



**Minutes**

*Churchlands Primary School Board meeting at 6.30 pm on Monday 3.8.20 in the Staff Room.*

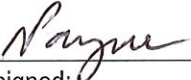
1.0	Welcome and Apologies	ACTIONS
1.1 Chair	<p>Open and welcome to new Board members            Thank you to leaving members</p> <p>Introductions from new and existing members.            Welcome Chris, Rebecca, and Leigh.</p> <p>Thank you Holden and Adrian for their hard work and dedication over their time on the board.</p>	
1.2 Chair	<p>Apologies  <i>None.</i></p>	
1.3 Chair	<p>Confirmation of agenda            Confirmation of previous minutes</p>	<p>Minutes from previous meeting approved confirmed</p>
2.0	<p><b>Disclosure of Interest</b> (Real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda)</p>	
2.1 Chair	<p>None.</p>	
3.0	<p><b>Business Arising from previous minutes</b></p>	
	<ul style="list-style-type: none"> <li>• Elections – completed.            Congratulations to new incumbents. New members will gain access to future communications through Connect which is currently being organised.</li> <li>• Enrolments            Enrolments are up. A few out of boundary students have been added. Kim is in conversation with the department about gaining numbers through the possible changing of boundaries.            Classroom numbers are being managed with the loss of larger numbers of senior students versus the smaller influx of Kindy enrolments.</li> </ul> <p>Q: What is the process of disputing, increasing boundary areas?            A: Discuss with district office on the logistics and benefits of having a change in boundary.</p>	<p>Kim: New members to be added to mailing list, and retiring member off. (and Connect).</p>
4.0	<p><b>Finance</b></p>	
4.1 Kim 10 mins	<p>Financial Overview            Looking good.. More money than usual which is partly due to extra Covid funding and budget managing.            Look to be rolling over funds into the 2021 budget. As due to Covid, we do not need to spend the 96% of our budget before roll over into 2021.            Q: How are we going with Voluntary contributions.            A: Been a great response, at about 96% of families have paid.</p>	
5.0	<p><b>Review Recommendation– Initiation of a Communications Strategy/Plan</b></p>	
Adrian	<ul style="list-style-type: none"> <li>• Update re: meeting</li> </ul>	

10 mins	<p>Aim of the communication portfolio was to investigate communication opportunities and develop a school communication strategy.</p> <p>Met on Thursday, including members from the board and P &amp; C.</p> <p>Starting point/main objective of the portfolio sub-committee</p> <ul style="list-style-type: none"> <li>• Raising awareness about the roles and responsibilities of the board – answer the common questions of <ul style="list-style-type: none"> <li>○ “What does the board do?”</li> <li>○ “What do they offer?”</li> <li>○ “What are the responsibilities, and how do they differ from the P &amp; C?”</li> <li>○ “Who make up the board?”</li> </ul> </li> <li>• Communicate the outcomes and objectives of the school</li> <li>• Collaborate and support the P &amp; C on key fundraising/sponsorship initiatives to improve resources for students of the school.</li> </ul> <p>With Adrian moving on, we will be looking to fill the role of sub-committee chair.</p> <p>With Covid Restrictions remaining in stage 4, current opportunities remain with cross representation with the P &amp; C, and a presence in the school newsletter.</p> <p>Natalie to take over the role of Chair of this portfolio</p> <p>HL: Another goal of the sub-committee is to clear up ‘what is NOT’ the role of the school board (and the P &amp;C), including taking parent complaints.</p> <p>Another good starting point is to make sure the current board members are clear on the roles and responsibilities of board members within the school community.</p> <p>New school app for communication being investigated due to poor support and negative community feedback.</p> <p>Great feedback for the Pearson Ave school signs – very effective.</p>	<p>Board members: Read through sub-committee plan, and offer feedback or ways in which individual can support the initiative.</p> <p>Board members: Volunteer required from communication sub-committee Rebecca happy to support. Board member required to represent the board at Week 4’s P &amp; C meeting.</p> <p>School executive: Update members on the school website.</p> <p>School executive: Investigate new communications school community app.</p> <p>Members to nominate for chairing the sub-committee. Notify Nick and Kim if interest.</p>
6.0	Trade off Day – School Development Days 2021	
Kim 5 mins	<ul style="list-style-type: none"> <li>• Overview – Board to approve</li> </ul> <p>Kim explained the process and requirements of department SDD planning..</p>	Read and noted by the board members
7.0	Land acquisition update	
Nick 10 mins	<ul style="list-style-type: none"> <li>• Meeting with Sean L'Estrange/discussion</li> <li>• Children's crossing.</li> </ul> <p>Mr L'Estrange was sympathetic and supportive to current parking/traffic issues experienced at CPS. After receiving official complaints regarding the current</p>	


