

**Minutes**

*Churchlands Primary School Board meeting at 6.30 pm on Monday 1.8.22 in the Staff Room.*

1.0	Welcome and Apologies	ACTIONS
1.1 Chair	<p>Open and welcome Welcome new Board Members – Luke Vanson, Bailey Love</p> <ul style="list-style-type: none"> <li>• KF advised that there were 4 nominations and approx. 100 votes which is more than previous elections. The voting process was smooth.</li> <li>• KF has thanked the other candidates for their nominations.</li> <li>• KF contacted Ed Dept to ask if the two remaining candidates can be recruited in future without an election.</li> <li>• NP suggested the two remaining candidates come as observers to a meeting in T4.</li> <li>• Open meeting is T4/Wk3 (data presentation). Last meeting is Wk9.</li> </ul> <p>Appreciation and farewell to Bec Brown and Shane Lavagna-Slater</p> <ul style="list-style-type: none"> <li>• Someone to take on Chair of Comms Committee which was previously held by Bec. TOR and Engagement and Communication Strategy was completed in 2021. Will be easy to continue on with.</li> <li>• Nick staying on until end of year but new Board Chair required for 2023.</li> </ul>	<p>To be discussed at future meeting.</p> <p>Chair of Comms Committee to be elected at next meeting.</p> <p>New Board Chair to be elected by end of 2022.</p>
1.2 Chair	Apologies	Nil
1.3 Chair	Confirmation of agenda Confirmation of previous minutes	Approved
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		Nil
3.0	<b>Business Arising from previous minutes</b>	
Chair	<ul style="list-style-type: none"> <li>• School Board elections – see 1.1</li> </ul>	
4.0	Finance	

Respect · Resilience · Finance · Excel

<p>4.1 Kim</p>	<p>Financial Overview</p> <ul style="list-style-type: none"> <li>• In the process of finalising student numbers which determines Ed Dept funding.</li> <li>• There have been a number of new student enrolments mid-year. Many year groups are now full.</li> <li>• Budget variance is currently \$181,941.</li> <li>• LV asked how this compares to similar size/socio-economic schools. KF – CPS is better than like schools. Minimum expenditure requirement for 2022 - 96% of the current budget and 10% carry forward at the end of each year. Reserve accounts are earmarked for approved projects.</li> <li>• School operational issues discussed by Board to remain confidential until presented to the school community.</li> <li>• School chaplain Jane has resigned – was employed 2 day/week. Youth Focus are working on finding another chaplain to replace. There will be an adjustment made in the budget to reflect the reduction from 2 to 1 day per week.</li> <li>• Two generous families donated a substantial sum in appreciation of the school.</li> </ul> <p>Chaplain</p> <ul style="list-style-type: none"> <li>• JH asked for clarification on the role of the chaplain.</li> <li>• KF – Non denominational / education and counselling background</li> <li>• JM – Chaplain currently runs the BUZZ program and also the Magic Coat program that builds on resilience which starts in PP, through to Year 6 with a different focus for each year group.</li> <li>• Chaplain also does a lot of one on one and small group work re family/friend issues. Not in a counselling capacity but employs a lot of different strategies. Chaplain always contacts parents to gain their approval before a child sees her. Often it is the parent who requests the Chaplain services.</li> <li>• Jane used to develop the Yr 6 Buzz Ranger program which is a peer mentoring program.</li> <li>• LV asked if the school would explore options for someone with more of a psychology/counselling background.</li> <li>• KF responded that there is a greater financial cost and we don't have the finances to purchase additional psych time. The Federal Government is reviewing the Chaplaincy program which they fund to support schools in having an option of a chaplain or a counsellor. A counsellor is something the school would pursue.</li> <li>• SB – Problem with the name 'Chaplain' and its connotations. Schools are moving to more of a psychologist/counsellor model but this is more costly. Board direction is correct in wanting to see these positions have relevant qualifications.</li> </ul> <p>Fee-paying students</p> <ul style="list-style-type: none"> <li>• BL asked if CPS has revenue from international students</li> <li>• KF responded that we don't accept fee-paying as these students don't come under the census and therefore schools do not receive Ed Dept funding for them. The school must also act as debt collector if fees are unpaid, which is an unacceptable risk.</li> </ul>	<p>Projected student numbers for 203 logged with DOE on August 12.</p>
<p>5.0</p>	<p>Land Review/Building OSH upgrade</p>	

