><i>Action:</i> Modules 1-3 to be sent to Dave Norman and Julie Simpfordorfer.</p> <p><i>Action:</i> Discussion of Modules 1-3 to be added to Agenda for next meeting.</p>	<p>CMendez</p> <p>All members</p>
4.2	<p>Board Self-Review Actions <i>Action:</i> Board Self-Assessment Survey to be distributed with return envelopes. Responses to be collated and available for review at next Board Meeting.</p>	CMendez
4.3	<p>Board Representation Two parent representative terms (Anna Davila and Jodii Giannas) will end in April.</p> <p><i>Action:</i> Elections for their replacements to take place in March.</p> <p><i>Action:</i> Send Skills Matrix questionnaire to all members asap, collate results & advise RB..</p>	<p>RBembridge</p> <p>CMendez</p>
4.4	<p>Review Upcoming Calendar Items</p>	
4.4.1	<p>Annual Budget: Board to endorse 2018 Budget in first meeting. <i>Action:</i> To be distributed before next Board meeting. <i>Action:</i> For agenda – move to March (per 3.2)</p>	<p>RBembridge</p> <p>CMendez</p>
4.4.2	<p>Annual Report: <i>Action:</i> RB will distribute.</p>	<p>RBembridge</p> <p>CMendez</p>
4.4.3	<p><i>Action:</i> Endorsement at next meeting. (For Agenda.)</p>	
4.4.4	<p>Elections: To be held in March (4.3, above) <i>Action:</i> Change calendar to show new members' first meeting in May. (No meeting in April)</p>	CMendez
5.0	Business Plan Update	
5.1	RB distributed summary document ("Business Plan Reporting", attached) and discussed progress against Business Plan with the Board.	
6.0	Sub-Committee Reports	
6.1	<p>School Access Sub-Committee This has been renamed as the Community Planning Sub-committee. Covering safe & active routes to school and general community planning with City of Nedlands. Presentations on traffic and parking conducted with parents. The City's proposed changes to zoning could have an effect on traffic and transport.</p>	RBembridge
6.2	<p>Well-Being Sub-Committee No meeting over the break. Will hold a meeting at earliest opportunity.</p>	J. Giannas
6.3	<p>Parent Seminar Series – Kids & Technology Two main areas for potential seminar focus this year came out of the parent survey: Parent controls and ways of securing devices, and mental health & social media. A close third issue was: What to do if your child is being cyber bullied. This area of responsibility will need to be taken over by another Board member since AD will have completed her term.</p>	A Davila

6.4	Communication Sub-Committee Connect implemented and feedback suggests it is working well.	RBembridge
6.5	Finance Sub-committee No update	FCocks
7.0	Other Actions from Previous Minutes and General Business	
7.1	Board Meetings for 2018 Frequency of meetings was discussed and it was agreed that two meetings each term is preferable with adjustments to be made to the agendas to eliminate unnecessary repetition. Board members are happy with 5pm meetings on Tuesdays although dates of Staff meetings will need to be avoided. <i>Action:</i> JG & RB will go through dates and report back with dates for 2018 meetings. Next meeting: Tuesday 27th, March 5pm.	JG & RB All Members
7.2	Parent Survey Update Anne Gribble presented the collated and analysed parent survey data. <i>Action:</i> AG will prepare and distribute a draft summary for publication to the school community. The Board discussed other methods for communicating back to the school community. <i>Action:</i> RB will publish a series of focused updates throughout the year per a "windows into your school" style.	AGribble RBembridge
<i>Mei Han made her apologies and left the meeting at 6.45pm.</i>		
7.3	Submission in Relation to Special Religious Education Following the results of the Parent Survey, it was confirmed that there would be no change for this year. Clear and more detailed information will be sent home within next 10 days for RE selection. "Vote with feet" will be measured against last year's numbers in the different classes. <i>Action:</i> RB will reword note to parents. <i>Action:</i> Agenda - review at next meeting and develop response to authors of original submission.	RBembridge CMendez
<i>Jodii Giannas & Anna Davila made their apologies and left the meeting at 7.00pm</i>		
7.4	Mandatory Criminal History Screening Screening certificate supplied by Fiona Cocks and David Norman.	
8.0	P & C Report	
8.1	AGM to be held Wednesday 22 nd February 2018.	
9.0	Correspondence - Out	
9.1	Nil	
10.0	Correspondence - In	
10.1	Nil	

11.0	Any Other Business	
	<p>City of Nedlands Draft Local Planning Scheme No. 3 – Opportunity for Submission. RB asked the Board at what level would they like the Board to be involved. RB as Principal will make a submission asking that matters of importance to the school be considered. The Board considered that a reiterative version could become a submission to the City from the NPS Board.</p> <p><i>Action: Agenda - Review Principal's submission at next meeting.</i></p>	CMendez
12.0	Next Board Meeting	
12.1	Next Board Meeting: Tuesday 27th, March 5pm	All Members
13.0	Meeting Close & Next Meeting Agenda	
13.1	The meeting closed at 7.12pm	
13.2	<p>Agenda for next Board Meeting (No 60 27th March, 5pm)</p> <p>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</p> <p>Business Plan Update Sub-Committee Reports Other Actions from Previous Minutes & General Business Submission in Relation to Special Religious Education School Board Development Program – Review & discuss Modules 1-3 City of Nedlands Draft Local Planning Scheme</p> <p>Correspondence In/Out Any Other Business</p>	

Jodii Giannas, Board Chair _____