



# Nedlands Primary School

## Annual Open School Board Meeting

### Minutes of Meeting No.72

Meeting: Wednesday 23<sup>rd</sup> October 2019 at 5.00pm, held in the school Library

Attendees: Russell Bembridge, Anika Blackmore, Sally Brauer, Fiona Cocks, Anne Christie, Caleb Jones, Dave Norman, Lihong Shi

Visitors: Peta Nelson  
There were no additional attendees for the Open Board Meeting

Late Apologies: Caleb Jones

Apologies: Julie Simpfendorfer, Richard Tucker

Minute Secretary: Catherine Mendez

1.0	Welcome and Apologies	Actions
1.1	The meeting opened at 5.08pm. Fiona Cocks welcomed Board members to the meeting, giving particular welcome to Anika Blackmore, acting principal at NPS for term four, replacing Russel Bembridge.	
1.2	FC acknowledged the traditional owners on which the school stands and this meeting is held.	
1.3	Apologies: Julie Simpfendorfer, Richard Tucker	
1.4	FC introduced Anika Blackmore who gave the Board an overview of her background and experience.	
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. 72. 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 71, held on 14 <sup>th</sup> August 2019 were tabled.  <i>Motion:</i> The Minutes of Meeting No. 71, held on 14 <sup>th</sup> August 2019, as presented, be accepted and uploaded to the school website. Moved: Fiona Cocks                      Seconded: Sally Brauer <u>Carried</u>	C. Mendez
3.0	Principal's Report & Financial Summary	
3.1	<b>Special item inserted from Agenda Item 9.1 – correspondence in (re: Term 4 secondment)</b> FC advised that in her capacity as Board Chair, she has received emails from parents concerned about the temporary movements in the leadership team. RB explained process through which both his and Julie Simpfendorfer's absences concurred. RB expressed his confidence that the school is in very good hands with AB and PN filling temporary roles together with ongoing support from RB.	

3.2	<b>Principal's Report</b> AB and RB presented and talked through the Principal's Report (as attached) and answered questions.	
<i>Caleb Jones joined the meeting at 5.42pm</i>		
3.3	<b>NAPLAN Presentation to Open Board Meeting</b> Although there were no parents or carers attending as visitors at the meeting, RB gave the presentation for the benefit of the Board highlighting areas identified for Business Plan Review.	
3.4	<b>Financial Summary</b> RB gave overview – papers attached.  <i>Motion:</i> The Board accepts the Cash Report as at 23 <sup>rd</sup> October 2019 as tabled. Moved: Caleb Jones                      Seconded: Fiona Cocks <u>Carried</u>	
<b>4.0</b>	<b>Board Governance</b>	
4.1	<b>Review Upcoming Calendar Items</b>	
4.1.1	<u>Annual Report</u> – Being compiled. AB would like reports from Chair (general Board report) and Well-being Committee chair by end of week 5. Discussed and agreed that single well-being report (staff committee and Board sub-committee) would be appropriate with CJ to liaise with Daryl Morris-Hall on this.	F. Cocks C. Jones
4.1.2	<u>Board survey</u> – FC has begun work with Anne Gribble. Proposed to remove questions relating to start-up of Connect and Special Religious Education, while adding well-being and perhaps a question addressing how Connect is going. FC will circulate last survey with notes on proposed changes by email to the board.	F. Cocks
4.1.3	<u>Board Self-Review</u> – Only four responses received. Deadline extended to Wednesday 30 <sup>th</sup> October with responses to be collated for next Board meeting.	Board Members C. Mendez
4.1.4	<u>Staff Representative</u> (J. Simpfendorfer) <u>Term ends</u> – Election to be held this term for replacement staff representative to join the Board in 2020.	A. Blackmore
4.1.5	<u>Triennial Terms of Reference Review</u> – not due until September 2021. Action: Correct calendar.	C. Mendez
<b>5.0</b>	<b>Sub-Committees - Reports</b>	
5.1	<b>Community Planning Sub-committee</b> Per Principal's Report (Item 3.2, above)	
5.2	<b>Well-being Sub-committee</b> CJ advised that there have been meetings with the school group. Discussing the Positive Parenting Program (PPP) with the school psychologist. Resilience programs for parents of older children and re-run early years programs as well. RB distributed document with overall staff wellbeing survey results and discussed. Student survey – years 5 & 6 main area for improvement identified as resilience.	
5.3	<b>Parent Seminar Series – Kids &amp; Technologies Sub-committee</b> No update	
5.4	<b>Communication Sub-committee</b> Connect is running well.	
<b>6.0</b>	<b>Other Actions from Previous Minutes and General Business</b>	
6.1	<b>Delivery and Performance Agreement</b> The Board discussed and has noted the Delivery and Performance Agreement (DPA). Action: Two copies of DPA to be signed by Principal and Board Chair and posted to the Department as instructed.	

