

**Minutes of Meeting**

*Churchlands Primary School Board meeting at 6.30 pm on Monday 12.6.23*

<b>1.0</b>	<b>Welcome and Apologies</b>	<b>ACTIONS</b>
1.1 Chair	Open and welcome	
1.2 Chair	Apologies	Jess V (P&C President), Lucy O, Melinda
1.3 Chair	Confirmation of agenda Confirmation of previous minutes	Minutes from previous meeting approved – Bailey Love confirmed – Chris Young
<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		
<b>3.0</b>	<b>Business Arising from previous minutes</b>	
Chair	Statement of expectations – Parent member addenda – Emailed around on agreed position. Statement was vague and wasn't clear. Sent our letter to Department KF - Thank you to the Board for the support •	
<b>4.0</b>	<b>Finance</b>	
4.1 Kim 5 mins	<ul style="list-style-type: none"> <li>• OLB - May</li> </ul>	Kim F - sitting quite well. Money received from P&C for the undercover area. Chaplain target initiative. Michael put in for sports funding. Sitting comfortable. Lots of voluntary contributions paid, only 65 outstanding. Previously the school had \$100K in cash term deposit investment. Reviewing if we should reinstate a \$50K cash investment

5.0	Business Plan 2023 - 2025	
Kim/Luke 20	<ul style="list-style-type: none"> <li>Presented discussion –</li> </ul>	<p>Project is behind due covid. Lots of initiatives got postponed allowing focus on operational matters. Lots of research and survey internally to find direction. Kept simple and has delivered a workable document. Publisher will make it look attractive in coming weeks. Some items are compulsory. Well positioned as existing process are aligned with the compulsory requirements. Core values remain unchanged. Flow chart described in detail. Asked teachers what effective teachers believe. Targets kept - NAPLAN to NAPLAN would normally be the tool but with the change in data dates it's not as valuable at this point. Luke J and Jo M have looked at the data of other tools. Attendance is an issue. Looking for 90% and above. Midterm holidays are making it difficult. Longer mid term holidays at the difficult times can make a big difference. If student is away marked as away on unapproved leave - teachers do not have to provide work. If away for 6 months students will be taken off our numbers and will not receive funding. School staff culture survey completed. Student voice and parent survey due this year.</p> <p>Teaching for Impact - what we will do and what you will see. Basic objective to building positive school culture.</p> <p>Culturally responsive - is an area for growth. 4 students, 2 teachers recently identify as Aboriginal. There isn't a linked Aboriginal group in area currently. One teacher in developing a plan and will support development for teachers. Highschool very interested to use year 12 for Acknowledgement to country. Heath and wellbeing – Bailey L made recommendation re new work health and safety legislation on psychosocial stress and risks. Kim F acknowledged the importance of this and said it would be expanded in the Operational Plans.</p> <p>Feedback has suggested the frequency of teacher feedback is inadequate. Luke V and Chris Y suggested clear communication to set expectations on what to expect by way of teacher feedback may prevent negative feedback and direct parents how to reach out to teachers.</p>
6.0	Board Training Modules	
Kim 10	<ul style="list-style-type: none"> <li>Questions raised/clarification?</li> </ul>	great session~ 54 people present. Very well received. Great feedback
7.0	Behaviour Management Policy/Guidelines	
Luke 15	<ul style="list-style-type: none"> <li>Overview – where we are up to.</li> </ul>	<p>Jo M will present at next meeting completed policy. Lots of collaboration across school to work out what we want and how we want it to look. Most importantly expected behaviour of our students. The icon is used to identify with the behaviour. It had been noted the teachers and specialist programs did not have aligned language and there was a need for a whole school approach. Used to have a tracking sheet that was debriefed at end of the week and research shows need to be immediate with feedback not saved up for end of the week.</p> <p>Kim F - seeing an increase of negative behaviour and now have aligned language and processes across the school seems to be helping.</p>

		<p>Bailey L - would like to note support to teacher group who have contributed to this project.</p> <p>Luke V - public display of "leader board" type tools needs to be carefully managed. Reflection sheet as provide can be communicated in discreet manger and not in front of whole class.</p>
8.0	Undercover Area flooring	
Kim 5	<ul style="list-style-type: none"> <li>Update</li> </ul>	Kim F – Will be completed in school holidays
9.0	<ul style="list-style-type: none"> <li>P &amp; C Rep</li> </ul>	
Jess 10	<ul style="list-style-type: none"> <li>Overview</li> </ul>	<p>Main points:</p> <ol style="list-style-type: none"> <li>X2 positions remain unfilled; Canteen Coordinator and Communications Coordinator</li> <li>Bank change from Bankwest (winding down business banking) to CBA is almost complete. New President, Jess Vanson, added as a signatory</li> <li>Events calender to be finalised at the next meeting on the 20<sup>th</sup> in liaison with Kim Fraser to ensure no school clashes</li> <li>Some concerns that the flooring in the undercover area should come under DOE Maintenance funding <a href="https://www.wa.gov.au/organisation/department-of-finance/building-maintenance-government-agencies">https://www.wa.gov.au/organisation/department-of-finance/building-maintenance-government-agencies</a></li> </ol> <p>Kim F – confirmed DOE will not pay for flooring. Motivation for new flooring was to remove the requirements for the carpet squares and the trip hazard they create, provide a more functional space</p> <ol style="list-style-type: none"> <li>The desire for P&amp;C funded spending to be outlined if given in lump sum for " Other items on the wishlist". Also, discussion to open the Wishlist to parent and student cohort input/survey</li> </ol> <p>Kim F – Resource list is developed by staff. Itemised list of additional items that support students has been provided to P&amp;C and negotiated with them and any other items that the P &amp; C may wish to put forward. Kim F will resend to P&amp;C President. The school has no obligation to provide P&amp;C with receipts as P&amp;C funding is a donation. For big ticket items Kim F is happy to provide receipts don't want to have to generate receipts for all little items.</p>
10.0	General Business	
	Nil	

Next meeting:

Chair signed: \_\_\_\_\_

Date: \_\_\_\_\_

Meeting Closed: 1955Hrs

Principal signed: \_\_\_\_\_

Date: \_\_\_\_\_