

UNLOCK YOUR SCHOOL'S FUTURE



An Independent Public School

Minutes of Meeting 12 March 2019

New Library, commencing at 4pm

ATTENDEES: Tonia Carslake (Principal), Tracy Tapscott (Deputy Principal), Helen Walter, Sarah Coaker, Narelle Knox-Atkinson, Ellie Cuthbert, Gaylea Dawson, Lisa Turner and Linda Jenkins (MDHS Manager Corporate Services), Maryanne Milloy-Rakich (IPS Assistant).

1.0	Welcome and Apologies	Actions
1.1	<p>Opening and Welcome by Tonia Carslake Meeting opened at 4.05 pm</p> <ul style="list-style-type: none"> Welcome and thank you to all board members <p>Principal from Perenjori Primary School, Fiona Tamminga joined the meeting as an observer at 4.08pm</p>	Principal to Chair meeting till positions of Deputy Chairperson and Chairperson are filled
1.2	<p>Apologies:</p> <ul style="list-style-type: none"> Greg Payne Nicola Appleton 	
1.3	<p>Confirmation of Agenda</p> <p><i>L. Turner moved the agenda be accepted. Seconded Helen Walter. Carried.</i></p>	Agenda confirmed
2.0	Disclosure of Interest	
2.1	Conflict of Interest	No conflicts of interest
3.0	Housekeeping	
3.1	<p>Community Member/s appointed</p> <ul style="list-style-type: none"> Greg Payne (Previous Deputy Chairperson) Carol Penn <p><i>Greg Paynes nomination endorsed by the Board. Unopposed.</i></p> <p>General Discussion re Carol Penns nomination. Board was at the point of capacity with the two student representatives, parent and community member places filled.</p> <p>Possibility of Carol Penn being coopted for future projects/subcommittees. Tonia to seek advice from central DOE.</p>	<p>Nominations tabled</p> <p>Principal to meet with Carol Penn and discuss with her the possibility of being co-opt for special projects</p>
3.2	<p>Chairperson to be nominated</p> <p><i>Tracy Tapscott nominated Greg Payne to be Chairperson for 2019 of the Morawa District High School IPS Board. Seconded Ellie Cuthbert. Carried.</i></p>	<p>Greg Payne had verbally excepted the nomination via the IPS Assistant.</p> <p>Greg Payne appointed IPS Chairperson</p>

3.3	Deputy Chairperson to be nominated <i>Narelle Know-Atkinson nominated Helen Walter as Deputy Chairperson. Seconded Gaylea Dawson. Carried.</i>	Helen Walter accepted the nomination as Deputy Chairperson
3.4	Code of Conduct	Code of Conduct tabled to be signed
4.0	Minutes of Previous Meeting	
4.1	Review Minutes of previous meeting <i>Tracy Tapscott moved that the minutes from the previous be accepted as a true and accurate record. Seconded Lis Turner. Carried</i>	Minutes endorsed
4.2	Actions Arising from the previous meeting	Nil
4.3	Business Arising from the previous meeting minutes <ul style="list-style-type: none"> New faction T shirts will be arriving next week 	
5.0	Correspondence	
	Inwards <ul style="list-style-type: none"> Introduction of Lockers – Amanda Humphries Outwards	Letter to be discussed in item 9 – Other Business Letters of thanks to past board members to be written
6.0	General Business	
6.1	Three Springs bus run Board member Lisa Turner gave a back ground on the history of the Three Springs Bus run <ul style="list-style-type: none"> Larger bus required Run is in its 6th year Current bus has had many mechanical failings Principal responded with follow-up information <ul style="list-style-type: none"> School Bus services are aware of the issue Review had been conducted by Bus Services on the 11 March School completely support an upgrade 	Letter of support to be written from the Board to Bus Services
6.2	Annual report DRAFT update	Annual report draft will be emailed out Annual report to be uploaded to Schools online by the end of term
6.3	Morawa District High School Business Plan 2019-2021 DRAFT Update – proposed workshop 26/3/19 <ul style="list-style-type: none"> Typo corrected in agenda date on 2012 to 2021 Principal outlined the 4 priority areas that the school base the business plan around DHS is a cluster school with WA College of Agriculture - Morawa 	Workshop date to be finalised by Principal via email
7.0	Camps, Incursions & Excursions	
7.1	<ul style="list-style-type: none"> Canberra, Snowy Mountains, Melbourne Tour <ul style="list-style-type: none"> 15 students have nominated to go 13 students have paid Tammy Solomon and Lee Jones will be attending School has been requested by the tour company to pay a non-refundable deposit Fundraising will be carried out to offset costs of the tour 	Board will be notified about the activities planned

