



Nedlands Primary School

School Board Meeting

Minutes of Meeting No. 51

Meeting: Wednesday, 24th August 2016 at 1.00pm, held in the school Library

Attendees: Russell Bembridge (chair), Anne Gribble, Geoff Jones, Susan Fullgrabe, Anna Davila, Jodii Giannas.

Apologies: Lisa Lough

Minute Secretary: Catherine Mendez

1.0	Welcome and apologies	Actions
1.1	The meeting opened at 1.05pm. Anne Gribble gave the Acknowledgement of Country and welcomed all Board members to the meeting.	Chair
1.2	Apologies/absentees – Apologies received from Lisa Lough.	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.51. 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. 50, held on 3rd August, 2016 were tabled. <i>Motion:</i> The Minutes of Meeting No. 50, held on 3rd August, 2016, as presented, be accepted and uploaded to the school website. Moved: Anne Gribble Seconded: Anna Davila <u>Carried</u>	Catherine Mendez
3.0	Action Arising from Minutes of Previous Meeting	
3.1	Annual Report completed and uploaded to website.	
3.2	Community Board Member/s & Skills Matrix AG summarised the skills matrix feedback from Board members. Ideas of possible candidates for community Board membership were discussed. <i>Action:</i> •Board members to consider further candidates. •RB & AG to investigate suggested candidates further.	Anne Gribble

3.3	<p>Terms of Reference Review JG distributed a draft revised Terms of Reference document for review by the Board with particular areas of issue highlighted.</p> <p><i>Action:</i> •Board members to review and send comments to JG by 07Sep to enable compilation for discussion at next meeting. •RB & AG to pay special attention to description of roles in ToR.</p>	Jodii Giannas All Board members RB & AG
3.4	<p>Review upcoming Calendar items.</p> <p>Board self-review needs to be undertaken.</p> <p><i>Action:</i> •CM to distribute Board self-review document to all Board members for completion and anonymous return to CM or office by 07Sep •Re-word Self-review & Business Plan review and move both to August in calendar</p> <p>ACARA Survey will be sent electronically early in Term Four. Data will be available for Board review after collation.</p> <p><i>Action:</i> •Include ACARA survey in calendar</p> <p>NAPLAN parent information session: To be held at 6.30pm Wed., 2nd November in the Library.</p>	Chair All Board members CM RB CM
4.0	Principal's Report & Financial Summary	
4.1	<p>Business Plan 2016-2018 Update RB updated the Board on gathered input and edits. The latest document was distributed. RB went through this with particular attention on Focus Areas 1, 2 & 3 and sought comment from the Board. An update will be issued to the Board before the end of the term.</p>	Russell Bembridge
<i>Anna Davila made her apologies and left the meeting at 1.10pm.</i>		
4.2	<p>Annual Report 2015 - Update A hard copy was distributed to the Board and it has been uploaded to the school's website. 2016 Annual Report draft will be completed by the end of the school year.</p>	RB
4.3	<p>2017 Contributions & Charges RB distributed and went through the "Board Review" copy of the draft <i>School Contributions & Charges</i> letter to parents. Relevant section of document also to be reviewed by P&C.</p> <p><i>Action:</i> Feedback to Fay Moreton by the end of this term. (The final document needs to be ratified by the Board at the next meeting)</p>	All Board members
4.4	<p>2016 Annual Budget and Financial Summary RB provided the Board with documents covering the Operational Budget for August 2016 and "Big Ticket Items" and he answered Board questions.</p> <p><i>Motion:</i> The Board accepts Cash Report as at 23rd August 2016 as tabled. Moved: Jodii Giannas Seconded: Susan Fullgrabe <u>Carried</u></p>	Russell Bembridge
4.5	<p>Principal's Report RB presented his report to the meeting. See attached.</p>	Russell Bembridge
5.0	General Business	
	Nil	

6.0	Correspondence OUT	
6.1	Nil	
7.0	Correspondence IN	
7.1	<p>Letter to NPS Board Chair from Department of Education Director General Sharyn O'Neill dated 09Aug2016 regarding DES review.</p> <p><i>Action:</i></p> <ul style="list-style-type: none"> •Send copy of letter to all Board members with these minutes. •Board members to review letter for discussion, if necessary, at next meeting 	CM All Board members
8.0	Other Business	
8.1	Nil.	
9.0	Next Board Meeting	
9.1	<p>Next Board Meeting: Wednesday 26th October 1.00pm – Review aggregated NAPLAN data</p> <p>Future Board Meetings:</p> <ul style="list-style-type: none"> • Wednesday 2nd November 5.00pm – Open Board Meeting 	
11.0	<p>The meeting closed at 2.45 pm</p> <p>Next Board Meeting Agenda Items:</p> <ul style="list-style-type: none"> • NAPLAN data review • Terms of Reference Review • Dress Code Review • Business Plan • School Access Sub-committee Report • Kids & Technology Update • Communication Sub-committee report • Open Board Meeting & NAPLAN presentation • Community Board Representative candidates • Review Upcoming Calendar Items • Budget and Financial Summary • Principal's Report • 2017 Fees & Charges • Correspondence In/Out • P&C Report 	

Anne Gribble, Board Chair _____