6.2	<p><b>Board Endorsement of Fees &amp; Charges</b>  RB spoke to changes from last year and invited questions/concerns.  <i>Motion:</i> The Board endorses the proposed Fees and Charges for 2020 as outlined in document supplied for Agenda Item 6.2  Moved: Fiona Cocks      Seconded: David Norman      Carried</p> <p>Action: Confirm to Manager, Corporate Services</p>	C. Mendez
6.3	<p><b>Board Endorsement of proposed dates for 2020 School Development Days</b>  RB explained why dates selected.  <i>Motion:</i> The Board endorses the 2020 School development days as outlined in attachment 6.3  Moved: Fiona Cocks      Seconded: Sally Brauer      Carried</p> <p>Action: Confirm to Manager, Corporate Services</p>	C. Mendez
6.4	<p><b>Annual Report</b>  Complete  Next one to start soon.</p>	
6.5	<p><b>Business Plan Review</b>  FC, AB &amp; RB to meet</p>	F.Cocks, A.Blackmore R.Bembridge
6.6	<p><b>School Review</b> - Term 2, 2020  Covered in Principal's report, Item 3.2, above.</p>	
6.7	<p><b>Teacher Survey</b>  Per Item 5.2, above.</p>	
6.8	<p><b>Board Survey</b>  Per Item 4.1.2, above.</p>	F. Cocks
6.9	<p><b>Christmas Concert Update</b>  Covered in principal's report, Item 3.2, above.</p>	
6.10	<p><b>Focus 2019</b>  Covered.  Action: Remove this item from future agendas.</p>	C. Mendez
6.11	<p><b>Lunch Service to NPS</b>  No P &amp; C meeting since last Board Meeting.  Action: Remove this item from future agendas until further notice.</p>	C. Mendez
6.12	<p><b>Board Self-Review</b>  Per Item 4.1.3, above.</p>	
<b>7.0</b>	<b>P &amp; C Report</b>	
7.1	<p>SB reported that there was not a quorum for the last P&amp;C Meeting and thus, nothing to report.</p> <p>SB was requested by P&amp;C member Melanie McDougall, to seek Board's consideration of request to stock hair ribbons (faction &amp; school colours) in Uniform Chop for fundraising. Board agreed that proposal seems fine in principle but requests sample for review next meeting before endorsement.  Action: SB to source sample for presentation at next Board Meeting.</p>	S. Brauer
<b>8.0</b>	<b>Correspondence - Out</b>	

8.1	Nil	
<b>9.0</b>	<b>Correspondence – In</b>	
9.1	Re: Term 4 secondments Per Item 3.1, above.	
<b>10.0</b>	<b>Any Other Business</b>	
10.1	Richard Tucker has indicated that he cannot continue on the role next term. Julie Simpfendorfer has also indicated that she will not be able to continue. Staff election to take place this term. Parent election Term One of 2020.	
<b>11.0</b>	<b>Next Board Meeting0</b>	
11.1	<b>Next Board Meetings:</b> <ul style="list-style-type: none"> <li>• <b>4<sup>th</sup> December 2019 (Week 8)</b></li> </ul> <b>Agreed to continue with two meetings per term in 2020</b>	
<b>12.0</b>	<b>Meeting Close &amp; Next Meeting Agenda</b>	
12.1	The meeting closed at 7.01pm.	
12.2	<b>Agenda for Next Board Meeting – Open Board Meeting</b> <ul style="list-style-type: none"> <li>• Welcome &amp; Apologies</li> <li>• Minutes of Previous Meeting</li> <li>• Principal's Report (Including Budget Update)</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>○ Business Plan Review</li> <li>○ Board Survey</li> <li>○ Board Self-Review</li> <li>○ Staff Representative Election</li> <li>○ Terms of Reference</li> </ul> </li> <li>• P&amp;C Report</li> <li>• Correspondence In/Out</li> <li>• Any Other Business</li> </ul>	

*Fiona Cocks, Board Chair* \_\_\_\_\_