



# Nedlands Primary School

## School Board Meeting

### Minutes of Meeting No. 46

Meeting: Wednesday, 17th February 2016 at 7.30pm, held in the school Library

Attendees: Anne Gribble (Chair), Russell Bembridge, Susan Fullgrabe, Miriam Stanborough, Helen Wildy, Sharon Parker

Guest: Daryl Morris-Hall (for Agenda Item 5.2 only)

Apologies: Geoff Jones

Minute Secretary: Catherine Mendez

1.0	Welcome and apologies	Actions
1.1	<p>The meeting opened at 7.30pm.</p> <p>Anne Gribble gave the Acknowledgement of Country and welcomed all Board members to the meeting particularly Susan Fullgrabe, the Board's new staff representative, who joins the Board tonight.</p>	Chair
1.2	Apologies/absentees – Apology received from Geoff Jones	Chair
1.3	<p><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.46.</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>	Chair
2.0	Minutes of Previous Meeting	
2.1	<p>The minutes of Board meeting No. 45, held on 2nd December, 2015 were tabled.</p> <p>Motion: The Minutes of Meeting No. 45, held on 2nd December 2015, as presented, be accepted and uploaded to the school website.</p> <p>Moved: Sharon Parker      Seconded: Miriam Stanborough      <u>Carried</u></p>	
3.0	Action Arising from Minutes of Previous Meeting	
3.1	<p><b>Invitation of UWA representatives to the School to follow up on discussion re: impact of UWA students on NPS</b></p> <p>Letter drafted inviting UWA representatives to NPS on Tuesday, 15<sup>th</sup> March.</p> <p>Action: AG to get additional UWA representative names from SP &amp; HW and send invitations.</p>	<p>Anne Gribble, Russell Bembridge</p> <p>Anne Gribble</p>

3.2	<b>Brief overview of staff committees for Board information</b> RB distributed staff committee overview documentation (attached) and explained to the Board. RB also talked to the Board about the National Quality Standard (NQS) Verification Process.	Russell Bembridge
3.3	<b>Parent Information: Cultivating a Learning Mindset – consideration of second seminar</b> SP will conduct the second seminar on Wednesday 9th March, subject to confirmation of this date with Geoff Jones. Notice to be placed in newsletter.	Sharon Parker
3.4	<b>Kids &amp; Technology - update on possible presentation</b> MS updated the Board on her research on this topic. MS will liaise with RB to ensure proposals complement curriculum-required sessions for Year 6.	Miriam Stanborough
3.5	<b>Review Terms of Reference</b> Terms of Reference compliance on the appointment of the P&C representative was discussed. MS will clarify further and report to the next meeting. Review of the full Terms of Reference will be undertaken at the next Board meeting. Current Terms of Reference will be distributed in advance of the meeting.	Anne Gribble  Catherine Mendez
3.6	<b>Social media communication options</b> Amanda Brien's family has relocated interstate and she is consequently no longer a Board member. There will be two new Parent Board members appointed in March. Is it hoped that an existing or new Board member will take up this project. Trials being undertaken, initially in one-way communication, in several classrooms.	Russell Bembridge
<b>4.0</b>	<b>Principal's Report &amp; Financial Summary</b>	
4.1	RB presented his report to the meeting. See attached.	Russell Bembridge
4.2	<b>2016 Annual Budget and Financial Summary</b> RB provided the Board with documents covering the 2016 Budget, Expenditure as at the end of 2015 as well as the Operational Budget for January 2016 and answered Board questions.  Motion: The Board accepts Cash Report for December 2015 & January 2016 as tabled. Moved: Helen Wildy      Seconded: Susan Fullgrave <u>Carried</u>  Motion: The Board accepts the Budget for 2016, as tabled, subject to clarification on indicated items at next Board Meeting. * see addendum below Moved: Miriam Stanborough      Seconded: Sharon Parker <u>Carried</u>	Russell Bembridge
<b>5.0</b>	<b>General Business</b>	
5.1	<b>Board-initiated Parent Survey</b> Feedback information for parents has been placed on the school website.	Anne Gribble

