

UNLOCK YOUR SCHOOL'S FUTURE



An Independent Public School

Minutes of Meeting March 20, 2023

Morawa DHS Library, commencing at 3.30 pm

ATTENDEES: Tonia Carslake (Principal), Tracy Tapscott (Deputy Principal Primary), Helen Walter, Linda Jenkins (MDHS Manager Corporate Services), Narelle Knox, Nicola Appleton, Maryanne Milloy-Rakich (IPS Assistant).

1.0	Welcome and Apologies	Actions
1.1	Opening and Welcome. <ul style="list-style-type: none"> Meeting opened at 3.50pm 	
1.2	Confirmation of Agenda and Acknowledgement of country <i>Tracy Tapscott moved that the agenda be confirmed. Seconded Tonia Carslake. Carried</i>	Agenda confirmed Principal did the Acknowledgment of Country
1.3	Apologies: <ul style="list-style-type: none"> Lisa Turner Carolyn Lewis Sarah Coaker 	
2.0	Housekeeping	
2.1	Call for nominations for Chairperson <ul style="list-style-type: none"> Narelle Knox nominated Helen Walter. Carried Nomination accepted <p><i>Helen <u>Waler</u> elected as Chairperson for the Morawa DHS Board</i></p> <p>Call for nominations for Deputy Chairperson</p> <ul style="list-style-type: none"> Narelle Knox nominated Lisa Turner. Carried Nomination accepted (via email) <p><i>Lisa Turner elected as Chairperson for the Morawa DHS Board</i></p>	All positions (Chairperson and Deputy Chairperson) declared vacant
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. A Board Member or Members who fail to act in this manner can be removed from the Board.	No issues raised No conflicts

3.0	Minutes of Previous Meeting	
3.1	Review Minutes of previous meeting <i>Nicola Appleton moved the minutes of the meeting held December be approved, seconded Lisa Turner. Carried.</i>	Previous minutes tabled and confirmed
3.2	<p>Actions/Business arising from the previous meeting</p> <p>Item 5.2</p> <ul style="list-style-type: none"> • Typo should say 3 meetings per term not per year. <p>Item 5.1 a Year 6 T-shirt design</p> <ul style="list-style-type: none"> • Design included in meeting booklet <p>Item 5.3 Pupil Free Days</p> <ul style="list-style-type: none"> • Dates incorrect • Correct dates are in Principal's report • Dates to be ratified 	<p>Typo in item 5.2 to be corrected</p> <p>T-shirt design tabled</p> <p>Board endorsed T – shirt design</p> <p>Tracy Tapscott to place order</p> <p>Pupil Free dates from Principal report ratified</p>
4.0	Correspondence	
	<ul style="list-style-type: none"> • Inwards <ul style="list-style-type: none"> ➤ Raechelle Lee – Executive Director, Strategy and Policy • Outwards 	Letter from Executive Director tabled
5.0	General Business	
5.1	<p>Student leadership presentation</p> <ul style="list-style-type: none"> • Students unable to attend • Principal tabled their report <p>Highlighted items:-</p> <ul style="list-style-type: none"> • Assemblies • PBS prize draw • Harmony dress • Poster competition • East disco will have free entry • Rewards <p>Narelle Knox presented the Secondary report</p>	<p>Student Council report tabled</p> <p>Secondary report tabled</p>
5.2	Code of Conduct	<p>Code of Conduct tabled</p> <p>Lisa Turners feedback tabled</p> <p>Code of Conduct endorsed</p>
5.3	Current Statement of Expectations	Statement of Expectations tabled for information
5.4	Current Terms of Reference	Terms of Reference tabled for information
5.5	Draft Annual Report	<p>Principal to email out</p> <p>Helen Walter to edit</p>
5.6	<p>School Centenary Celebrations</p> <ul style="list-style-type: none"> • Some information is covered in the Principals report • Date set for Friday August 4 • Preliminary program for the day and evening outlined 	
5.7	<p>Crunch and Sip Policy</p> <ul style="list-style-type: none"> • Sensory diversion for students • Run through the Cancer Foundation 	<p>Crunch and Sip Policy tabled</p> <p>Policy endorsed by the Board</p>

5.7 Contd	<ul style="list-style-type: none"> • Foodbank can be a contributor • No watermelon • Chook buckets in classrooms • Water only for sipping on <p>General discussion re advantages and disadvantages of children snacking at random times</p>	
6.0 Reports and Updates		
6.1	<p>Principal's Report</p> <p>Highlighted points</p> <ul style="list-style-type: none"> • Staffing shortage • Caitlin Mills has completed her chaplin competencies • Caitlin Mills will commence as Chaplin in Term two • Correct Pupil Free dates in report • Centenary celebrations • Shooting Stars • Incursions/Excursions and events 	Principal's report tabled
6.2	<p>Finance Report</p> <ul style="list-style-type: none"> • 2023 Morawa DHS Bank statement • 2022 Financial Summary • 2022 Contribution and Charges collection rate • 2023 Preliminary One- line budget • 2023 Preliminary Student-Centred Funding Statement • 2023 Cash Plan • 2023 Salary update • FUNDING APPROVALS/REQUESTS • 2023 Comparative Budget • 2023 Funding Agreement • Primary and secondary fundraising • GENERAL BUSINESS • Student Statements • Chaplaincy funding • Grant updates • CAMPS/EXCURSIONS • Year 7 Kalbarri • Year 7-12 Canberra Tour <p>Highlighted points</p> <ul style="list-style-type: none"> • Operating system • Science grant • Caitlyn Mills will be our non-domination Chaplin • Large variance on bus money • Work force planning • Contributions and Charges endorsed via email • Job sharing with Jayme Tapscott • New initiative with WINC for parents to do some online stationary orders 	<p>Finance Report tabled</p> <p>Summary document was delayed</p> <p>Comparative budget endorsed</p> <p>Funding Agreement endorsed</p> <p>MCS will email the agreement if there are any changes</p> <p>Primary fundraising endorsed</p>
6.4	<p>IPS Report</p> <ul style="list-style-type: none"> • Main focus has been the Centenary celebrations • We wont be attending Mingenew Expo or Perenjori Show as the timing of the year clashes with our IPS review and Centenary Celebrations • Public Meeting date 	<p>IPS Report table</p> <p>September 4 was set for the public meeting</p> <p>John Lloyd to be interviewed as part of the centenary celebrations</p>

7.0	Other Business	
	<ul style="list-style-type: none"> More parent representation is required on the board 	IPS Assistant to liaise with Principal about seeking more parent representation
9.0	Next meeting	
	<ul style="list-style-type: none"> To be advised 	
10.0	Roundtable Evaluation	
	<ul style="list-style-type: none"> Narelle Knox congratulated Helen on her efforts as Chairperson in 2022 and welcomed her onboard for 2023 	
11.0	Meeting Close	
	Meeting closed at 5.13 pm	



Signed (Chair)

19-6-2023

Date