



Nedlands Primary School

School Board Meeting

Minutes of Meeting No. 62

Meeting: Wednesday 27th June at 5.00pm, held in the school Library

Attendees: Julie Simpfendorfer, Fiona Cocks, Renu Sahai, Caleb Jones, Sally Brauer, Richard Tucker,

Apologies: David Norman, Russell Bembridge

Minute Secretary: Catherine Mendez

1.0	Welcome and Apologies	Actions
1.1	The meeting opened at 5.04pm.	
1.2	Fiona Cocks welcomed all Board members to the meeting with particular welcome to the second new Parent Representative, Richard Tucker, who was unable to attend last month's meeting. Richard spoke briefly to the Board about his background.	
1.3	Fiona Cocks gave the Acknowledgement of Country.	
1.4	Apologies: David Norman, Russell Bembridge, Mei Han.	
1.5	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. 62. 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 61, held on 23 rd May, 2018 were tabled. <i>Motion:</i> The Minutes of Meeting No. 61, held on 23 rd May, 2018, as presented, be accepted and uploaded to the school website. Moved: Sally Brauer Seconded: Caleb Jones <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.	
3.2	Budget Update & Financial Summary (including Reserve Fund figures)* JS went through the finance papers with the Board, giving an overview of the school's financial position to date. There was some discussion about what might be done to improve the rate of voluntary contributions' payment. <i>Motion:</i> The Board accepts the Cash Report as at 6 th June 2018 as tabled. Moved: Richard Tucker Seconded: Sally Brauer <u>Carried</u>	

3.3	<p>Business Plan Review JS went through the Business Plan Review document with the Board and answered questions. Generally speaking, the school is performing very well against Business Plan targets. Development of the new Business Plan will begin later this year for completion by the end of 2019.</p>	
4.0	Board Governance	
4.1	<p>Board Meetings for Term Three, 2018 Meeting days and times were discussed and the following dates and times were confirmed: Board Meeting No. 63 : 5.00pm, Wednesday 25th July (Week 2) Board Meeting No. 64 (Open Board Meeting): 5.00pm Wednesday 5th September (Week 8)</p>	
4.2	<p>Board Self-Review JS pointed out to the Board that this data was collected in February. Therefore some members who completed the survey are no longer on the Board, and there are new Board members who did not complete the survey. The survey is scheduled to be conducted in August of each year. Notwithstanding the fact that there will be another survey conducted in two months' time, JS felt it would be worthwhile addressing succession planning which had been highlighted as a relative area of concern. There was discussion of terms of office on the Board and whether two years is enough to incorporate a development plan given that members rarely nominate to chair the board in their first year. Terms of Office are covered in the Terms of Reference which will be reviewed at the next meeting. FC pointed to the area of performance monitoring against Business Plan Targets. It was agreed to include "traffic light columns" in the document and to include the item "Business Plan Review" on the Board's agenda each term.</p>	
4.3	<p>Review Upcoming Calendar Items Open Board Meeting is scheduled on the calendar for June each year. NAPLAN data is not yet available at this time. It was agreed to change the calendar to list the Open Board Meeting in August each year. Include "Business Plan Review" each term in the calendar.</p>	<p>C.Mendez C.Mendez</p>
5.0	Sub-Committees - Reports	
5.1	<p>Community Planning Sub-committee Nedlands Council approved the Elizabeth Street Bike Boulevard at their meeting last night.</p>	
5.2	<p>Well-being Sub-committee CJ gave a background to the well-being sub-committee for the benefit of the new Board members. A draft proposal developed by the sub-committee was distributed to the Board and CJ went through the thinking that went into it. The Board expressed support for the committee to continue and the committee's proposal will be reviewed for future discussion. Last week's parent talk was very well attended and informal feedback indicated that it was very practical and worthwhile. Thanks recorded to Jodii Giannas for presenting this session at no cost to the school.</p>	
5.3	<p>Parent Seminar Series – Kids & Technologies Sub-committee A cyber security presentation by the Alannah & Madeleine Foundation will be conducted next Term on Thursday 16th August. Funding from the P&C has enabled this to be booked.</p>	S.Brauer
5.4	<p>Communication Sub-committee First Semester student reports have been sent out on Connect. Feedback and access is being</p>	J.Simpfendorfer

	monitored but it has gone well.	
5.5	Finance Sub-committee RT to join this sub-committee and will be “inducted” on RB’s return. FC will remain a member.	F.Cocks
6.0	Other Actions from Previous Minutes and General Business	
6.1	School Board Development Program – Review & discuss Module 2 Board members having reviewed Module 2, JS asked if there were any questions. There were no questions. JS thanked the Board for completing training Module 2. Training Module 3 will be on the Agenda for the next Board meeting.	
6.2	Review Updated Terms of Reference Due to lack of time tonight, this Agenda Item has been deferred to the next meeting. A shorter agenda may be needed to accommodate this item.	J.Simpfendorfer
7.0	P & C Report	
	SB gave an overview of events held this term, upcoming events. P&C positions still vacant include vice president, canteen manager and, pool co-ordinator	
8.0	Correspondence - Out	
8.1	Nil	
9.0	Correspondence - In	
	Nil	
10.0	Any Other Business	
10.1		
11.0	Next Board Meeting	
11.1	Next Board Meeting: 5.00pm, Wednesday 25 th July (Week 2) Future Meetings: Board Meeting No. 64 (Open Board Meeting): 5.00pm Wednesday 5 th September (Week 8)	
12.0	Meeting Close & Next Meeting Agenda	
12.1	The meeting closed at 6.59pmpm	
12.2	Agenda for Next Board Meeting <ul style="list-style-type: none"> • Welcome & Apologies • Minutes of Previous Meeting • Principal’s Report and Financial Summary • Board Governance- <ul style="list-style-type: none"> ○ Review Upcoming Calendar Items • Sub-Committee Reports • Other Actions from Previous Minutes & General Business • School Board Development Program – Review & discuss Module 3 • BYoD Survey • Review Updated Terms of Reference • Correspondence In/Out • Any Other Business 	