7.0	Camps, Incursions & Excursions continued	
7.1	<ul style="list-style-type: none"> Interhouse Swimming Carnival Thursday 21 March at the Morawa Swimming Pool <ul style="list-style-type: none"> ➤ Thank you to P & C for organising ➤ A special thanks to Hayley Collins ➤ Working with the shire and pool manager Interschool Swimming Carnival Friday 29 March in Carnamah <p>Band update verbally provided by Helen Walter</p> <ul style="list-style-type: none"> ANZAC day performance scheduled State Band Championships 1 – 3 June <p>Update from Principal</p> <ul style="list-style-type: none"> Solar Car challenge on for Year 8 students on the 21st March in Geraldton 4 students will be attending 	
8.0	Reports and Updates	
8.1	<p>Principal's Report</p> <ul style="list-style-type: none"> Apology for it being email out later than planned A policy will be presented at each meeting for the Board to go over <p>General Discussion regarding forming sub committees</p>	<p>Principals report tabled</p> <p>Sub committees will be formed as and if required</p>
8.2	<p>IPS Report</p> <ul style="list-style-type: none"> 25 June meeting chosen for the public meeting <p>Principal gave an outline on the Business Case study</p>	IPS Report tabled
8.3	<p>Finance report</p> <ul style="list-style-type: none"> Financial statement Contributions and charges 2019 Preliminary one-line budget – Salary and Cash 2019 Draft comparative budget 2019 Draft operational plan General Business <p>Points of discussion</p> <ul style="list-style-type: none"> 55% rate of voluntary contributions <ul style="list-style-type: none"> ➤ We do provide payment options Water usage being investigated Mark Coaker made a donation to the P & C grain drive <p>Tracy Tapscott clarified: -</p> <ul style="list-style-type: none"> Business plan is aligned to the operational plans, so that spending is aligned to the priorities Business Plan ➡ Operation Plans ➡ classroom planning <p>Ellie Cuthbert left meeting at 5.15pm</p>	<p>Manager of Corporate Services to email out a list of acronyms</p> <p>Board endorsed the Contributions and Charges list</p> <p>Draft budget endorsed</p>
9.0	Other Business	
	<p>Item from correspondence tabled</p> <ul style="list-style-type: none"> Introduction of Lockers – Amanda Humphries <p>Background given original 2015 request that had been investigated and then suspended by the board</p> <ul style="list-style-type: none"> New quotes will be sort and other alternatives to be investigated 	<p>Letter from Amanda Humphries tabled</p> <p>Manager of Corporate Services will seek new quotes and other alternatives to be investigated</p>

	Lockets continued General discussion <ul style="list-style-type: none"> • Survey to be done • Operation matter 	Senior staff to investigate further and report back to board and parents Response to letter to be done
9.0	Next meeting	
	June 25 (public meeting)	
10.0	Roundtable Evaluation	
	<ul style="list-style-type: none"> • Deputy Chairperson, Helen Walter • Welcomed all New Board members • Thanked staff for all their reports 	
11.0	Meeting Close	
	Meeting closed at 5.30pm	



Signed (Chair)

19 - 6 - 19

Date