

# UNLOCK YOUR SCHOOL'S FUTURE



An Independent Public School

## Minutes of Meeting 20 March 2018

*New Library, commencing at 3.30pm*

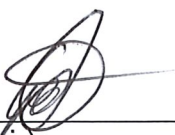
**ATTENDEES:** Tracy Tapscott (Principal), Tonia Carslake (substantive Principal), Karen Chappel (Chair), Debbie Collins, Helen Walter (arrived at 3.55pm), Nicola Appleton and Linda Jenkins (MDHS Manager Corporate Services)

	<ul style="list-style-type: none"> <li><input type="checkbox"/> The meeting wasn't opened until another Board member arrived (without a quorum)</li> <li><input type="checkbox"/> Principal presented slide show for High Quality Teaching</li> <li><input type="checkbox"/> General discussion <ul style="list-style-type: none"> <li>➤ Terms of reference</li> <li>➤ Relief teachers</li> <li>➤ Staff Professional Development</li> </ul> </li> <li><input type="checkbox"/> Board members keen to help the school, in practical terms, to meet its goals <ul style="list-style-type: none"> <li>➤ Working With Children Check approval needed</li> </ul> </li> </ul>	
<b>1.0</b>	<b>Welcome and Apologies</b>	<b>Actions</b>
1.1	Opening and Welcome. Meeting opened at 4.07pm <input type="checkbox"/> Welcome	
1.2	Apologies: <ul style="list-style-type: none"> <li><input type="checkbox"/> Greg Payne</li> <li><input type="checkbox"/> Julie King</li> <li><input type="checkbox"/> Tammy Solomon</li> </ul>	
1.3	Confirmation of Agenda with amendments <input type="checkbox"/> No amendments	Agenda confirmed
<b>2.0</b>	<b>Disclosure of Interest</b>	
2.1	Conflict of Interest.	No conflicts of interest
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	Review Minutes of previous meeting  <i>Debbie Collins moved that the minutes of the November meeting were a true and correct record. Seconded Nicola Appleton. Carried</i>	Previous minutes endorsed
3.2	Actions Arising from the previous meeting	
3.3	Business Arising from the previous meeting minutes	
<b>4.0</b>	<b>Correspondence</b>	

	<p>Inwards</p> <p><input type="checkbox"/> NIL</p> <p>Outwards</p> <p><input type="checkbox"/> NIL</p>	
<b>5.0</b>	<b>Housekeeping</b>	
5.1	<p>Election of Deputy Board Chair</p> <p><i>Verbal nomination by Karen Chappel for Greg Payne to be Deputy Board Chairperson. Helen Walter seconded the nomination. Carried.</i></p> <p>Congratulations to Greg Payne.</p>	<p>Greg Payne voted in as the new Deputy Chairperson</p> <p>IPS Assistant to advise the new deputy Chairperson of their appointment</p>
5.2	<p>Foreword regarding School Board Effectiveness Survey</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tonia thanked Tracy for all her work done whilst in the role of Principal, and her work unpacking the Business Plan</li> <li><input type="checkbox"/> Geoff Metcalf with be presenting to both School Boards and staff of the Ag College and the DHS on the first day of term back – 30 April</li> <li><input type="checkbox"/> Tonia will be taking up a position of Principal Consultant for five weeks</li> </ul>	IPS Assistant to email confirmation of details in regards to workshop with Geoff Metcalf on 30 April
5.3	<p>School Board effectiveness survey</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Error in last survey as the 'key' was ambiguous</li> <li><input type="checkbox"/> Board chair requested surveys be taken home and completed</li> </ul>	Survey to be completed at home. IPS Assistant to follow up
5.4	<p>Public meeting date</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> June 26 Public Meeting</li> </ul>	IPS Assistant to advertise public meeting date
<b>6.0</b>	<b>General Business</b>	
6.1	<p>Terms of Reference</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clarification sort in regards to item 10.1 <ul style="list-style-type: none"> <li>➤ "At a meeting 60 per cent of members present in person at a Board meeting constitute a quorum."</li> <li>➤ Refer to 12.7 to be added into item</li> <li>➤ Further punctuation required</li> <li>➤ Item to be postponed, no election required for a new Chairperson as document won't be adopted till the second meeting of the year</li> <li>➤ Item 15.2 change from missing three meeting to two meetings</li> </ul> </li> </ul>	<p>Item postponed to the next meeting.</p> <p>Board to familiarise themselves and email in any queries</p>
6.2	<p>Defer completion of the action plan for Board Self Review Survey due to new Terms of Reference</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actions to be developed from Survey responses (in order of priority, as determined by the Principal</li> </ul>	To be tabled at next meeting
6.3	<p>Board Membership</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent/community membership <ul style="list-style-type: none"> <li>➤ Item covered in Principal's report</li> <li>➤ We had no nominations from previous attempt</li> <li>➤ Would like representatives from other towns</li> <li>➤ Need Aboriginal parent representation</li> </ul> </li> </ul>	Principal to approach parents/community members and encourage them to nominate



