



# Nedlands Primary School

## School Board Meeting

### Minutes of Meeting No. 52

Meeting: Wednesday, 26th October 2016 at 1.00pm, held in the school Library

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

Late Apologies: Geoff Jones

Early departure apologies: Anna Davila, Jodii Giannas, 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: Late Apologies - Geoff Jones, Early departure apologies - Anna Davila, Jodii Giannas, Lisa Lough	Chair
1.3	<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. 52.  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. 51, held on 24th October, 2016 were tabled.  <i>Motion:</i> The Minutes of Meeting No. 51, held on 24th October, 2016, as presented, be accepted and uploaded to the school website.  Moved: Jodii Giannas                      Seconded: Susan Fullgrave <u>Carried</u>	Catherine Mendez
3.0	Action Arising from Minutes of Previous Meeting	
3.1	<b>NAPLAN Data Review</b> Russell Bembridge went through the pre-distributed NAPLAN data and answered Board questions. The Board asked that the minutes record the Board's gratitude to teachers for their continued hard work.	

3.2	<p><b>Community Board Member/s &amp; Skills Matrix</b>  AG briefly overviewed the pre-distributed Board Skills Matrix document. This information would be included in the call for parent member nominations and is being considered in the search for candidates for the two community representative positions.</p> <p><i>Motion:</i> Invite an identified member of the Cultural and Linguistically Diverse community (CaLD) to join the board as non-voting community representative for the 2017 calendar year.  Moved: Susan Fullgrabe                                  Seconded: Geoff Jones                                  <u>Carried</u></p> <p><i>Action:</i> AG to send out CV of potential UWA representative to Board members</p>	Anne Gribble
<i>Anna Davila made her apologies and left the meeting at 2.05pm</i>		
3.3	<p><b>Terms of Reference Review</b>  Deferred to next meeting.</p> <p><i>Action:</i> • Draft revised Terms of Reference document distributed at last meeting. Board members to review and send comments to JG as soon as possible for compilation and discussion at next meeting.</p>	Jodii Giannas  All Board members
3.4	<p><b>Review upcoming Calendar items.</b>  Annual Report – Draft to be concluded by the end of 2016, for distribution to the Board in the first weeks of Term 1, 2017. Publication planned for the end of Term 1, 2017.</p> <p>Business Plan Review – Review at next board meeting using traffic light system.  <i>Action:</i> RB to email latest copy of the business plan</p> <p>ACARA Survey will be sent electronically before the end of week four. Data will be available for Board review after collation.</p>	Chair  RB  RB  RB
3.5	<p><b>Board Self-Review</b>  AG thanked the Board for the feedback. AG will distribute summary and initial recommendations by email. Any further discussion deferred to next meeting.</p> <p>Following initial discussion, the following motion was proposed.  <i>Motion:</i> Sub-committee to be formed to review how the school addresses the well-being of its staff and students, within given objectives to be agreed.  Moved: Jodii Giannas                                  Seconded: Lisa Lough                                  <u>Carried</u></p>	AG
<i>Jodii Giannas made her apologies and left the meeting at 2.30pm</i>		
3.6	<p><b>2017 Fees &amp; Charges</b>  No feedback was referred to Fay Moreton following the last Board Meeting.</p> <p><i>Motion:</i> The 2017 Contributions &amp; Charges be accepted as presented and distributed to families.  Moved: Anne Gribble                                  Seconded: Susan Fullgrabe                                  <u>Carried</u></p>	RB
4.0	<b>General Business</b>	

4.1	<p><b>School Access Sub-committee Report</b>  LL went through the recommended actions within the pre-distributed Report.  Communication Campaign- A flyer as a part of a communication campaign will be deferred to next year.  Adult Supervision - LL to initiate discussions with P&amp;C  Traffic Management - RB will join LL at the Traffic Management stakeholder meetings.  <i>Action:</i> LL to arrange a stakeholders meeting.  Pick-up Zone Extension – Internal discussion required first.  <i>Action:</i> LL to arrange in-house brainstorming meeting.  Behaviour-Change Campaign – Not enough time this term to conduct poster competition. Consider next year. Following further stakeholder discussions, the committee will reconsider parent information forum/focus group.</p>	<p>Lisa Lough</p> <p>LL</p> <p>LL</p>
4.2	<p><b>Business Plan 2016-2018 Sub-Committee Report</b>  Covered at item 3.4 (above).</p>	RB
4.3	<p><b>Open Board Meeting – Planning</b>  Agreed a normal meeting to be held as the open meeting on Wednesday 16<sup>th</sup> November at 5.00pm with the NAPLAN presentation to follow at 7.00pm.   <i>Action:</i> Advise Yvonne for inclusion in upcoming school newsletters &amp; newsflashes.</p>	CM
<b>5.0</b>	<b>Principal's Report &amp; Financial Summary</b>	
5.1	<p><b>Principal's Report</b>  RB presented his report to the meeting. See attached   <i>Motion:</i> The Board ratifies the proposed school development days for 2017 per the Principal's Report (attached).  Moved: Anne Gribble                      Seconded: Lisa Lough                      <u>Carried</u></p>	Russell Bembridge
<i>Lisa Lough made her apologies and left the meeting at 3.00pm</i>		
5.2	<p><b>2016 Annual Budget and Financial Summary</b>  RB provided the Board with documents covering the Operational Budget for Sep/Oct 2016 and "Big Ticket Items" and he answered Board questions.   <i>Motion:</i> The Board accepts Cash Report as at 20<sup>th</sup> October 2016 as tabled.   Because there was no longer a quorum at the meeting, this motion could not be moved.   <i>Action:</i> Motion to be distributed for consideration by email.</p>	<p>Russell Bembridge</p> <p>AG</p>
<b>6.0</b>	<b>P&amp;C Report</b>	
6.1	AG went through the pre-distributed P&C report in Anna's absence.	
<b>7.0</b>	<b>Correspondence OUT</b>	
7.1	Nil	
<b>8.0</b>	<b>Correspondence IN</b>	
8.1	Issue 59 Shenton Christian YouthCare Council Newsletter.	

8.2	28Sep2016 email from DoE DG re: Changes to Secondary Schooling in the Western Suburbs.	
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 November 5.00pm – Open Board Meeting (immediately preceding NAPLAN Parent Presentation at 7.00pm)</p> <p><b>Future Board Meetings:</b></p> <ul style="list-style-type: none"> <li>• <i>2017 meetings to be discussed at next Board meeting.</i></li> </ul>	
11.0	<p>The meeting closed at 2.58 pm</p> <p><b>Next Board Meeting Agenda Items:</b></p> <ul style="list-style-type: none"> <li>• Terms of Reference Review</li> <li>• Dress Code Review</li> <li>• Community Board Representative/s</li> <li>• Review Upcoming Calendar Items</li> <li>• Board Self-Review</li> <li>• Business Plan Review</li> <li>• School Access Sub-committee Report</li> <li>• Kids &amp; Technology Update</li> <li>• Communication Sub-committee report</li> <li>• Budget and Financial Summary</li> <li>• Principal's Report</li> <li>• Correspondence In/Out</li> <li>• P&amp;C Report</li> </ul>	

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