

UNLOCK YOUR SCHOOL'S FUTURE

Minutes of Meeting #1

Burrendah Primary School – 6:00pm Tuesday 27th February 2018

Attendees: Janine Kinninment (Principal), Jane Barker (Chair),

Burrendah Staff: Gail McLay, Kate French, Will Heron

Parent Representatives: Tim Stanton-Cook, Grant Gernhoefer, Kate Floyd, Shaun Swarbrick

1.0	Welcome and Apologies, 6:00pm – 6:09pm	Actions
1.1	<i>Opening and Welcome</i> <ul style="list-style-type: none"> The meeting was opened by Jane Barker @ 6:05pm. 	
1.2	<i>Absent</i> Harjit Singh – Community Member	
1.3	<i>Confirmation of Agenda</i> Confirmed.	
2.0	Disclosure of Interest	
2.1	<i>Conflicts of Interest and Disclosure of Interests</i> <ul style="list-style-type: none"> NIL disclosures. NIL conflicts of interest. 	
3.0	Minutes of Previous Meeting	
3.1	<i>Adopt Minutes of Previous Meeting</i> Adopted.	Refer to Connect minutes
3.2	<i>Actions Arising from Previous Meeting</i> <ul style="list-style-type: none"> JK to write a School Board 2017 review based on JB's review for next P&C meeting. Official open meeting at meeting #2. 	JK to be actioned
4.0	Priority Item A	
4.1	<i>Vote on School Board Chair 2018</i> <ul style="list-style-type: none"> It is not mandatory but highly recommended that the role of Board Chair is voted on each year. JK has nominated Jane Barker as Board Chair for 2018. No other nominations were received. As HJ was not at the meeting, JB will continue until next meeting as Board Chair for final nominations then voting. 	Voting actioned at next meeting
5.0	Priority Item B (30 minutes)	
5.1	<i>Business Plan Review</i> <ul style="list-style-type: none"> Burrendah Primary School is in its third and final year of the 2015 – 2018 business plan. Date of next review unknown.. Board members participate in the review. Need to start planning for the next three years and the new business plan. 	
6.0	Priority Item C	
6.1	<i>Attendance Certificates Review</i> <ul style="list-style-type: none"> Carried forward to next meeting. 	Kate FI, Harjit
7.0	Reports and Operational Matters: (10 minutes)	
7.1	<i>See Principal's Overview Attachment</i> <ul style="list-style-type: none"> Focus 2018 similar to Focus 2017. Important for Board members to know of Department direction. 	

	<ul style="list-style-type: none"> • NSOS surveys will be conducted in 2018 - including parent, student and staff surveys. • The results from the surveys will form an opportunity to drive the new business plan. Also this information will be included in the Annual Report for 2018 (written/published in 2019). • Suggestion of developing a matrix/calendar for the Board. • JK advised meeting of latest information re: Willetton Precinct. Current information from City of Canning will be available for board members for next meeting through Connect. • JK and JB outlined guidelines for parents if they have an issue/complaint. JK advised members information about the process has been placed into school newsletter and is available on school website. 	
8.0	Items for Next/Future Meeting (s) (5 minutes)	
8.1	<ul style="list-style-type: none"> • Open Board meeting. • Draft 2017 Annual Report. • 2018 Budget. • City of Canning – precinct plan. • Advertising/Sponsorship policy – education policy available. Draft for next meeting. 	
9.0	Checkout and Meeting Close/Adjournment (10 minutes)	
9.1		
12.0	Confirmation of Meeting Dates	
	<p><i>Meetings held Tuesday week 4 and 8 of each term.</i></p> <p>Meeting 2 – 20th March 2018 Meeting 3 – 22nd May 2018 Meeting 4 – 19th June 2018 Meeting 5 – 7th August 2018 Meeting 6 – 4th September 2018 Meeting 7 – 30th October 2018 Meeting 8 – 27th November 2018</p>	

Actions:

No.	Action	Responsible	Due Date
1	Write the 2017 School Board review for the P&C Committee based on JB's 2017 review.	Janine	March 2018
2	Next board meeting to be the annual official open meeting promoted through the school newsletter.	Janine	20 March 2018
3	Board to vote on Board Chair at next meeting	Janine	20 March 2018
4	Communicate languages program to parents once a LOTE teacher has been appointed	Janine	Term 1
5	School survey to include questions on parent and community engagement	Janine	Term 2
6	Proposal for school attendance certificates	Kate Floyd & Harjit	20 March 2018
7	Board calendar and capturing of business plan achievements / progress	Jane	For Term 2
8	Board members to be provided with a badge to identify at events	Janine	For Term 2
9	Willetton Precinct Plan – City of Canning information to be uploaded to Connect for board members' information	Janine	Term 1
10	Willetton Precinct Plan – invite a Councillor (potentially Ben Kunze to a board meeting to discuss)	Jane	Term 2
11	Board members will be awarded certificates of completion for board training and other initiatives	Janine	Term 2