6.4	<p>Annual Report</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Draft emailed out to Board the morning of the 20 March</li> <li><input type="checkbox"/> Any feedback please contact Principal by Friday 6 April</li> <li><input type="checkbox"/> Document will need to be endorsed</li> </ul> <p>General discussion</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> IPS Review – no date has been set</li> <li><input type="checkbox"/> Hard copies of Annual Report printed for those requiring them</li> <li><input type="checkbox"/> Workforce planning is underway <ul style="list-style-type: none"> <li>➤ Secondary Deputy is retiring (date to be confirmed)</li> </ul> </li> </ul>	<p>Board to email Principal with any feedback by 6 April</p> <p>Board to endorse Annual Report after they are familiar with it</p>
<b>7.0</b>	<b>Camps, Incursions &amp; Excursions</b>	
7.1	<ul style="list-style-type: none"> <li><input type="checkbox"/> Interschool swimming carnival Friday 23 March in Morawa</li> <li><input type="checkbox"/> School Performance Tours – Too Cool for Bullies 27 March</li> <li><input type="checkbox"/> Year 6 camp 4 and 5 April in Geraldton</li> </ul>	
<b>8.0</b>	<b>Reports and Updates</b>	
8.1	<p>Principals report</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Query from the Board re the K/P class numbers</li> <li><input type="checkbox"/> Parents are encouraged to contact the classroom teachers, Deputies or Principal with any concerns</li> <li><input type="checkbox"/> Letter to be sent home to parents outlining current situation at K/P</li> </ul>	<p>Principal's report tabled</p> <p>Principal's report endorsed</p>
8.2	IPS Assistant Report	IPS Assistant Report tabled
8.3	<p>Finance</p> <p>Points of discussion</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wrap up summary</li> <li><input type="checkbox"/> Contributions and charges</li> <li><input type="checkbox"/> Telenet account low as funds haven't been released yet</li> <li><input type="checkbox"/> Water issues are being investigated, some issues already resolved</li> <li><input type="checkbox"/> Canberra tour cancelled due to low numbers <ul style="list-style-type: none"> <li>➤ Perhaps in the future we could combine with another school?</li> </ul> </li> <li><input type="checkbox"/> Will be receiving a universal disabled access toilet</li> <li><input type="checkbox"/> We don't need to purchase another bus just yet</li> </ul>	<p>Financial statements tabled</p> <p>Budget endorsed</p>
<b>9.0</b>	<b>Other Business</b>	
9.0	Queries from Board member dealt with in the Principal's report (KP class numbers) and the Finance Report (water account)	
<b>10.0</b>	<b>Next meeting</b>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> June Tuesday 26</li> <li><input type="checkbox"/> September Tuesday 11</li> <li><input type="checkbox"/> November Wednesday 28</li> </ul>	
<b>11.0</b>	<b>Roundtable Evaluation</b>	
	None	
<b>12.0</b>	<b>Meeting Close</b>	
	Meeting closed at 5.20pm	

  
 Signed (Chair)

Date 26/6/2018