

# UNLOCK YOUR SCHOOL'S FUTURE



*An Independent Public School*

## Minutes of Meeting December 5, 2022

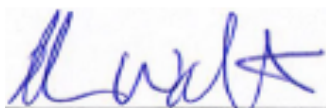
*Morawa DHS Library, commencing at 3.30 pm*

**ATTENDEES:** Tonia Carslake (Principal), Tracy Tapscott (Deputy Principal Primary), Lisa Turner, Helen Walter, Linda Jenkins (MDHS Manager Corporate Services), Narelle Knox, Sarah Coaker, Nicola Appleton, Carolyn Lewis, Maryanne Milloy-Rakich (IPS Assistant), Mike McGann, Emily Traylen-Witt and Gemma McLevie

<b>1.0</b>	<b>Welcome and Apologies</b>	
1.1	Opening and Welcome. <ul style="list-style-type: none"> <li>Meeting opened at 3.30pm</li> <li>Welcome to Country by Carolyn Lewis</li> </ul>	
1.2	Apologies:	Nil
1.4	Confirmation of Agenda  <i>Lisa Turner moved that the agenda be confirmed. Seconded Tonia Carslake. Carried</i>	Agenda confirmed
<b>2.0</b>	<b>Disclosure of Interest</b>	
2.1	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>	No issues raised
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	Review Minutes of previous meeting  <i>Tracy Tapscott moved the minutes of the meeting held September 5 be approved, seconded Lisa Turner. Carried.</i>	Previous minutes confirmed
3.2	Actions/Business arising from the previous meeting  Item 5.3 Data analysis Term 4 meeting <ul style="list-style-type: none"> <li>To be raised later in the meeting</li> </ul> Item 6.2 MCS to follow up Mellenbye donation <ul style="list-style-type: none"> <li>Followed up more donations have been made</li> </ul> Item 9 Meeting dates <ul style="list-style-type: none"> <li>To be advised</li> </ul>	

<b>4.0</b>	<b>Correspondence</b>	
	<ul style="list-style-type: none"> <li>Inwards</li> <li>Outwards</li> </ul>	
<b>5.0</b>	<b>General Business</b>	
5.1	<b>Student leadership presentation</b> <ul style="list-style-type: none"> <li>Presenting the 2022 Student Council Report</li> <li>General discussion around design of jacket and supplier costs etc</li> <li>Fundraisers to help offset cost</li> <li>Containers for Change proposal could help with costs</li> </ul>	Student Council report tabled Leavers jackets design tabled Board endorsed design of Leavers jacket Year 6 T Shirt tabled
5.1 a	Introduced item Year 6 T-shirt introduced <ul style="list-style-type: none"> <li>General discussion about the size and colour of logo</li> <li>Other options to include some gold into the design</li> </ul>	Tracy Tapscott to follow up T-shirt design and costings
5.2	<b>Business Plan 2022-2024 – Review and Feedback</b> <b>Thriving Students, Thriving Staff and Thriving Community Partnerships:</b> Updates on school self-assessment processes and data analysis  Tonia Carslake – overall BP Review Findings <ul style="list-style-type: none"> <li>Attendance</li> <li>Rates of attendance effected by COVID</li> <li>A lot of effort has been put into attendance</li> <li>Some information in Principal's report</li> </ul> Helen Walter asked for clarification on what is a 'like school' Narelle Knox <ul style="list-style-type: none"> <li>Positive Behaviour Support</li> <li>PBS have three meetings a year</li> <li>We have 14 active members</li> <li>In 2023 we would like to improve rewards for senior students</li> </ul> Tracy Tapscott <ul style="list-style-type: none"> <li>Primary student achievements</li> </ul> Mike McGann <ul style="list-style-type: none"> <li>Secondary student achievements</li> <li>Outlined six strategic targets</li> </ul>	Under review Phonics initiative document tabled Principal to share a list of 'like schools' Secondary students' achievement report table PBS report tabled
5.3	Pupil Free Days for 2023 <ul style="list-style-type: none"> <li>Monday 30 January 2023</li> <li>Tuesday 31 January 2023</li> <li>Monday 17 April 2023</li> <li>Monday 10 July 2023</li> <li>Monday 2 October 2023</li> <li>Friday 15 December 2023</li> </ul>	Pupil Free Days for 2023 tabled Board ratified Pupil Free Days for 2023
5.4	Focus 2023	Focus 2023 tabled

5.5	Camps and Incursions/excursions 2023 <ul style="list-style-type: none"> <li>• Year 6 Camp</li> <li>• Year 7 Camp</li> <li>• Country Week</li> <li>• University Tour</li> <li>• Attendance Reward</li> <li>• Bi-Annual Canberra Tour - Alternative destination</li> <li>➤ Going to go to Melbourne</li> </ul>	
<b>6.0</b>	<b>Reports and Updates</b>	
6.1	Principal's Report <p><b>Highlighted points</b></p> <ul style="list-style-type: none"> <li>• Graduation</li> <li>• Planning</li> <li>• Attendance</li> <li>• School Ball</li> <li>• Band Spectacular</li> <li>• Kelly Foster to teach French</li> <li>• Year 7 camp</li> <li>• ASPIRE</li> <li>• Performance Management Process</li> <li>• End of Year concert</li> </ul>	Principal's report tabled Principal asked for Board to give consideration to Centenary celebrations
6.2	<b>School Board Chair Report for 2022</b> - Summary of the board's achievements and decisions made throughout the year	Board Chair report tabled
6.3	Finance Report <p><b>Highlighted points</b></p> <ul style="list-style-type: none"> <li>• Operating system</li> <li>• Science grant</li> <li>• Caitlyn Mills will be our non-domination Chaplin</li> <li>• Large variance on bus money</li> <li>• Work force planning</li> <li>• Contributions and Charges endorsed via email</li> <li>• Job sharing with Jayme Tapscott</li> <li>• New initiative with WINC for parents to do some online stationary orders</li> </ul>	Finance Report tabled
6.4	IPS Report <ul style="list-style-type: none"> <li>• Sara Coaker will remotely attend meetings if possible</li> </ul>	
<b>8.0</b>	<b>Other Business</b>	
	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<b>9.0</b>	<b>Next meeting</b>	
	<ul style="list-style-type: none"> <li>• To be advised</li> </ul>	
<b>10.0</b>	<b>Roundtable Evaluation</b>	
	<ul style="list-style-type: none"> <li>• Linda Jenkins – enjoyable, final meeting for the year</li> <li>• Narelle Knox – good experience having the student leaders</li> <li>• Helen Walter – would like students to attend every meeting</li> <li>• Tonia Carslake – Thanked IPS Assistant for her efforts</li> </ul>	
<b>11.0</b>	<b>Meeting Close</b>	
	Meeting closed at 5.35 pm	



Signed Chair

5<sup>th</sup> December 2022

Date