



# Nedlands Primary School

## School Board Meeting

### Minutes of Meeting No. 56

Meeting: Wednesday, 2nd August 2017 at 1.00pm, held in the school Library

Attendees: Russell Bembridge, Jodii Giannas (chair), Anna Davila, Anne Gribble, Susan Fullgrabe, Renu Sahai, Fiona Cocks, Caleb Jones, Lihong Shi , Mei Han

Late Apologies: Anne Gribble, Caleb Jones

Guests: Julie Simpfendorfer

Minute Secretary: Catherine Mendez

1.0	Welcome and apologies	Actions
1.1	The meeting opened at 1.04pm.  Jodii Giannas gave the Acknowledgement of Country and welcomed all Board members to the meeting.	
1.2	Late Apologies: Anne Gribble, Caleb Jones	
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. 56.  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.	
2.0	Minutes of Previous Meeting	
2.1	The minutes of Board meeting No. 55, held on 10th May, 2017 were tabled.  <i>Motion:</i> The Minutes of Meeting No. 55, held on 10th May, 2017, as presented, be accepted and uploaded to the school website. Moved: Anna Davila                      Seconded: Susan Fullgrabe <u>Carried</u>	C.Mendez
3.0	Principal's Report and Financial Summary	
3.1	<b>Principal's Report</b> RB presented his report to the meeting (see attached).	
3.1.1	<b>Stem Vision / Direction</b> To address Item 1 of RB's report, deputy principal Julie Simpfendorfer was introduced. JS distributed the document outlining the STEM Vision/Direction for NPS (attached) and spoke to the Board about the proposed strategic planning and operational planning.  <i>Action:</i> Board members to review the paper provided by JS, giving consideration to alignment with the Business Plan. Questions/suggestions to JS by the end of Term 3 so that she may prepare and present answers for the next Board meeting.	All Board members

<p><i>Anne Gribble joined the meeting at 1.10pm. Caleb Jones joined the meeting at 1.20pm</i></p>		
<p><i>Item 5.4 (below) was addressed at this point of the meeting while Julie Simpfendorfer was present.</i></p>		
<p><i>The Board thanked Julie Simpfendorfer for her presentation and she left the meeting at 1.42pm</i></p>		
3.2	<p><b>Budget Update &amp; Financial Summary, including Reserve Accounts</b> RB provided the Board with documents covering the Operational budget for July 2017, “Big Ticket Items” so far this year and Reserve Accounts. An overview was given and Board questions answered.</p> <p><i>Motion:</i> The Board accepts the Cash Report as at 28th July 2017 as tabled. Moved: Anna Davila                      Seconded: Renu Sahai                      <u>Carried</u></p>	
<b>4.0</b>	<b>Board Governance</b>	
4.1	<p><b>Board Self-Review Actions, per list</b> JG spoke of the need to keep abreast of all items on this list both as a Board and relevant sub-committees. A fresh copy of the “Board Self-Assessment Results Summary” document was distributed.</p> <p><i>Action:</i> Board members to read through the list of action items and refer any concerns/comments to JG by the end of this term.</p> <p><i>Action:</i> For 2017, JG will email all Board members a copy of the Self-Action Review to be completed by the end of August.</p>	<p>All Board members</p> <p>JG + All Board Members</p>
4.2	<p><b>Board Representation</b> RB and JG will be meeting with Dave Norman, Policy Advisor to UWA Vice-Chancellor later this month.</p> <p><i>Action:</i> RB /JG to attend meeting and report back to Board.</p>	RB & JG
4.3	<p><b>Review Upcoming Calendar Items</b></p> <p>4.3.1 <b>Business Plan Review:</b> The next item in ongoing review of progress against Business Plan will be presentation of NAPLAN data at next meeting.</p> <p>4.3.2 <b>Next Meeting:</b> Confirmed for Wednesday 8th November (week 5) this will include NAPLAN discussion. Parents to be invited to this meeting as the annual Open Board Meeting. <i>Action:</i> Change calendar and school diary</p> <p>4.3.3 <b>Fees &amp; Charges:</b> Although this is scheduled for November, it is timely to address this today. The School Contributions and Charges <i>REVIEW</i> letter was distributed with the Board Pack. RB indicated the need to change “In &amp; Out of School Activities” amounts for Years 1-6.</p> <p><i>Motion:</i> The Board endorses the Annual Contributions &amp; Charges for 2018 document, as amended.</p> <p>Moved: Susan Fullgrabe                      Seconded: Renu Sahai                      Carried</p>	C.Mendez

