



Nedlands Primary School

School Board Meeting

Minutes of Meeting No. 48

Meeting: Wednesday, 11th May 2016 at 5.00pm, held in the school Library

Attendees: Russell Bembridge (chair), Susan Fullgrabe, Helen Wildy, Geoff Jones, Anna Davila, Lisa Lough, Jodii Giannas.

Late Apologies: Anne Gribble

Minute Secretary: Catherine Mendez

1.0	Welcome and apologies	Actions
1.1	<p>The meeting opened at 5.03pm.</p> <p>Russell Bembridge gave the Acknowledgement of Country and welcomed all Board members to the meeting, with a particular welcome to the three new parent representatives joining the Board today.</p>	Chair
1.2	Apologies/absentees – Late arrival apology received from Anne Gribble	Chair
1.3	<p>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.48.</p> <p>Jodii Giannas advised that her company will be approaching the Education Department regarding a support program around confidence and anxiety with they'd like to offer in schools. While this is not pertinent to today's agenda, JG wished to make the Board aware of this for future reference.</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. 47, held on 16th March, 2016 were tabled.</p> <p><i>Motion:</i> The Minutes of Meeting No. 47, held on 16th March, 2016, as presented, be accepted and uploaded to the school website.</p> <p>Moved: Susan Fullgrabe Seconded: Geoff Jones <u>Carried</u></p>	Catherine Mendez
Anne Gribble joined the meeting at 5.14pm and assumed the Chair		
3.0	Action Arising from Minutes of Previous Meeting	
3.1	<p>Invitation of UWA representatives to the School to follow up on discussion re: impact of UWA students on NPS This visit will take place on 30th June from 8.30am until 10.00am.</p>	Anne Gribble, Russell Bembridge

3.2	<p>Parent Information: Cultivating a Learning Mindset Sharon Parker conducted the second seminar on Wednesday 5th April and it was again very successful with RB reporting very positive feedback. The Board is grateful to Sharon for her valuable contribution.</p>	
3.3	<p>Kids & Technology Anna Davila is happy to assume responsibility for this and will liaise with Miriam Stanborough for handover.</p>	Anna Davila
3.4	<p>Review Terms of Reference The Board discussed and agreed that it would be useful for one member to separately investigate the Terms of Reference and any proposed changes and report back to the Board. Jodii Giannas agreed to undertake this project.</p> <p><i>Action:</i> Jodii Giannas to review current ToR against other examples and with information gathered from external sources and report back to Board.</p> <p>Annual review of school codes - The only relevant code for Board review is the school's Dress Code. Susan Fullgrabe has agreed to review this code, communicating with the P&C and the uniform shop volunteers, and will report back to the Board.</p> <p><i>Action:</i> Susan Fullgrabe to review School Dress Code and report back to Board</p>	Jodii Giannas Susan Fullgrabe
3.5	<p>Parent Representative Positions (Three) AG reported that there were four nominees for these vacancies and a successful election was conducted with Anna Davila, Lisa Lough and Jodii Giannas appointed to the Board.</p>	
3.6	<p>Board Meeting Times – Date of Final Meeting for 2016 The final meeting for 2016 has been scheduled for 23rd November which is the day of the school's Christmas concert and would be unworkable. The meeting is therefore moved to be one week earlier on Wednesday, 16th November 2016.</p> <p><i>Action:</i> CM to change Board calendar and check with Fay Moreton regarding electronic invitation facility.</p>	Catherine Mendez
4.0	Principal's Report & Financial Summary	
4.1	<p>Principal's Report RB presented his report to the meeting. See attached</p>	Russell Bembridge
4.2	<p>2016 Annual Budget and Financial Summary RB provided the Board with documents covering the Operational Budget for April 2016 and "Big Ticket Items" and he answered Board questions.</p> <p><i>Motion:</i> The Board accepts Cash Report as at 5th May 2016 as tabled. Moved: Helen Wildy Seconded: Susan Fullgrabe <u>Carried</u></p>	Russell Bembridge
5.0	General Business	
5.1	<p>School Self-Review RB's update to the Board was included in his Principal's Report (Item 4.1, above).</p>	Russell Bembridge
5.2	<p>Business Plan 2016-2018 – Sub-Committee Report RB, AG & SF form the sub-committee. The aim is to have a draft document to sub-committee members by the end of next week, together with highlighted topics for inclusion. The ultimate time-line ends with Business Plan completion and Board sign-off by the end of this term.</p>	Russell Bembridge

