



MINUTES

Churchlands Primary School Board meeting at 6.30 pm on Monday 10 May 2021 to be held in the staffroom at Churchlands Primary School

1.0	Welcome and Apologies	ACTIONS
1.1 Chair	Open and welcome	
1.2 Chair	Apologies. Libby Baird Trotter, Lucy McNamara, Chris Young, Steve Breen	
1.3 Chair	Confirmation of agenda Confirmation of previous minutes	Minutes from previous meeting approved confirmed
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		N/A
3.0	Business Arising from previous minutes	
Item 5.0	<ul style="list-style-type: none"> • Code of Conduct • TOR 	
4.0	Finance	
4.1 Kim 5 mins	Financial Overview KF: delivered report on current Financial Overview. Q: What are the Curriculum and Student Services expenditures? CPS Staff: A combination of SAER (student services) and curriculum budgets (eg. Maths, English, Health etc.) that have been spent so far this year.	
5.0	Code of Conduct/TOR	
Kim 5 mins	<ul style="list-style-type: none"> • Reviewed and noted by Board Code of Conduct Q: What is the process of introducing or circulating the Code of Conduct each year? Can/should we have a process where relevant parties acknowledge the acceptance and following of the code. KF: A new Code of Conduct is being produced by the department, which we are waiting to see what the guidelines will be for this. Will present to the Board when recieved TOR – only changes the Board have made to the Departments format s that some items can be voted on via email and made clear the Board composition.	
6.0	School Survey 2021	
	<ul style="list-style-type: none"> • To be completed again. The 2020 survey was not aligned to the Departments template questions and will need to be delivered again so data can be measured over time. 	Kim to publish and distribute department aligned survey through Skoolbag – next 2 weeks

	<p>Q: What happens to the responses that are received by the survey.</p> <p>KF: We analyse the responses and determine if responses are relevant and fair. Common responses are addressed internally and either communication or strategic decisions are made to address where appropriate.</p> <p>Discussed examples including school communications, extending student learning, and BYOD.</p>	
7.0	Annual Report	
	<ul style="list-style-type: none"> SB to review and approve 	Board members to read and approve by email by 12.5.21, 8pm
8.0	Guidelines - Overview	
Kim 5 mins	<ul style="list-style-type: none"> Homework Communications. <p>Documents circulated to teacher PLCs for input & feedback.</p> <p>Rebecca, Leigh (Parents), Luke, Michael M* & Fiona* (Teachers) to join the communication sub-committee.</p>	Feedback to be compiled by CPS Executive.
9.0	SB Nominations.	
	<ul style="list-style-type: none"> Staff member – Clare's term is finished. 	Kim to put out expression of interest to staff members.
10.0	P & C Rep	
	<p>We welcome new P & C members. New executive liaising with ex-members to make the transition as smooth as possible.</p> <p>Focus on putting strategies in place to keep P & C Newsletter fresh and relevant.</p> <p>Evaluating current calendar items and auditing whether events are value for time and effort.</p> <p>Refreshing the purpose of the P & C and return the focus of the body to represent parent voice and build community.</p> <p>Made changes to the P & C meeting process to achieve more efficient and productive meetings.</p> <p>Events calendar is being organised and arranged.</p> <p>Looking to present clear fund raising goals for specific projects and items to help define purpose for parents, and generate the required funds.</p>	
11.0	General Business	
	<p>SB Minutes will be taken by parent members on a rolling roster.</p> <p>Q: What is the situation on the parking? KF/NP: Holding parties have agreed to pass on land to Dept. of Ed. There are complexities in the handover.</p>	<p>Shane to take next meeting's minutes.</p> <p>KF to follow up with Department and NP with Christine Tonkin to continue progress.</p>

	Will plan to produce student focused 'Parking' tutorial videos or look at student voice to help educate parents with safe parking and carpark practices.	
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Next meeting: Nayne

Chair signed:
Date : 14/06/21

Meeting Closed: [Signature]

Principal signed:
Date: 14/6/21