5.2	<p><b>School Self-Review</b>  RB distributed the “2012 IPS Review Recommendations Follow-up” document for revision and discussion. (Attached)The Board requested a fresh electronic copy of the 2012 IPS Review document by email to each Board member.</p> <p>RB distributed document entitled “IPS Review 2016 – Self-Review Information”, the “Delivery and Performance Agreement (DPA) 2013-2015 Summary of Compliance and Responsibilities” document (sent to the IPS Reviewers) and a document describing the Principles of the Independent Review Process and discussed these with the Board. (Attached)</p> <p>RB also discussed with the Board the Business Plan 2013-2015 Review process and the process around the Development Cycle of the 2016-2018 Business Plan. The relevant documentation was distributed (attached).</p>	Russell Bembridge
5.3	<p><b>Annual Report</b>  The Board discussed the 2014 Annual Report which was distributed in the Board pack.</p> <p>Motion: The Board endorses the 2014 Annual Report.  Moved: Miriam Stanborough      Seconded: Helen Wildy      <u>Carried</u></p>	Russell Bembridge
5.4	<p><b>ACARA Survey</b>  The ACARA survey was not able to be issued in 2015.</p>	Russell Bembridge
5.5	<p><b>School Access Sub-committee Report</b>  MS reported that she continues to work on lobbying to alter the planned placement of the flashing traffic lights which are to be installed around the school.  School access flyer to be updated for distribution, particularly to Year One families.</p>	Miriam Stanborough
5.6	<p><b>Appointment of Second Community Board Member</b>  AG distributed a “Board Skills Matrix” and asked Board members to review and return to her to enable it to be used as a tool for upcoming nominations and elections of parent members (two positions in March) as well as identification of community Board members.  Action: Board members to complete matrix and return to AG by 26<sup>th</sup> February.</p>	Anne Gribble  Board Members
5.7	<p><b>Board Meeting Times</b>  The Board discussed the possibility of changing meeting times. Several options were considered but no single time emerged as suitable for all members.  Given there will soon be two new Board members, it was agreed to maintain the 1.00pm meeting time for the next meeting to be held on 16<sup>th</sup> March and discuss further.</p>	
<b>6.0</b>	<b>P&amp;C Representative Report</b>	
6.1	<p>MS reported on the last P&amp;C meeting which was held in December.  The AGM will take place next Wednesday, 24<sup>th</sup> February.</p>	Miriam Stanborough
<b>7.0</b>	<b>Correspondence OUT</b>	
7.1	Nil	
<b>8.0</b>	<b>Correspondence IN</b>	
	Nil	

9.0	<b>Other Business</b>	
9.1	Nil	
10.0	<b>Next Board Meeting</b>	
10.1	<p><b>Next Board Meeting:</b> Wednesday, 16th March 1.00pm</p> <p><b>Future Board Meetings:</b></p> <ul style="list-style-type: none"> <li>• Wednesday, 11th May 1.00pm (time to be confirmed)</li> <li>• Wednesday, 15th June 1.00pm (time to be confirmed)</li> </ul>	
11.0	<p><b>The meeting closed at 9.50pm</b></p> <p><b>Next Board Meeting Agenda Items:</b></p> <ul style="list-style-type: none"> <li>• Principal's Report</li> <li>• Budget and Financial Summary</li> <li>• School Self-Review</li> <li>• Terms of Reference Review</li> <li>• Election of two Parent representative Board Members and appointment of second Community Board Member</li> <li>• UWA representatives tour of NPS</li> <li>• NPELC visit</li> <li>• School Access Sub-committee Report</li> <li>• Parent Information: Cultivating a Learning Mindset,</li> <li>• Kids &amp; Technology Presentation</li> <li>• Social media communication options</li> <li>• Board Meeting times for 2016</li> <li>• Correspondence In/Out</li> <li>• P&amp;C Representative Report</li> </ul>	

**\*Addendum to Item 4.2**

Miscellaneous Expenditure included

- \$4640 and \$580 for Recruitment processes associated with permanent teaching positions at the end of 2015 [ no account established for this at the end of 2014 when budget drawn up]
  - \$2700 for Bike Ed skills course – will be matched by a transfer from the grant but a new project after budget so no other place in the budget to pay from
- AND
- The camps cost centre estimate of charges was entered in error [ typo showed \$68 240 instead of \$6 824 - student funded collection of camp fees so it doesn't impact on budget – money in and money out matches expenditure for Program, Accommodation, Food – it will really be 60 students X \$340 = \$20 400... because it is student funded the estimate was made on reduced numbers and reduced charges. More info clear now that family returns and program bookings are in place

*Anne Gribble, Board Chair* \_\_\_\_\_