5.3	<p>Annual Report 2015 - Update RB distributed a draft report document which is near completion. RB will welcome feedback from Board members around communication clarity and any typographical or grammatical corrections as soon as it is able to be provided. This document needs to be finalised within a week.</p> <p><i>Action:</i> Board feedback on draft to RB ASAP</p>	All Board members
Helen Wildy gave her apologies and left the meeting at 6.30pm.		
5.4	<p>ACARA Survey Aiming for Term Three, 2016. This item will now be added to the Board Calendar and be reviewed when the Calendar is reviewed.</p>	Russell Bembridge
5.5	<p>School Access Sub-committee Report RB updated the Board on the continuing work to streamline traffic flow at pick-up time. Lisa Lough agreed to be the Board parent representative responsible for this area.</p>	Russell Bembridge
5.6	<p>Communication Options AG reported that trials of different methods of communication continue in a couple of classrooms. Former Board member Amanda Brien had begun work on this matter and a new person/committee is required to assume this responsibility.</p> <p><i>Motion:</i> Form a communication sub-committee to consider communication platform options</p> <p>Moved: Anne Gribble Seconded: Lisa Lough <u>Carried</u></p> <p>Sub-committee formed initially comprising RB & JG.</p>	Anne Gribble
5.7	<p>NPELC Visit Action: RB will select a date for this visit and advise Board members. AG will invite relevant Nedlands councillors.</p>	Russell Bembridge & Anne Gribble
6.0	P&C Report	
6.1	Anna Davila will give this report in future; however there has not been a P&C meeting since her appointment to the Board.	Russell Bembridge
7.0	Correspondence OUT	
7.1	Nil	
8.0	Correspondence IN	
8.1	<p>Email from Helen Wildy reporting the recent awarding of the Kathleen Fitzpatrick Australian Laureate Fellowship to former Board member, Sharon Parker. (See attached)</p> <p><i>Action:</i> AG will send a letter extending the Board's congratulations to Sharon on the awarding of this prestigious Fellowship.</p>	Anne Gribble
9.0	Other Business	
9.1	NedsLads Camp-Out: RB reported that this was again a huge success.	
9.2	Board Networking Opportunities – AG will investigate options for informal networking for Board members in surrounding IP Schools.	Anne Gribble

9.3	New Board Member Induction Training – AG will establish whether there are any arranged Induction sessions in the near future or if we can organise one for ourselves.	Anne Gribble
10.0	Next Board Meeting	
10.1	<p>Next Board Meeting: Wednesday, 15th June 1.00pm</p> <p>Future Board Meetings:</p> <ul style="list-style-type: none"> • Wednesday, 3rd August 5.00pm • Wednesday, 31st August 1.00pm • Wednesday 26th October 5.00pm • Wednesday 16th November 1.00pm 	
11.0	<p>The meeting closed at 7.11 pm</p> <p>Next Board Meeting Agenda Items:</p> <ul style="list-style-type: none"> • Principal's Report • Budget and Financial Summary • School Self-Review • Terms of Reference Review • Review Upcoming Calendar Items • NPELC visit • Business Plan Sub-committee Report • School Access Sub-committee Report • Kids & Technology Presentation • Communication options • Correspondence In/Out • P&C Report 	

Anne Gribble, Board Chair _____