

**Churchlands Primary School Board Meeting Minutes**  
**05.09.22**

**Week 8, Term 3 2022 Meeting**

1.0	Welcome and Apologies	ACTIONS
1.1 Chair	<ul style="list-style-type: none"> <li>6.30pm Nick opened the meeting and welcomed new members to their first face to face board meeting.</li> </ul>	
1.2 Chair	<p>Attendees: Kim, Leigh, Nick, Lucy, Luke J, Luke V, Jane, Steve, Melinda, Chris, Bailey, Andree, Thuy</p> <p>Apologies: Nil</p>	
1.3 Chair	<p>Confirmation of agenda: Yes</p> <p>Confirmation of previous minutes: Yes</p>	<p>Minutes from previous meeting: Approved <b>Steve</b> Confirmed <b>Chris</b></p>
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	No disclosures noted.	
3.0	Business Arising from previous minutes	
Chair	<ul style="list-style-type: none"> <li>Nominations for Chair – no nominations received as yet. Kim stressed the importance of this for the continuation of the school Board.</li> <li>Security Sweeps – Kim advised she would provide an update later in the meeting.</li> </ul>	
4.0	P&C Rep	
4.1 Thuy 15mins	<ul style="list-style-type: none"> <li><b>Lapathon</b> – Thuy confirmed this year's event was well coordinated with good logistics and weather. Thuy also confirmed with Luke prizes would be drawn on the last assembly of the term. The Board confirmed the approach for drawing the prizes would be online (same as Easter raffle) including the \$300 grand prize.</li> <li><b>Disco</b> – to be held on a Sunday and will not be a fund raiser event. There is a disco committee in place who have agreed on a Hawaiian theme. The Family Picnic, which was to be held at the beginning of the year, will be hosted on the same day to encourage networking, socialising, and provide entertainment. Kim advised the need to complete a risk assessment and consider toilet management given it will be during evening/night-time. Thuy advised the timing of the disco is a placeholder at this time and will be confirmed later – currently 4pm but committee have been asked to consider bringing it forward.</li> <li><b>WASCO Conference</b>. The conference is this weekend. P&amp;C members will attend to see what other schools do, what are the best fund-raising events, and share learnings. Last year's the key takeaways were to hold fewer events that generated maximum fundraising. CPS P&amp;C have aligned to this approach this year given the challenges with volunteer recruitment and will further align to this approach next year.</li> <li><b>Graduation Committee</b> – all going well. Camp has been revised due to covid risk with a with reduced days (5 days to 3 days), closer location and later date.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Ducks Camp</b> – Thuy confirmed details of this event have been communicated and can be booked online.</li> <li>• <b>Chatter</b> – Thuy advised this will be sent later this week and shared that the P&amp;C will need a new auditor as the current auditor has stepped down. P&amp;C will put out a call for a replacement.</li> <li>• <b>School Crosswalk attendant</b> – Thuy shared the community concern regarding the lack of contingency with the crosswalk attendant/s and advised of the placement restrictions/broader pull for qualified cross walk attendants. The P&amp;C are finding out the training requirements to help fill the gap noting that attendants need to live in 10km radius given they work 1 hour in the morning and 1 hour in the afternoon. The P&amp;C will advertise once details have been confirmed.</li> <li>• <b>New parents welcome.</b> Jo will be in contact with Thuy to confirm dates/times so that the P&amp;C can provide overview to new parents.</li> </ul>	<p>Thuy/P&amp;C to find out the training requirements for becoming a school cross walk attendant.</p> <p>Jo Morgan to contact Thuy regarding New Parents Welcome.</p>
<b>5.0</b>	<b>Finance</b>	
Kim 10 mins	<ul style="list-style-type: none"> <li>• No changes to the current budget. Variances are where the school would like them to be and the school is in a good position as they head into Term 4.</li> <li>• Kim talked through the process of developing the Contributions and Charges and advised the teachers have reviewed and confirmed the changes for the 2022 amounts. Important to note cost of resources have increased certain fees included camp costs.</li> <li>• <b>The Board approved the 2022 Contributions and Charges.</b></li> </ul>	Board endorsed
<b>6.0</b>	<b>School Development Days 2023</b>	
Kim 10 min	<ul style="list-style-type: none"> <li>• Kim confirmed the Board typically reviews school development days proposed for the next year. There are 6 development days allocated per year. Union members requested the option to vote on development day options. It is not majority vote but rather on an individual basis. First two days of the term at the beginning of the year are mandated.</li> <li>• Currently waiting for all teachers to vote. Votes closed COB 5/9/22.</li> <li>• Once teachers have responded, Kim will advise the Board via email prior to publishing to parents.</li> </ul>	Kim to email the Board the proposed School Development Days for 2023 for review/comment.
<b>7.0</b>	<b>Curriculum Update – NAPLAN - Business Plan 2023 - 2026</b>	
Kim 10mins	<ul style="list-style-type: none"> <li>• Update only. Kim advised the Board will have an open meeting in Term 4 which will include the presentation of CPS's data including NAPLAN.</li> <li>• <b>The Board approved for Kim and her team to present NAPLAN results to the Board in week 3 and then to the community (open meeting) in week 7.</b></li> <li>• Kim advised the school are working on their business plan which needs to be completed by the start of next year. The team are reviewing what is working well (eg Challenge Program), what requires development and what needs to stop. The opportunity is to pair the plan back to ensure it has the greatest impact. Currently there is good, rich conversation occurring across the teacher cohort where they are learning from each other.</li> </ul>	
<b>8.0</b>	<b>General Business</b>	
Nick 15mins	<ul style="list-style-type: none"> <li>• <b>Security:</b> Kim advised she has completed a thorough review regarding the requirements to install security cameras and submitted a request to the Department of Education to have security cameras installed. Should the Department approve the request, further approval from the Board, staff and community will be required. Kim also advised CPS may need</li> </ul>	Nick confirmed he would contact Christine Tonkin to discuss current security issues.

