

**MINUTES**

*Churchlands Primary School Board meeting at 6.30 pm on Monday 2.8.21 in the Staff Room.*

1.0	Welcome and Apologies	ACTIONS
1.1 Chair	Open and welcome  Leigh Biggs filling in for Nick as Chair.  In attendance: K Fraser, L Biggs, J Morgan, L McNamara, L Trotter, C Young, B Brown, N Romano, L Osteberg, S Breen.	
1.2 Chair	Apologies <i>Nick, Shane, Luke Johnson.</i>	
1.3 Chair	Confirmation of agenda Confirmation of previous minutes	Minutes from previous meeting approved – B Brown confirmed
<b>2.0</b>	<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	No	
<b>3.0</b>	<b>Business Arising from previous minutes</b>	
Chair	<ul style="list-style-type: none"> <li>• Survey – gone out. 41 people responded to Survey. Last year it was also 40 – 50 people responded to Survey.</li> <li>• Land provision – overview (see 5.0)</li> </ul>	
<b>4.0</b>	<b>Finance</b>	
4.1 Kim 10 mins	Financial Overview -currently comfortable. -income of \$25K funding for a student. Funding for 1 student is pending. -operational response – is for COVID – can spend on staffing or buying products etc. -facilities hire – leasing out undercover area to Taekwondo classes. -expenditure – new appointment of a head cleaner, currently an acting cleaner. -payments from regional office – money from regional office disbursed amongst the professional principal networks.	
<b>5.0</b>	<b>Land Review</b>	
Kim 10 mins	<ul style="list-style-type: none"> <li>• Update                              Chris from Capital works sent Kim an email. Council approved to work with the department to get the land. Kim wants to try to oppose the caveats including to remove the makeshift crossover onto Cromarty, within 2 years they will stop the makeshift entry/exit.                              Funding – council has asked who will fund this works?                              Steve B: Department would want to have a say.                         </li> </ul>	
<b>6.0</b>	<b>SB Elections -</b>	

Kim 5 min	<ul style="list-style-type: none"> <li>Update Natalie (term on board August 21), Nick (August 22) – elections. End of term September/October 2021.</li> <li>1 vacancy for the Board to fill Natalie's position.</li> <li>Approve reduction in term of B Brown – reducing to 2 years – end of term August 2022.</li> <li>Steve B: suggestion for asking around for parent or community representative with experience in dealing with the councils. Possibly a lobbyist may assist.</li> </ul>	
<b>7.0</b>	<b>CPS School Board Engagement and Communication Strategy (ECS)/TOR</b>	
Bec 15	<ul style="list-style-type: none"> <li>Overview/discussion approval of final document – sending to community?</li> <li>Approve changes – moved by S Breen, seconded by C Young</li> <li>Kim Fraser – will include Terms of Reference on website under School Board.</li> <li>S Breen suggested to alert the community that it is there.</li> <li>B Brown noted that there are parts on the website that needs to be updated (e.g. Board Members section). Kim will follow this up</li> </ul>	K Fraser to follow up to make amendments to update the website
<b>8.0</b>	<b>Policy Review</b>	
	<ul style="list-style-type: none"> <li>Reporting to Parents K Fraser – asked if Board is happy with the policy (it hasn't changed). Motion to accept policy : S Breen moved, seconded by B Brown.</li> </ul>	K Fraser will post policy on website.
<b>9.0</b>	<b>P &amp; C Rep</b>	
Bec Brown	<ul style="list-style-type: none"> <li>Overview of P &amp; C current focus</li> <li>B Brown <ul style="list-style-type: none"> <li>-Lapathon next Friday. Raised \$14K last year.</li> <li>-Free coffee to be provided – Mike Hallam (Real Estate)</li> <li>-Mangoes, Eggs, Wembley Fair – voted by P&amp;C to leave Levi's eggs and Wembley Fair out this year.</li> <li>-Year 4 cohort looking at social event Oct 16 or 23 (quiz or bingo).</li> <li>-Thuy attending WAXO conference</li> <li>-reducing 4 P&amp;C newsletters to 2 newsletters per term.</li> <li>-cake stall raised \$1K on Friday.</li> <li>-2019 was the last learning journey. Jo Morgan – suggested a sausage sizzle 5-6.30pm. Bec Brown suggested maybe asking the DUCKS.</li> </ul> </li> </ul>	
<b>10.0</b>	<b>General Business</b>	
	<p>2 key points from today's meeting:</p> <ol style="list-style-type: none"> <li>Election for new board member; and</li> <li>Reporting to parents policy;</li> </ol> <p>K Fraser - Drafting policy on split classes being drafted to be provided to staff members first and then to the School Board.</p>	

Next meeting:

Chair signed:

Date :

30-8-2021

Meeting Closed: 7.05pm

Principal signed:

Date:

30/8/21