

# UNLOCK YOUR SCHOOL'S FUTURE



An Independent Public School

## Minutes of Meeting June 29, 2022

Morawa DHS Library, commencing at 3.30 pm

**ATTENDEES:** Tonia Carslake (Principal), Tracy Tapscott (Deputy Principal Primary), Lisa Turner, Narelle Atkinson, Nicola Appleton, Helen Walter, Carolyn Lewis, Linda Jenkins (MDHS Manager Corporate Services), Sarah Coaker, Maryanne Milloy-Rakich (IPS Assistant)

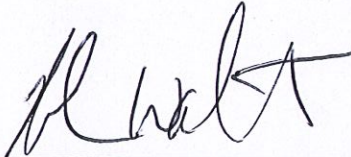
1.0	Welcome and Apologies	Outcomes
1.1	<p>Opening and Welcome. Meeting opened at 3.40pm</p> <ul style="list-style-type: none"> <li>Welcome to Carolyn Lewis</li> </ul> <p>Carolyn Lewis acknowledged Widi Country that the meeting is being held on</p> <ul style="list-style-type: none"> <li>Works for the Telethon Institute so is in and out of town</li> <li>Researching still births</li> <li>Covering the area of Kalgoorlie, Geraldton and Perth</li> </ul>	Principal chaired meeting
1.2	<p>Apologies:</p> <ul style="list-style-type: none"> <li>Nil</li> </ul>	
1.3	<p>Confirmation of Agenda</p> <p><i>Narelle Atkinson moved that the agenda be confirmed with the correction. Seconded Lisa Turner. Carried</i></p>	Agenda confirmed
2.0	Disclosure of Interest	
2.1	<p>A Board member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality and privacy of the people involved. If the issue relates to an operational matter of the school, the parent should be encouraged to speak with the principal or the classroom teacher. However, if the issue relates to a school policy or procedure, it should be put on the agenda for discussion at the next School Board meeting, where it will be dealt with in a generic sense to protect the privacy of individuals involved. <b>A Board Member or Members who fail to act in this manner can be removed from the Board.</b></p>	No issues raised
3.0	Minutes of Previous Meeting	
3.1	<p>Review Minutes of previous meeting</p> <p><i>Tracy Tapscott moved the minutes of the meeting held March 28 be approved, seconded Lisa Turner. Carried.</i></p>	Previous minutes confirmed
3.2	<p>Actions/Business arising from the previous meeting</p> <p>Item 5.3</p> <ul style="list-style-type: none"> <li>Draft business plan</li> </ul> <p>Item 8.0</p> <ul style="list-style-type: none"> <li>Employment opportunities</li> </ul>	<p>Email to board was delayed</p> <p>Will continue to follow up employment opportunities</p>



3.2 cont'd	Item 9 <ul style="list-style-type: none"> <li>Date changed for meeting</li> </ul>	Date changed to 29 <sup>th</sup> June, 2022
<b>4.0</b>	<b>Correspondence</b>	
	<ul style="list-style-type: none"> <li>Inwards</li> <li>Outwards</li> </ul>	Nil
<b>5.0</b>	<b>General Business</b>	
5.1	Business Plan 2022-2024 <ul style="list-style-type: none"> <li>Priority three the wording changed</li> </ul>	Please provide any feedback
5.2	Annual report	Annual Report tabled  Annual report resent to Board members
5.3	Review Terms of Reference <ul style="list-style-type: none"> <li>At the Three Springs training it was suggested the Terms of Reference be reviewed every year</li> </ul>	Terms of Reference tabled  Governance Tree to be emailed out
5.4	Review Code of Conduct	Code of Conduct tabled  Code of conduct to be signed by Board members
5.5	Leavers Jackets <ul style="list-style-type: none"> <li>Design not available at this point</li> <li>Issues with supplier as its such a small number</li> </ul> Year 6 Leavers shirt to be tabled at next meeting	IPS Assistant will email the design as soon as its available.
5.6	School Board training update <ul style="list-style-type: none"> <li>Board training in Three Springs was held</li> <li>Governance Tree was a good inclusion</li> </ul>	IPS Assistant will email out the link to the online modules
<b>6.0</b>	<b>Reports and Updates</b>	
6.1	Principal's Report  <b>Highlighted points</b> <ul style="list-style-type: none"> <li>Acknowledgement to Carolyn Lewis</li> <li>Visit from Lisa Criddle and Department Director Melesha Sands</li> <li>Attendance figures have been impacted by COVID</li> <li>Shooting stars engagements program for Aboriginal students</li> <li>New headings in Principals report reflecting the new Business Plan</li> <li>Spelling Bee</li> <li>Public speaking comp is pending</li> <li>New format to Teach learn Grow visit (TLG)             <ul style="list-style-type: none"> <li>Back ground to TLG for new board members</li> </ul> </li> <li>NAIDOC Celebrations on Wednesday 20 July</li> <li>Interhouse sports carnival 2<sup>nd</sup> September</li> <li>Interschool 9<sup>th</sup> September</li> <li>Mellenbyne Station for the Band 17<sup>th</sup> September</li> <li>Canberra Tour has 20 places available and 17 expressions of interests already</li> <li>Work Health and Safety visit (Daryl McCart visit)</li> <li>Glitz and Glamour Ball – date to be finalized</li> <li>Students will attend next meeting</li> </ul> Narelle Atkinson left the meeting at 4.15pm Lisa Turner thanked Narelle for all her work. Helen Walter thanked Tonia for such a comprehensive report	Principals report tabled



