



MINUTES

Churchlands Primary School Board meeting at 6.30 pm on Monday 14.6.21 in the Staff Room.

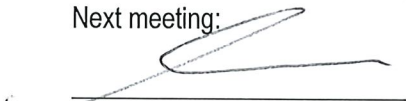
1.0		WELCOME AND APOLOGIES	ACTIONS
1.1 Chair	Open and welcome	<p>Attending: Kim, Lucy, Shane, Steven, Lucy, Natalie, Luke, Lizzy, Bec, Leigh, Nick and Thuy</p> <p>Introduction to Lucy Osterberg new teacher representative on the School Board.</p>	
1.2 Chair	Apologies: Chris and Joanne		
1.3 Chair	Confirmation of agenda: Yes Confirmation of previous minutes:		Minutes from previous meeting approved Leigh confirmed Bec
2.0		Disclosure of Interest (Real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda)	
2.1 Chair	None raised		
3.0		Business Arising from previous minutes	
Chair	<ul style="list-style-type: none"> Survey – coming. Annual Report <p>Kim: survey will be released in the last week of term (week 11) and this will allow parents two weeks to complete the survey over holidays.</p> <p>Annual report – removed from Agenda. Kim emailed out to SB Members and loaded on departments' online service. Intention is to upload to school website and send out via the newsletter once department has approved. It will also be on the Departments Schools Online site.</p> <p>Luke – plans and talks have started about safety video for car park. (Kim and Natalie) Discussion about installation of surveillance in the car park areas, seemly unviable from a cost perspective. Car park behaviour from kids and parents improving.</p>		
4.0		Finance	
4.1 Kim 10 mins	Financial Overview	<p>Kim: Overall there is a \$177,000 positive variance.</p> <p>Disability adjustment, removal of \$19,500 from the budget, student with a disability left the school and funds withdrawn. EA's have to be appointed on a permanent contract, has an impact on budget. Operational response - \$42,000 COVID Cleaner.</p> <p>Expenditure – new appointments school officer.</p>	

5.0	Discussions with Christine Tonkin	
Nick 10 mins	<ul style="list-style-type: none"> Update <p>2/3 weeks ago meeting with Christine Tonkin (Kim and Nick). Talked about parking, traffic and land issues. Very productive and energetic meeting. Established several working groups – traffic mostly. Amongst other initiatives.</p> <p>Discussed need to acquire land at the car park area. Once Department of Education had signed off on the land Christine Tonkin has indicated she would assist in raising funds for the land development into what the school needs. The transferal of land to the Department is tabled for the next council meeting and then a vote will occur. Also working towards traffic attendants to help with crossing and management. Traffic warden has been on leave but school staff filled the gap.</p>	
6.0	SB Elections Staff	
Kim 2 min	<ul style="list-style-type: none"> Update <p>Welcome Lucy Osterberg for election to the School Board. Kim will take Lucy through induction process.</p>	
7.0	CPS School Board Engagement and Communication Strategy (ECS)/TOR	
Bec 15	<ul style="list-style-type: none"> Overview/discussion. <p>Churchlands Primary School Board Communications committee. Purpose to finalise the terms of reference in order to execute the communications process, procedure and strategy. ToR lists purpose, scope, out of scope, communications process and governance.</p> <p>Engagement strategy identifies stakeholders, principles and measurement. Clear intent and purpose outlined by strategy.</p> <p>Board engagement calendar aims to have a board member attend an event to gather community insights and deliver consistent messaging from the school board. Keeping it simple and executing communications through clear messaging and board members attending events.</p> <p>Kim: query regarding measurements, timing and how. Leigh raised having a survey in the alternative year to the school survey.</p> <p>Bec and Leigh raised the size of the sub-committee, six seems too much. Right sized and fit for purpose. Steve raised that the board needs to approve all communications strategy put forward by the sub-committee anyway. Agreement to keep sub-committee numbers at six after discussion.</p>	

	<p>Standing meeting agenda item on every second meeting of the term, to decide on key messages. Chairman's update is a key message opportunity, Nick agreed to author the messages with the help of the communications team.</p> <p>Agreed to Principles on the Engagement and Communications Strategy (ECS). And to begin in Term 3. Agreed to dates for board members to attend.</p>	
8.0	Good Governance Online Training	
Kim 5 mins	<ul style="list-style-type: none"> • Discussion <p>Kim sent Good Governance Online Training via mail. Request for all board members to complete the training.</p>	Kim to investigate some issues with passwords/login.
9.0	P & C Rep	
Thuy	<ul style="list-style-type: none"> • Overview of P & C current focus <p>Moved to 4.0 on the agenda (moved forward).</p> <p>Update – fully operational executive team of 8 members in total with 5 new members. Rebuild and foundational year for P&C, reviewing policies and procedures. Met first time last week, discussed P&C positioning as an organisation. Revising purpose of P&C, three items shortlisted as guiding principles – voting at next meeting. Activities and events need to meet at least one of the three guiding principles to be considered a viable P&C event.</p> <p>Next step: website revisions.</p> <p>Events are being reviewed, timing of events during the year makes the calendar very busy. Voting on schedule of events at next meeting.</p> <p>Communications: open for discussion:</p> <ul style="list-style-type: none"> • (Luke, Bec and Thuy) DUCKS and frog pond events on Sunday (20th June) at same time. Frog pond was an unplanned event worked on by Staff and unaware of the fathering project. Requirement for communications to come through admin at the school and collaboration for communication. Unsure about the Busy Bee communication push. • Bec – query RE: Lapathon date. 29th and 30th of July? Kim to check. Wendy gave a different date, as in a week later. Kim confirmed the date as the 29th and 30th of July. • Chatter and the use of SkoolBag: (Kim) hit rate was high. Cut down frequency down to once a month and after the P&C meetings outcomes. • Query regarding Teacher nominations. “Committed to Community”. Thuy has had a few parents nominate teachers, and will prepare the nomination packs for Kim to approve. 	

10.0	General Business	
	<p>Next school board meeting 2nd August.</p> <p>Summary of key items discussed in this School Board Meeting:</p> <ol style="list-style-type: none"> 1. Car park, 2. Communications plan and strategy, 3. New board member and 4. Comprehensive P&C report. <p>Natalie to take minutes next meeting.</p>	
11.0		

Next meeting:



Chair signed:

Date : 2.8.2021

Meeting Closed:



Principal signed:

Date: 2/8/21