4.3.4	<p><b>Terms of Reference Annual Review:</b> It was raised that it had been decided to conduct the periodic review of ToR less frequently.</p> <p><i>Action:</i> JG to amend ToR to require review every three years or as required. JG to send electronic copy to CM</p> <p><i>Action:</i> Change calendar Include electronic copy (as separate document) in next Board pack (no hard copy).</p>	J.Giannas  C.Mendez
4.3.5	<p><b>Annual Report:</b> RB will draft the Annual Report and would like input from the Board.</p> <p><i>Action:</i> Each sub-committee to provide RB with an overview/summary paragraph or two for inclusion in draft annual report by the end of Term Three</p>	All Board Members
4.3.6	<p><b>Budget:</b> A special additional meeting will most likely be required for Board endorsement of the budget.</p> <p>FC to sit on the school finance committee to represent the Board and provide Board governance perspective.</p>	
<b>5.0</b>	<b>Sub-Committee Reports</b>	
5.1	<p><b>School Access Sub-Committee</b> Walk-to-school day was well supported. Additional volunteers sought for Elizabeth St crossing.</p>	RBembridge
5.2	<p><b>Well-Being Sub-Committee</b> CJ reported that the committee has met and is developing plans for next steps including discussion with school support providers.</p> <p>Kirsty Walker, a school parent with relevant professional background, has also joined the sub-committee.</p>	CJones
5.3	<p><b>Parent Seminar Series – Kids &amp; Technology</b> AD reported that there will be a Cyber Safety information evening for parents on 16th August.</p>	A Davila
Mei Han made her apologies and left the meeting at 2.22pm		
5.4	<p><b>Communication Sub-Committee</b> Julie Simpfendorfer provided the Board with a brief summary of the trial and roll-out of “Connect”, a DoE communication and reporting tool.</p>	
<b>6.0</b>	<b>Business Plan Update</b>	
6.1	The latest draft of the Business Plan has been reviewed by the sub-committee.	
<b>7.0</b>	<b>Other Actions from Previous Minutes &amp; General Business</b>	
7.1	<p><b>Update in Relation to Special Religious Education</b> AG distributed and spoke to documents (1) Proposed Consultation &amp; Research Method, (2) ,(3) Links for some relevant articles found will be sent to Board members.</p> <p><i>Action:</i> Board to read through questions &amp; provide feedback to AG.</p> <p><i>Action:</i> JG to prepare draft correspondence for RB &amp; AG to review to send to Naomi Eagling in relation to her submission.</p>	All Board Members J.Giannas
7.2	<p><b>National School Opinion Survey (Formerly ACARA)</b> Per RB’s Principal’s report.</p>	
7.3	<p><b>School Board Development Program</b> RB made contacts to establish where it is going and how to access it. Update when available.</p>	

7.4	<b>Mandatory Criminal History Screening</b> <i>Action:</i> JG to send link to members for follow-up. <i>Action:</i> Board members to complete	J. Giannas All Members
7.5	<b>Schools Contributions &amp; Charges</b> See item 4.3, above.	
7.6	<b>W.A. Premier's Education Award – Teacher of the Year</b> Nominations were received for two NPS teachers, Renu Sahai and Suzie Hull. JG advised that the nominations were unanimously endorsed by the Board and formal nominations have been submitted.	
<b>8.0</b>	<b>P&amp;C Report</b>	
8.1	AD distributed a copy of her report and gave a brief overview.	A Davila
<b>9.0</b>	<b>Correspondence - Out</b>	
9.1	Nil	
<b>10.0</b>	<b>Correspondence - In</b>	
10.1	Email dated 1st August 2017 from Renu Sahai to Board Chair conveying thanks for her nomination for Premier's Education Award. Copy attached. JG advised that thanks also received from Suzie Hull.	
<b>11.0</b>	<b>Any Other Business</b>	
11.1	<b>Charitable Collections Policy – Consider ahead of electronic approval *</b> RB led the discussion on the paper distributed in the Board pack. <i>Action:</i> RB will amend document and send to Board	RBembridge
11.2	<b>Dress Code – Uniform items to be approved</b> Parent volunteer Uniform Shop Co-ordinator Lisa Weaver joined the meeting with daughter Grace. In light of growing unpopularity of current pant options, Uniform shop organisers propose to replace the current long navy pant for boys and the girls' boot leg pant with a fleece track pant and a narrow leg "active" pant. Current stock would be run down. Both options to be available to all ages. <i>Action:</i> Board accepted "Active Pant", Lisa Weaver to explore further options for fleece/track pant for Board approval (implementation Winter 2018).	Lisa Weaver
<b>12.0</b>	<b>Next Board Meeting</b>	
12.1	<b>Next Board Meeting:</b> Wednesday 8th November, 2017 at 5.00pm (open)  Special meeting to may be required after above meeting. Date to be decided, time 5pm, meal provided.  JG raised with the Board her concern about infrequency of meetings. Suggest one meeting in terms 1 & 4, two meetings in Terms 2 & 3.  <i>Action:</i> Board to consider. To be discussed and decided at next meeting when dates for meetings for 2018 will be addressed.	All Board Members

13.0	<b>Meeting Close &amp; Next Meeting Agenda</b>	
13.1	The meeting closed at 3.15pm	
13.2	<p><b>Agenda for next Board Meeting (No 57 8<sup>th</sup> November 2017)</b></p> <p><b>General Business-</b>  <b>Minutes of Previous Meeting</b>  <b>Principal's Report and Financial Summary</b></p> <p><b>Board Governance-</b>  Board Self-Review Actions, per list  Board Representation  Review Upcoming Calendar Items</p> <p><b>Sub-Committee Reports-</b>  School Access Sub-committee  Well-being Sub-committee  Parent Seminar Series Kids &amp; Technology  Communication Sub-committee</p> <p><b>Business Plan Update</b>  <b>Other Actions from Previous Minutes &amp; General Business</b>  Submission in Relation to Special Religious Education  National School Opinion Survey  School Board Development Program  Mandatory Criminal History Screening</p> <p><b>Correspondence In/Out</b>  <b>P&amp;C Report</b>  <b>Any Other Business</b></p>	

*Jodii Giannas, Board Chair* \_\_\_\_\_