



### AGENDA

Churchlands Primary School Board meeting at 6.30 pm on Monday 29 March 2020 to be held in the staffroom at Churchlands Primary School

1.0	Welcome and Apologies	ACTIONS
1.1 Chair	Open and welcome	
1.2 Chair	Apologies. Luke Johnson, Clare, Jo, Leigh, Natalie, Shane	
1.3 Chair	Confirmation of agenda Confirmation of previous minutes	Confirmed N/A due to training
2.0	<b>Disclosure of Interest</b> (Real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda)	
2.1 Chair	<i>Suggestion to confirm a regular minute taker and a date as to when the minutes should be circulated by eg. One week after meeting.</i>	<i>Nick to put out in an email.</i>
3.0	<b>Business Arising from previous minutes</b>	
	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
4.0	<b>Finance</b>	
4.1 Kim 5 mins	Financial Overview <i>Budget is not yet finalised due to the census in mid-February. Budget will be ready for next meeting.</i>	<i>Kim to put current one line budget summary statement on Connect.</i>
5.0	<b>Department - Statement of Expectation</b>	
Kim 5 mins	<ul style="list-style-type: none"> <li>Review of and to be noted by Chair <i>This is aligned to future school reviews and to Kim's performance.</i></li> </ul>	<i>Nick read, noted and signed. Kim to send to Director General.</i>
6.0	<b>Code of Conduct/TOR</b>	
Nick	<ul style="list-style-type: none"> <li>Review of <i>TOR – The only previous changes were that decisions could be made via email communication. Discussion around terms of members, however no change in the TOR was ever made. Currently Natalie is the only member on a 2 year term. Decision made for Chris, Bec and Leigh to remain on 3 year terms otherwise a large exit of members will happen again in 2022.</i></li> </ul>	<i>All Board members to read Code of Conduct prior to next meeting.</i>  <i>Kim to send TOR and confirmation of members terms via email. Board to ratify via email.</i>
6.0	<b>Review of SB Documents</b>	
	<ul style="list-style-type: none"> <li>Members Terms – <i>Noted, see above</i></li> <li>SB Portfolios – review required – allocate new members to areas <i>Strategic Thinking – Chris</i> <i>Marketing and Communication – Bec and possible Leigh Holden to come off all portfolios except Digital Technology (remaining on as a parent).</i></li> <li>Tasks for the year - <i>Noted</i></li> <li>Policy Guidelines – <i>Noted. Certain policies (eg. Attendance Policy) are from the Department and therefore the school can create a guideline if desired or use the DOE policy.</i></li> </ul>	<i>Leigh to confirm with Nick regarding joining the Communications portfolio</i>

	<p>Rosie Russell to present Emergency Management policy to the board once it's been finalised.</p> <p>Behaviour Management Policy/Positive Behaviour Policy will tie into PBS. Staff will develop and then seek support from Board. Staff will be developing a Homework Policy/Guideline due in part to parent concerns/demands/expectations. It is important that all staff are on the same page about homework expectations and that there is consistency. Policy to be backed by evidence based research, DOE and Best Practise. Steve suggested that this need to be communicated to parents.</p>	
<b>7.0</b>	<b>Communications</b>	
Kim 10 mins	<ul style="list-style-type: none"> <li>Discussion and Review</li> </ul> <p>Handing over what Adrian started to the Marketing and Communications portfolio</p> <p>Discussion - Awareness for Board members regarding parent expectations of teacher communication/contact. Noticeable increase in requests for work external to the class curriculum, emails, Seesaw messages and requests for meetings from parents. Placing a lot of pressure upon teachers. Further discussion will be had with staff to ensure a balance can be achieved.</p>	
<b>8.0</b>	<b>CPS Leadership Framework</b>	
Kim	<ul style="list-style-type: none"> <li>Overview of - Noted</li> </ul>	
<b>9.0</b>	<b>Positive Behaviour in Schools (PBS)</b>	
Lucy Mc 15 Mins	<ul style="list-style-type: none"> <li>Overview presentation/discussion.</li> </ul> <p>The PBS team and staff are in the process of developing the behaviour matrix (Values – Respect, Resilience, Engage, Excel. Environments – Learning Space, Outside Space, Community Space, Online Space). Next step is to detail what the expected behaviours are in each space. Due for completion mid-term 3 and then will move onto the next phase of implementing the framework. Note that it takes 2-3 years to properly implement. SB will be involved in the Behaviour Management Policy Review which will link into PBS.</p>	Kim to put Lucy's PowerPoint presentation on Connect for absent members to view.
<b>10.0</b>	<b>Guidelines 2021</b>	
Kim	<ul style="list-style-type: none"> <li>Overview of Guidelines developed for areas below:</li> <li>Bike Safety in the ECE area- Parent concern over no helmets being worn in the kindy/pp trikes. Bikes have been reduced to four on the track.</li> <li>Swing Safety</li> </ul>	
<b>11.0</b>	<b>BYOD Program</b>	
Kim on behalf of Luke	<ul style="list-style-type: none"> <li>Review of Policy due for review. Luke has researched and present 3 possible models for the future. Staff and School board to discuss.</li> </ul>	Kim to put Luke's presentation on Connect for Absent members to view.
<b>12.0</b>	<b>P &amp; C Rep</b>	
	<ul style="list-style-type: none"> <li>Update President – Thuy Acacio, still no Secretary.</li> </ul>	
<b>13.0</b>	<b>General Business</b>	

	<p><i>Bec – asked about the results of the National Parent Survey.</i></p> <p><i>Due to the questions being changed from 2 years ago, the survey is null and void in the eyes of the Dept however results are still useful to the school. Suggestion that Kim sends results to a sub-committee. Possibly make a summary that can be circulated to staff and community. Survey will be repeated in term 2 with the original questions in order to be accurate.</i></p> <p><i>Bec – Asked for an update about Covid restrictions.</i></p> <p><i>We are still in phase 4. All schools in the Churchlands Network are trying to operate in the same way.</i></p> <p><i>Nick – Query about the crosswalk attendant on Pearson.</i></p> <p><i>Kim has contacted the police and those in charge of attendants. They are having trouble finding someone permanent. School staff are not allowed to act in place of a crosswalk attendant. Police traffic offer training for parents/community.</i></p>	<p><i>Kim to put a paragraph in the next newsletter to update the community re survey once Board have reviewed.</i></p> <p><i>Nick to write to the new local member Christine Tonkin on behalf of the school board.</i></p>
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Next meeting: Monday 3<sup>rd</sup> May

Meeting Closed: 8.25pm

Chair signed: *Naym*

Principal signed: *[Signature]*

Date: 10/05/21

Date:

