



Nedlands Primary School

School Board Meeting

Minutes of Meeting No. 47

Meeting: Wednesday, 16th March 2016 at 1.00pm, held in the school Library

Attendees: Anne Gribble (Chair), Russell Bembridge, Susan Fullgrabe, Miriam Stanborough, Geoff Jones

Apologies: Sharon Parker

Minute Secretary: Catherine Mendez

1.0	Welcome and apologies	Actions
1.1	The meeting opened at 1.11pm. Anne Gribble gave the Acknowledgement of Country and welcomed all Board members to the meeting.	Chair
1.2	Apologies/absentees – Apology received from Sharon Parker	Chair
1.3	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.47. 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.	Chair
2.0	Minutes of Previous Meeting	
2.1	The minutes of Board meeting No. 46, held on 17th February, 2016 were tabled. <i>Motion:</i> The Minutes of Meeting No. 46, held on 17th February, 2016, as presented, be accepted and uploaded to the school website. Moved: Susan Fullgrabe Seconded: Miriam Stanborough <u>Carried</u>	Catherine Mendez
3.0	Action Arising from Minutes of Previous Meeting	
3.1	Invitation of UWA representatives to the School to follow up on discussion re: impact of UWA students on NPS AG is liaising with Kent Anderson’s PA (UWA) to identify a suitable date for this visit. She will keep Board members advised.	Anne Gribble, Russell Bembridge Anne Gribble
3.2	Parent Information: Cultivating a Learning Mindset – consideration of second seminar SP will conduct the second seminar on Wednesday 5th April. Notice to be placed in newsletter.	Sharon Parker

3.3	<p>Kids & Technology - update on possible presentation MS will hand over this responsibility to another Board member after the new members are elected.</p>	Miriam Stanborough
3.4	<p>Review Terms of Reference Terms of Reference compliance on the appointment of the P&C representative was discussed.</p> <p>Two items identified as areas for Board attention: 6(a) Number of meetings to be determined by vote – addressed at Item 3.6, below. 7(a) (3) Annual review of school codes - The only relevant code is the school's Dress Code. Other codes are either operational and/or set by the department areas and not Board responsibility. <i>Action:</i> Current Dress Code to be sent to the Board for review and discussion at next meeting.</p> <p>Board members to review current "Terms of Reference" (ToR) against the model ToR for unincorporated school councils. <i>Action:</i> Miriam to send to CM, CM to send to board members with current ToR (Two separate documents)</p>	<p>Anne Gribble</p> <p>Catherine Mendez</p> <p>Catherine Mendez</p>
3.5	<p>Board Representation – P&C Representative, community members and parent representative elections The P&C has proposed Anna DaVila for P&C representation on the Board. Two Parent representative positions are also due to be filled, those of Amanda Brien and Sharon Parker.</p> <p><i>Motion:</i> That the P&C nominee be included along with any other nominations for the three Parent representative vacancies on the Board and that these be called for as soon as possible.</p> <p>Moved: Helen Wildy Seconded: Miriam Stanborough <u>Carried</u></p> <p>Note –There will no longer be a designated P&C representative position on the Board per Department of Education advice.</p>	<p>Anne Gribble</p> <p>Russell Bembridge</p>
3.6	<p>Board Meeting Times The Board resumed this discussion in an endeavour to identify the best Board meeting times to encourage the widest pool from which membership of the Board may be sought.</p> <p>It was suggested to hold Board meetings on the Wednesdays of weeks three and seven each term. The week three meeting will be held at 5.00pm and the week seven meeting at 1.00pm. CM cannot attend the week three meetings until 5.30pm.</p> <p><i>Action:</i> Draft calendar of the year's Board meetings.</p> <p>The Agenda for the year should be defined by the business plan.</p>	Catherine Mendez

4.0	Principal's Report & Financial Summary	
4.1	<p>2016 Annual Budget and Financial Summary RB provided the Board with documents covering the Operational Budget for February 2016 and "Big Ticket Items" and answered Board questions.</p> <p><i>Motion:</i> The Board accepts Cash Report as at 10th March 2016 as tabled. Moved: Helen Wildy Seconded: Anne Gribble <u>Carried</u></p> <p><i>Motion:</i> The Board accepts the Budget for 2016, as tabled in Meeting 46 and clarified by the addendum to Item 4.2 in the minutes of that meeting, Moved: Anne Gribble Seconded: Geoff Jones <u>Carried</u></p>	Russell Bembridge
4.2	<p>Principal's Report RB presented his report to the meeting. See attached.</p>	Russell Bembridge
Helen Wildy gave her apologies and left the meeting at 2.20pm		
5.0	General Business	
5.1	<p>School Review Feedback RB's update to the Board was included in his Principal's Report (Item 4.2, above).</p>	Russell Bembridge
5.2	<p>Business Plan 2016-2018 <i>Motion:</i> Form a sub-committee to develop the 2016-2018 Business Plan. Moved: Anne Gribble Seconded: Susan Fullgrave <u>Carried</u></p>	Anne Gribble & Russell Bembridge
5.3	<p>Annual Report 2015 In progress.</p>	Russell Bembridge
5.4	<p>ACARA Survey Aiming for late in Term Two, 2016.</p>	Russell Bembridge
5.5	<p>School Access Sub-committee Report Miriam updated the Board on progress in this area.</p>	Russell Bembridge
5.6	<p>AICD School Governance Event AG gave a summary of this event by referring to it throughout the meeting.</p>	Anne Gribble
5.7	<p>NPELC Visit AG & RB to identify a date in early next term and will invite representatives from Nedlands Council to visit NPELC and perhaps other parts of the school such as the pool.</p>	Russell Bembridge & Anne Gribble
6.0	P&C Representative Report	
6.1	<p>MS did not attend the last P&C meeting which was the AGM on 24th February so RB gave the Board a summary.</p>	Russell Bembridge
7.0	Correspondence OUT	
7.1	Nil	
8.0	Correspondence IN	
8.1	Letter from P&C President	

	<i>Action:</i> Anne will reply to clarify query about P&C nomination to the Board	Anne Gribble
8.2	Board resignation email from Amanda Brien <i>Motion:</i> Acknowledge and table incoming correspondence. Moved: Susan Fullgrabe Seconded: Anne Gribble <u>Carried</u>	
9.0	Other Business	
9.1	Anne Gribble thanked Miriam Stanborough and Sharon Parker for their huge contribution to the Board.	
10.0	Next Board Meeting	
10.1	Next Board Meeting: Wednesday, 11th May 5.00pm Future Board Meetings: <ul style="list-style-type: none"> • Wednesday, 15th June 1.00pm • Wednesday, 3rd August 5.00pm • Wednesday, 31st August 1.00pm • Wednesday 26th October 5.00pm • Wednesday 23rd November 1.00pm 	
11.0	The meeting closed at 3.02 pm Next Board Meeting Agenda Items: <ul style="list-style-type: none"> • Principal's Report • Budget and Financial Summary • School Self-Review • Terms of Reference Review • Election of three Parent representative Board Members • UWA representatives tour of NPS • NPELC visit • Business Plan Sub-committee Report • School Access Sub-committee Report • Parent Information: Cultivating a Learning Mindset, • Kids & Technology Presentation • Social media communication options • Correspondence In/Out • P&C Representative Report 	

Anne Gribble, Board Chair _____