	<p>setup submitted by Board Chair on behalf of the school board and community, Mr L'Estrange has submitted an official query to the department and relevant government bodies on behalf of the school and community.</p> <p>SB to liaise with Deputy Mayor of Stirling to help identify a strategy towards a positive outcome for the school.</p> <p>The board discussed the importance of finding both short term and long term solutions to the Parking/kiss n ride situation.</p> <p>Options were discussed and left to the school executive to develop and implement a short term plan while the board and school executive execute a long term strategy.</p> <p>Crosswalk survey results: Average of 350 vehicles noted on the 23.6.2020</p> <p>Possibly strategies voiced included:</p> <p>Media solution – local media outlets to enhance the school community's voice.</p> <p>More policing and students voice in taking responsibility for corrective usage of the Kiss n drop.</p> <p>Visual communication of the Kiss n Drop rules and responsibilities.</p> <p>Trial 'no parking' and later time for collection in the Kiss n Drop area.</p> <p>Communicate the severity of problem, and both short term and long term solutions.</p> <p>Staggering timeslots again.</p>	<p>School executive: organise short term strategy for improving the process of school pick up.</p> <p>Board members: investigate the use of local media to bring focus to the dangerous situation.</p>
<b>8.0</b>	<b>Business Plan _ Final</b>	
Jo 15 mins	<ul style="list-style-type: none"> <li>Overview – timeline for printing etc.</li> </ul> <p>Almost at final production of 2020-2022 Business Plan.</p> <p>It was great to have the feedback from the staff and school board to make it a great collaborative effort – aiming towards a positive, more focused document outlining our whole school processes developed to improve student learning and experience.</p>	<p>School executive: Finalised document to be communicated to board members and community.</p>
<b>9.0</b>	<b>P &amp; C Rep</b>	
Alischa	<ul style="list-style-type: none"> <li>Overview of P &amp; C current focus</li> </ul> <p>Apologies for not attending last Board meeting.</p> <p>P &amp; C has been constrained due to COVID but have tried to continue initiatives that engage both the community and school staff.</p> <p>Have been looking at ways to raise funds that navigate around Covid restrictions. 2020 initiatives have included the "Thank you teachers" event, and the current "55<sup>th</sup> anniversary brick sponsorship".</p> <p>Future planned events for fundraising include the selling of school merchandise and the proposed Lapathon.</p>	

	<p>Other possible ideas on the cards include: Raffles, Local produce initiative, and end of year picnic (dependant on Phase 5 restrictions).</p> <p>P &amp; C planning to survey community to see what may be popular in the community to help plan for the remainder of 2020 and into 2021.</p> <p>Will continue to engage the community through the newsletter and class reps.</p> <p>P &amp; C meetings can now be attended through Zoom.</p>	<p>Board members: feedback or inclusions for the P &amp; C survey</p>
10.0	<b>General Business</b>	
	<p>Re-iterate the use of local media to help benefit the hopes and requests of the school.</p> <p>Next meeting agenda for the 7<sup>th</sup> of September. P &amp; C meeting next Tuesday 11 August.</p>	

Next meeting:

  
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 Chair signed:  
 Date : 7/9/20

Meeting Closed:

  
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 Principal signed:  
 Date: 7/9/20