6.2	<p>Finance Report</p> <p><b>Highlighted points</b></p> <ul style="list-style-type: none"> <li>• Job sharing with Jayme Tapscott</li> <li>• Adrian (Bunda) Egan is working as school gardener</li> <li>• Additional COVID cleaning is being done</li> <li>• College VET Classes</li> <li>• Chaplain funding</li> <li>• GIVE IT charity foundation can help families</li> <li>• Bus is being replaced a 25 seater FUSO is the preference</li> <li>• Canberra tour – going to try and organise more time in the snow</li> <li>• Colour fun run split of funds</li> </ul> <p>Lisa Turner queried if the water bills were under control</p> <ul style="list-style-type: none"> <li>• We have continued to have some high bills</li> <li>• Retric is off during the rainy periods</li> <li>• Leak was found in the chook yard</li> </ul>	<p>Finance reports and summary tabled</p> <p>New Board members invited to do a brief financial workshop with MCS</p>
6.3	<p>IPS Report</p> <ul style="list-style-type: none"> <li>• New signs have been ordered "Growing good people"</li> <li>• No presence at Mingenew Expo this year as it is a new format</li> <li>• Perenjori Show cancelled</li> </ul>	IPS Report tabled
8.0	<b>Other Business</b>	
	<p>Tonia Carslake</p> <ul style="list-style-type: none"> <li>• Would like to introduce an Instagram page</li> <li>• Year 10s will be doing Kitchen Operations Certificate 11 – Pilot program</li> <li>• Open night 24<sup>th</sup> August</li> <li>• NAIDOC invitations to be sent out</li> </ul> <p>Tracy Tapscott</p> <ul style="list-style-type: none"> <li>• Need to engage community members about feedback about the School</li> </ul> <p>Carolyn Lewis</p> <ul style="list-style-type: none"> <li>• Board of ideas at Open Night and people put a dot next to what's important to them</li> </ul> <p>Lisa Turner</p> <ul style="list-style-type: none"> <li>• Nurturing year 12s eg apprenticeships that are available</li> </ul>	<p>Tonia to follow up with Andrew about and Instagram page can it be linked to Facebook?</p> <p>IPS Assistant to send our NAIDOC flyer to board members</p> <p>Board idea for open night to be implemented</p>
9.0	<b>Next meeting</b>	
	<ul style="list-style-type: none"> <li>• September 5</li> </ul>	IPS Assistant to confirm with Carolyn Lewis about the September date
10.0	<b>Roundtable Evaluation</b>	
	<p>Tracy Tapscott</p> <ul style="list-style-type: none"> <li>• Welcome to Carolyn Lewis</li> <li>• Insightful comments and ideas</li> </ul>	
11.0	<b>Meeting Close</b>	
	Meeting closed at 5.15 pm	

  
 Signed (Chair)

5 - 9 - 2022  
 Date