to pay \$17,000 for the installation, however given cleaners and teachers are concerned about trespassers, this will be an important step in protecting their health and safety.

Kim also mentioned this progress can be delivered in stages and the cameras cannot be attached to an external network. The school would need to an internal hard drive.

Luke V asked what else can the Board do to support this issue. Kim advised we can contact our local member, Christine Tonkin, to request her support.

- **Pearson Street Crossing:** Jane advised she has had numerous parents talk to her about the Pearson Street Crossing and lack of contingency plan when the attendant isn't available. Jane also advised there had been concerns raised about Skoolbag notifications coming through at 8.28am isn't sufficient and the issue is getting bundled into the Cromarty Street crossing issue. Further, Jane advised parents have been told to use the Cromarty Street crossing instead of Pearson Street when there is no cross walk attendant, and Bob Hawke High School has their executive staff manning their cross walk.

In response, Kim shared that the police have advised her that teachers cannot man the crossing and Kim cannot put the CPS staff at risk. Kim also advised if a child was killed, it would be a police matter and not a school matter. Kim also advised the demographic in this area has limited persons available to fill positions and Skoolbag notifications are sent as soon as the school is notified, if at all.

Further, Kim advised of the "walk to school" program where kids who live locally walk to homes where parents walk their kids to school and join a "walking bus". Steve advised this has been very successful in the past.

And, Kim also provided details on what the school has done to try and recruit additional crosswalk attendants including having Christine Tolkin advertise, asking Rotary for support, and advertising on Skoolbag several times.

Nick confirmed he has asked Christine Tolkin if we could explore the option of lights being installed on Pearson and was advised this wasn't an option.

Bailey confirmed Scarborough Primary School have the same challenges and struggle to have cross walk attendants.

Steve asked what was involved in the training. Kim advised she thought it was a couple of days.

- **Car Park** – Kim advised there were no updates to share regarding the progress of the car park.
- **Chaplin** – Kim advised the school has a Chaplin for one day per week currently who is happy to stay until the end of the year, however, next year the school will look to appoint a student councillor.
- **OSHC** – Kim advised the OSHC will be re-built over the school holidays with works commencing in week 9.

Kim to develop a set of responses to frequently asked questions regarding the school crossings (such as why can't teachers man the crosswalk etc) to help the community understand what the school, Board and P&C have/are doing in response to this matter.

Kim to resend details on Skoolbag regarding the crosswalk and request for volunteers.

	Meeting ended at 7.55pm.	
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Next meeting: Rayne

Chair signed:  
Date: 24/10/22

Meeting Closed: 7.55pm Alan

Principal signed:  
Date: 24/10/22