



Churchlands  
Primary School

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# Minutes

~~██████████~~ Via Video Call

Churchlands Primary School Board meeting at 6.30 pm on Monday 11.5.20

1.0	Welcome and Apologies	ACTIONS
1.1 Chair	Open and welcome	
1.2 Chair	Apologies	Libby, Jo, Clare
1.3 Chair	Confirmation of agenda Confirmation of previous minutes Couldn't find the minutes to last meeting in February.  Members to add personal notes taken to compile minutes and itemise actions required. - Any members with notes to email to Kim.	Agenda confirmed  -
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	Adrian disclosed that he will be running in the upcoming board election (item 6.0), and will be excused from discussion.  Holden's term is also up, but at this time has disclosed that he will not run for re-election.	
3.0	<b>Business Arising from previous minutes</b>	
	Actions from previous meeting noted however and actioned.	
4.0	<b>Finance</b>	
4.1 Kim 10 mins	<b>Financial Overview</b> <b>Funding Agreement 2020 – to be reviewed and signed by Chair</b> <ul style="list-style-type: none"> <li>• Kim discussed One-line budget overview.</li> <li>• SB – how has the budget been affected by the extra cleaning responsibilities?</li> <li>• we received and used funds to purchase extra cleaning supplies.</li> <li>• Extra cleaners employed during school hours to disinfect playground equipment and frequently used areas.</li> <li>• Extra cleaning shouldn't affect budget too adversely, as we could possible break even with extra department funding.</li> <li>• AK – How long are the extra cleaning resources provided?</li> <li>• KF – End of the term at this stage.</li> <li>• KF – discussed the effect of new students to the budget, and the monitoring of the budget day-to-day.</li> </ul> <u>Funding Agreement</u> KF – discussed the agreement, how it works and effects on the school. SB need to agree to and sign off on the agreement.	Nick to sign at next meeting.
	<ul style="list-style-type: none"> <li>• Board members to read and understand.</li> </ul>	

	<ul style="list-style-type: none"> <li>Principal and Board Chair to sign</li> </ul>	Board have read and agreed with FA
<b>5.0</b>	<b>COVID – 19</b>	
Kim 5 mins	<ul style="list-style-type: none"> <li>Looking to 18<sup>th</sup> May for next major department direction.</li> <li>School keeping COVID-19 processes in place.</li> <li>Community and staff commended for preparing and running the school through this challenging time.</li> <li>Communication has been a focus and identified as a positive from Community feedback.</li> <li>NP – How is the learning going in relation to students still at home?</li> <li>KF – with 90% back, focus is back on students at school to ensure workload for staff is sustainable. Utilising department learning packages to support students at home from week 4.</li> <li>AK – well done on community communications. In unlikely event of school close-down, are we prepared, do we need any more support?</li> <li>KF – department processes are in place and ready to be enacted if needed. Board will be required to support community communication.</li> <li>NR – great work on the preparedness and implementation of the transition back to school and from accounts we have done well.</li> </ul>	
<b>6.0</b>	<b>SB Elections</b>	
	<ol style="list-style-type: none"> <li>(Wk 3) Next newsletter – 15.5.2020 – advertise for nominations</li> <li>(Wk 6) 2.6.20. SB review nominations. If required develop survey for voting if more than required candidates.</li> <li>(Wk 7) Review survey results and contact successful applicants.</li> <li>(Wk 8) New candidates invited to SB meeting.</li> </ol> <ul style="list-style-type: none"> <li>Discussed required number of members at the next election, and how long each member's term would be.</li> <li>Decided to resume SB election organisation and discussion when we next meet face-to-face, due to challenges presented by COVID-19.</li> <li>Holden to remain on board as required.</li> </ul>	Continue discussion next meeting.
<b>7.0</b>	<b>SB Review Outcomes</b>	
Executive 15	<ul style="list-style-type: none"> <li>KF – staff development day we will be presenting school review findings and business plan. We will discuss/share at next SB meeting.</li> </ul>	
<b>8.0</b>	<b>P &amp; C Rep</b>	
	Not present – will catch up next time.	
<b>9.0</b>		
<b>10.0</b>	<b>General Business</b>	

*Nayne* 15/06/20

*John* 15/6/20