

2024 School Board Minutes

Wednesday 31st July 2024

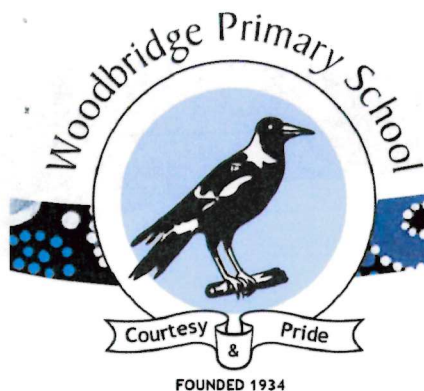
Members:			Apologies:
Staff Representatives	Parent Representatives	Community Representatives	
Paul Marshall Jean Muthukumaraswamy Rachel Weller Michelle Goodman Guest - Melissa Conway Deb Taylor (Secretary)	Amy Lang Rai Dietrich		Kim Stone Linda Whyte Aden Van den Beld Lync Robson

ACTION/ DECISION	WHO	ACTION
<ul style="list-style-type: none"> Welcome The meeting was opened at 6.37pm by Amy. Amy gave a warm welcome to all attendees. 	Amy	
<ul style="list-style-type: none"> Apologies - Noted as above. 	Secretary to note	Noted
<ul style="list-style-type: none"> Approval of Previous Minutes – Wednesday 5th June 2024. Rachel Weller/Amy Lang to sign as Paul Marshall was not present. Minutes from Wednesday 1st May also approved and signed as there was no quorum at the last meeting. No revisions or amendments to either set of minutes. 		Noted as approved by all.
<ul style="list-style-type: none"> Business Arising from Previous Minutes <ul style="list-style-type: none"> Chaplaincy noted by email regarding the increase in Chaplaincy time which will continue in Semester 2, 2024. See email attached. All members voted and approved. Finance Training This took place on Thursday 25th July 2024. Mel delivered a concise overview of the Cash budget. Amy thanked Mel for her time. 	Paul/Amy/Mel	Informed Chaplaincy noted by email as approved by all.
<ul style="list-style-type: none"> Strategic Direction Domain 4: Use of Resources <ul style="list-style-type: none"> 2024 – 2026 Business Plan/Operational Plan Mel provided an overview of Domain 4: Use of Resources (4.1 – 4.4) to Board Members. This included: 4.1 Implementation has commenced. Team Leaders have budgeted for additional workload expectations. The main highlight has been exploring the budget to employ an AIEO. Angela Williams commenced halfway through last term. Mel gave an insight into Angela’s background. <ul style="list-style-type: none"> Workforce planning. Paul Marshall and Mel Conway have reviewed the Workforce Plan for 2025. This term there will be a teacher pool run as there are some potential permanent vacancies. The Pool will last for 12 months. 	Paul/Mel	Reviewed



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<p>4.2</p> <p>4.3</p> <p>4.4</p>	<ul style="list-style-type: none"> ➤ Processes run for permanent gardener and cleaner this year. ➤ Monitoring of staff who are participating in the deferred salary scheme. A few staff are on LSL. ➤ The Workforce Plan will continue to be reviewed. ➤ PL PRINT Personality profiles to ensure in right roles. Admin to engage on 1/8/2024 as a team. ➤ Cost centre Managers budget aligns with the school priorities. ➤ Tier 2 Program ➤ Education Adjustment Allocation (EAA) ➤ Michelle talked about the assessment of data and how funds received are used for students with diagnosed learning difficulties. Michelle also explained how funding is used for intervention in small groups for these students. <p>Paul and Mel explained how we are utilising education assistants with a passion in various areas - Rick (ICT support) and Jean (Kitchen Garden). These EAs have been given additional hours to extend their interests and provide an opportunity for continued growth. Grub club and Waste Sorted Programs are coordinated by Chian and Jean and promote sustainability.</p> <p>Amy thanked Mel for her informative overview.</p>		
<ul style="list-style-type: none"> • Notice to the Community that next meeting will be an Annual Public Meeting 	<p>This will be advertised in the next newsletter.</p>	<p>Paul</p>	<p>Noted</p> <p>Advertise in Newsletter</p>
<ul style="list-style-type: none"> • Current Year Financial Update 	<p>Mel outlined the one-page summary and stated that everything is going to plan.</p> <ul style="list-style-type: none"> ➤ Next term dependant on some funding that may come in, Paul and Mel will look at some EA adjustments. ➤ 96% is to be spent on students, in accordance with minimum spend requirements. ➤ Bank account – highlights the change to CBA. The new account is an interest-bearing cheque account which bears interest of over \$1,000 per month. ➤ Reserve account – the big expenditure coming up will be on ICT as 64 computers need replacing by September next year. The recommendation is to replace these this year with an all-in-one computer, and leased. ➤ 48 ipads will also need replacing within the next 12 months. ➤ The Department of Education is strict on what they support due to increasing online risks. 	<p>Mel</p>	<p>Informed</p>



