

UNLOCK YOUR SCHOOL'S FUTURE

Minutes of Meeting #3

Burrendah Primary School – 6:00pm Tuesday 22nd May 2018

Attendees: Janine Kinninment (Principal), Jane Barker (Chair)
 Burrendah Staff: Gail McLay, Will Heron, Kate French
 Parent Representatives: Shaun Swarbrick, Grant Gernhoefer, Kate Floyd
 Community Member: Harjit Singh

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 @ 6:09pm. Final 2017 Annual Report was viewed. 	
1.2	<i>Absent</i> Tim Stanton-Cook	
1.3	<i>Confirmation of Agenda</i> <ul style="list-style-type: none"> Confirmed 	
2.0	Disclosure of Interest (2 minutes)	
2.1	<i>Conflicts of Interest and Disclosure of Interests</i> <ul style="list-style-type: none"> Disclosure – NIL NIL conflicts of interest. 	
3.0	Minutes of Previous Meeting (5 minutes)	
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"> DOL – School Users have been listed on Connect. 2017 Annual Report endorsed by the Board. 	
4.0	Priority Item A (5 minutes)	
4.1	<i>Vote on School Board Chair 2018</i> <ul style="list-style-type: none"> JB nominated as Board Chair for 2018. No further nominations were submitted. Meeting carried unanimously JB would be Board Chair for 2018. P&C meeting minutes are available to the Board on the P & C's website. http://www.burrendahpandc.org.au/ 	
5.0	Priority Item B (10 minutes)	
5.1	<i>Attendance</i> <ul style="list-style-type: none"> KFI and HS tabled Attendance Certificate's overview and recommendations. Burrendah PS has pleasing attendance rates and attendance is monitored continuously through the school year. Proposal was endorsed for <i>'the School Board approve the cessation of attendance certificate provision; in lieu of other strategies to be implemented to positively impact on individual attendance by children in at risk categories'</i>. 	
6.0	Priority Item C (10 minutes)	

6.1	<p><i>2018 Funding Agreement</i></p> <ul style="list-style-type: none"> • Copy as provided on Connect for Board members' viewing. • 2018 Funding Agreement (with Schedules A and B attached) tabled at this meeting and noted by the Principal and Board Chair. 	
7.0	Reports and Operational Matters: (10 minutes)	
7.1	<p><i>See Principal's Overview Attachment</i></p> <ul style="list-style-type: none"> • Documentation on Connect for Board members to view. • No further questions from Board members on Principal's Overview. 	
8.0	Other Business (20 minutes)	
8.1	<p><i>National Schools Opinion Survey</i></p> <ul style="list-style-type: none"> • Survey to be conducted in Term 3. • Board discussed optional questions to be included in the survey. • To encourage greater participation in the Survey, the Board discussed a number of possible options. <p><i>Swimming Carnivals</i></p> <ul style="list-style-type: none"> • GG advised meeting that a survey was conducted in March 2017 with the parents regarding the continuation of swimming carnivals at Burrendah PS. • JK advised that in-term swimming lessons at all State public schools are highly recommended, however, carnivals are an individual school decision and many schools have ceased holding swimming carnivals. • While parent support is strong the school will endeavor to continue with the tradition of having a swimming carnival. • There was some disappointment from parents about 2018 presentations being held during Faction Assembly without parents being informed. • In future parents will be contacted for all award presentations <p><i>Abridged version Board Minutes #1 for webpage – document in Connect in library.</i></p> <ul style="list-style-type: none"> • Abridged version for meeting #1 has been placed on Connect for feedback. • Feedback from KFI positive. • Meeting decided to move ahead and have this version available to parents on the school website. <p><i>Name badges</i></p> <ul style="list-style-type: none"> • All Board members provided with a name badge to wear at school events and when representing the school. 	
9.0	Items for Next/Future Meeting(s) (5 minutes)	
9.1	<p><i>Updated Terms of Reference Template</i></p> <p><i>WA Education Awards</i></p> <ul style="list-style-type: none"> • Time frame for nominations is too short due to applications being due this term instead of early Term 3. • JK to provide feedback to the Department. <p>Annie will provide formal timekeeping to the meeting.</p>	
10.0	Checkout and Meeting Close/Adjournment (10 minutes)	
10.1	<p>GG – very collaborative meeting. Apology on length of meeting due to GG discussion.</p> <p>JK – suggestion of a 'knocking' time as used in school PBS meetings to keep to our time limit.</p> <p>JB – a privilege to continue as Board Chair and thank you to all.</p> <p>HS – happy to be back.</p> <p>WH – good meeting.</p>	

	KFI – creative ideas, good meeting. SS – organized meeting. KFr – apology for lateness due to medical appointment.	
11.0	Confirmation of Meeting Dates	
	<i>Meetings held Tuesday Week 4 and 8 of each term.</i> 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	

Actions:

No.	Action	Responsible	Due Date
3	Consider additional NSOS survey questions and bring to next meeting.	All	Meeting 4
4	New attendance certificate approach to be communicated via the school newsletter.	Janine and Jane	Week 4
5	Board calendar and capturing of business plan achievements / progress.	Jane	For Term 2
7	Willetton Precinct Plan – invite a Councilor (potentially Ben Kunze to a board meeting to discuss) – <i>the school has endeavoured to have this occur but nothing to date. Will keep trying.</i>	Jane	Term 2
9	Sue Horoch DP – contact Curtin University re: Phd students, and liaise with speech pathology co-ordinator re: the data and how they use it	Sue H	Term 2
13	JK talk to the P&C about continuing the swimming carnival and find out when 2019 swimming lessons will be held – once known, inform parents of the school's intentions.	Janine	Term 2/3
15	Will and Gail give a presentation on their Board roles at a staff meeting to information potential board nominees of the work of the Board.	Janine	Term 3
16	Jane contact P&C Chair to offer to attend a future P&C meeting	Jane	Term 2