Kim 10 mins	<ul style="list-style-type: none"> <li>Engineers and Dept officer sfrom Capital Works visited CPS last term to present 4 designs for the carpark which still has access issues on Cromarty. They looked at safety issues/traffic congestion. Report was in our favour.</li> <li>Ed Dept redoing plans and will present to Finance.</li> <li>NP – Would be good to reengage Christine Tonkin.</li> </ul> <p>OSH Club</p> <ul style="list-style-type: none"> <li>OSH Club gets flooded. Dept provided \$70k to strip the room, replace floor, walls, redo carpet/electrics. This will be completed in the next school holidays and will be an extra classroom during the day for the school if required.</li> </ul>	KF will update on any progress.
<b>6.0</b>	<b>Security</b>	
Kim 10 min	<p>Overview of issues and concerns</p> <ul style="list-style-type: none"> <li>KF reported an increasing number of issues, including mud over windows, screws and glue placed in locks, bottles left on grounds over the weekend and recently the motors were removed from drink fountains for the copper fittings. Thousands of dollars of damage.</li> <li>The school is submitting an online incident report every time there is a security issue – this goes to Ed Dept Head of Security.</li> <li>Cleaners are increasingly concerned for their safety.</li> <li>Fence will not be considered but security cameras are an option at a cost of \$17k to the school.</li> <li>Security sweeps have increased.</li> <li>Community is encouraged to call School Watch Security 1800 177 777 if they see anything suspicious.</li> <li>CY – suggested we approach City of Stirling to ask for assistance from their Security vehicles.</li> </ul>	KF to contact COS
<b>9.0</b>	<b>P &amp; C Rep</b>	
Thuy	<p>Overview of P &amp; C current focus</p> <ul style="list-style-type: none"> <li>Cookie Dough fundraiser sold 564 tubs (profit of \$2200).</li> <li>Will pay a courier to deliver to the school, otherwise over 6 hours of time required by volunteers to pick up from Jandakot.</li> <li>Grad committee formed and headed by Benita Di Giovanni.</li> <li>Lapathon forms have gone home – whole school participating in Wk4.</li> <li>Two cake stalls this term – Aths Carnival (Yr6) and Sept 16 (PP/Yr1). NP asked if there are any Covid hygiene protocols to consider?</li> <li>KF said P&amp;C need to consider using tongs/gloves and socially distancing.</li> <li>Family social event (in place of parent event) being considered for T4.</li> <li>WACCSO conference next month – Pres and VP attending.</li> <li>Plaques to recognise P&amp;C contributions to be prepared for high value donations (present and past). le new playground,</li> </ul>	TA to investigate cake stall Covid protocols.
<b>10.0</b>	<b>General Business</b>	

	<p>Crosswalk attendants</p> <ul style="list-style-type: none"> <li>• NP – Thanks to Thuy for her letter which helped the attendants be reinstated.</li> <li>• KF – Ongoing problem recruiting and retaining attendants in our area. Can only employ candidates who live in a 10km radius of the school.</li> <li>• TA – Raised promoting pool of relief attendants in Chatter.</li> <li>• KF – Walking Bus on days when we don't have attendants? Something to look into.</li> </ul> <p>QKR</p> <ul style="list-style-type: none"> <li>• NP – Any progress with setting up QKR payments for term fees?</li> <li>• KF – Maree is investigating with bank. Unlikely to happen before next year.</li> <li>• CY offered his assistance if required.</li> </ul> <p>Tree safety</p> <ul style="list-style-type: none"> <li>• RB – Is there a strategy for reducing the risk of falling tree branches – particularly above the new playground in this weather? Has occurred on Pearson St with the same gum trees.</li> <li>• KF – Arborists were engaged last term to do an audit and many branches were lopped.</li> </ul>	
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Next meeting: Rayne  
 Chair signed:  
 Date: 3/08/22

Meeting Closed:  
 Principal signed: [Signature]  
 Date: 3/8/22