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<ul style="list-style-type: none"> PBS Update This item will be moved to the next meeting. Rachel showed a couple of videos with examples of good/bad manners and compliments and how students should and shouldn't behave in these circumstances. 	<p>Kim</p>	<p>Informed</p> <p>Next Meeting</p>
<ul style="list-style-type: none"> Compliance Review Outcome A full School Compliance Review took place from 10 – 13th June. Reviews have changed now in that you can have a desktop review due to time constraints for auditors. Mel gave an overview of items that they assessed. Noteworthy achievements – “The finances at the school are done very well. All the documents were easy to find. Receipting and Governance were excellent.” For the five areas assessed – two were excellent and three were good. Overall assessment - good The checklist covered 110 things. Out of that, there were 4 moderate things that need to be addressed. Paul and Mel wrote an action plan as to action, who and when. Amy congratulated Mel. 	<p>Mel</p>	<p>Informed</p>
<ul style="list-style-type: none"> Membership 2025 recruiting Paul and Amy have flagged some tenures that are ending for parent representatives at the end of year. Board members were asked to give thought as to suitable parents that could be approached and invited to the open meeting. It was suggested that a connect notice be sent to Lower Primary parents re membership and that the public meeting is used to combine the two items. 	<p>Paul/Amy</p>	<p>Discussed</p> <p>Next meeting</p> <p>Connect notice – Deb to draft</p>
<ul style="list-style-type: none"> Impact of Local Traffic. Discussion around freight trains and timings and how this is causing congestion, causing a lack of patience, and leading to drivers making poor decisions which increases the risk to students. There are several bodies creating this situation in Midland – the MRNA, WA Police, and the company that control freight trains (ARC). A link was put in the last next newsletter to allow parents to provide feedback. Discussion around doing something as a board and writing to these companies. Amy stated that she would be happy to draft an email/letter. Draft would include amount of traffic, timing, and safety. Anecdotal evidence to be collected from Lizzie (Traffic Warden) as to how this is affecting Amherst Road. Lizzie has made enquiries to having flashing lights as she feels there isn't the visibility. There is a plan to build an underpass @ Morrison Road crossing but the earliest that this will be considered financially is in 2025. Amherst Road will then become a thorough fare. 	<p>Paul/Amy</p>	<p>Discussed</p> <p>Link for newsletter</p> <p>Next meeting</p>



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Discussion at next meeting for next meeting.		
<ul style="list-style-type: none"> P&C Update A Sub Committee has been put together for a Yearbook for 2024 as part of the 90th celebrations. Update at next meeting. New President nominations to be called for @ next meeting. 		Informed Next Meeting
<ul style="list-style-type: none"> General Business Paul thanked Mel for attending as there were a number of agenda items requiring her input. Paul also thanked Mel for making finance easy to understand. 	Amy	
<ul style="list-style-type: none"> Next Meeting Confirmation of next Board meeting in Term 3, Week 8, Wednesday 4th September 2024 @ 6.30pm. 	Amy	
Meeting Closed: Amy Lang closed the meeting at 7.58 pm.	Amy	

We, the undersigned, agree these minutes to be a true and correct record of this meeting.

Chair, Amy Lang

Principal, Paul Marshall