### 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

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<tr>
<th>Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.1</td>
<td>The meeting opened at 1.11pm. Anne Gribble gave the Acknowledgement of Country and welcomed all Board members to the meeting.</td>
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#### Chair

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<tr>
<th>Number</th>
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<tr>
<td>1.2</td>
<td>Apologies/absentees – Apology received from Sharon Parker</td>
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#### Chair

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<th>Number</th>
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<tr>
<td>1.3</td>
<td>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.</td>
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#### Chair

#### 2.0 Minutes of Previous Meeting

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<th>Number</th>
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<tr>
<td>2.1</td>
<td>The minutes of Board meeting No. 46, held on 17th February, 2016 were tabled. Motion: 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 Carried</td>
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#### Catherine Mendez

#### 3.0 Action Arising from Minutes of Previous Meeting

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<td>3.1</td>
<td>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.</td>
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#### Anne Gribble, Russell Bembridge

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<th>Number</th>
<th>Description</th>
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<tr>
<td>3.2</td>
<td>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.</td>
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#### Sharon Parker
### 3.3 Kids & Technology - update on possible presentation

MS will hand over this responsibility to another Board member after the new members are elected.  

**Miriam Stanborough**

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### 3.4 Review Terms of Reference

Terms of Reference compliance on the appointment of the P&C representative was discussed.

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.

*Action*: Current Dress Code to be sent to the Board for review and discussion at next meeting.

Board members to review current “Terms of Reference” (ToR) against the model ToR for unincorporated school councils.

*Action*: Miriam to send to CM, CM to send to board members with current ToR (Two separate documents)

**Anne Gribble**

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### 3.5 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.

*Motion*: 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.

Moved: Helen Wildy  
Seconded: Miriam Stanborough  
Carried

Note – There will no longer be a designated P&C representative position on the Board per Department of Education advice.

**Anne Gribble**  
**Russell Bembridge**

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### 3.6 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.

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.

*Action*: Draft calendar of the year’s Board meetings.

The Agenda for the year should be defined by the business plan.

**Catherine Mendez**
# Principal's Report & Financial Summary

## 4.1 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.

**Motion:** The Board accepts Cash Report as at 10th March 2016 as tabled.
Moved: Helen Wildy  
Seconded: Anne Gribble  
Carried

**Motion:** 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  
Carried

## 4.2 Principal's Report
RB presented his report to the meeting. See attached.

Russell Bembridge

Helen Wildy gave her apologies and left the meeting at 2.20pm

## 5.0 General Business

### 5.1 School Review Feedback
RB’s update to the Board was included in his Principal’s Report (Item 4.2, above).

Russell Bembridge

### 5.2 Business Plan 2016-2018
**Motion:** Form a sub-committee to develop the 2016-2018 Business Plan.
Moved: Anne Gribble  
Seconded: Susan Fullgrabe  
Carried

Anne Gribble & Russell Bembridge

### 5.3 Annual Report 2015
In progress.

Russell Bembridge

### 5.4 ACARA Survey
Aiming for late in Term Two, 2016.

Russell Bembridge

### 5.5 School Access Sub-committee Report
Miriam updated the Board on progress in this area.

Russell Bembridge

### 5.6 AICD School Governance Event
AG gave a summary of this event by referring to it throughout the meeting.

Anne Gribble

### 5.7 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.

Russell Bembridge & Anne Gribble

## 6.0 P&C Representative Report

### 6.1 MS did not attend the last P&C meeting which was the AGM on 24th February so RB gave the Board a summary.

Russell Bembridge

## 7.0 Correspondence OUT

### 7.1 Nil

## 8.0 Correspondence IN

### 8.1 Letter from P&C President
<table>
<thead>
<tr>
<th><strong>Action:</strong> Anne will reply to clarify query about P&amp;C nomination to the Board</th>
<th>Anne Gribble</th>
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| **8.2 Board resignation email from Amanda Brien**  
*Motion:* Acknowledge and table incoming correspondence.  
Moved: Susan Fullgrabe  
Seconded: Anne Gribble  
Carried | |
| **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:**  
- 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:**  
- 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 | |