

# Minutes

Churchlands Primary School Board meeting held on **Monday 29.7.24 at 6.30pm.**

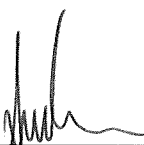
1.0	Welcome and Apologies	ACTIONS
1.1 Chair	Open and welcome	
1.2 Chair	Apologies <ul style="list-style-type: none"> <li>• Kieren Johnson</li> <li>• Steve Breen</li> <li>• Malinda Cockerill.</li> <li>• Arthur Berlotti</li> </ul>	
1.3 Chair	Confirmation of agenda Confirmation of previous minutes	Minutes from previous meeting approved confirmed
2.0 Disclosure of Interest (Real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda)		
2.1 Chair		Nil
3.0 Business Arising from previous minutes		
Chair	<ul style="list-style-type: none"> <li>• Bailey Love &amp; Lucy Osterberg volunteered to take on the Communications &amp; Engagement roles.</li> <li>• P&amp;C Looking for similar appointment</li> <li>• Discussed succession planning for board members in particular parent members. Relocations or other reason can result in early resignations from board.</li> <li>• Whilst the board has been stable for several years with positions easily filled, future requirements and contingencies to be planned for</li> </ul>	Kim to provide list of current tenures for positions
3.1 Luke V	<ul style="list-style-type: none"> <li>• Luke V provided overview why a who's who of the board membership could add value by understanding the diverse range of skills, knowledge, and connections the members can provide to the school.</li> </ul>	Luke V to initiate a proforma overview snapshot to start off the information sharing to commence the process.
4.0 Finance		
4.1	<ul style="list-style-type: none"> <li>• Kim provided an explanation on the P&amp;C request for detailed information on additional financial assistance for CPS.</li> <li>• Kim noted that funds from the P&amp;C are considered a donation and highly detailed breakdowns are not necessary not feasible.</li> <li>• Kim explained reasons for shortcomings in current budget:                             <ul style="list-style-type: none"> <li>○ Server required replacement</li> <li>○ Canteen needed hiclean in Aircon.</li> <li>○ Basketball court needed maintenance.</li> <li>○ Web page requiring attention.</li> <li>○ Trees clearing on Mountainbell Rd</li> <li>○ General cost of goods has increased above expectations</li> </ul> </li> </ul>	
5.0 Celebrations and achievements		
	<ul style="list-style-type: none"> <li>• Chump show and endurance were great events.</li> <li>• Michael Howsmith special call out</li> <li>• School of excellence nomination to department of education</li> </ul>	


	<ul style="list-style-type: none"> <li>School grounds look amazing after long and dry summer</li> </ul>	
<b>6.0</b>	<b>Finance</b>	
6.1 Kim 5 mins	<ul style="list-style-type: none"> <li>One Line Budget tabled</li> <li>Nothing out of ordinary variance is \$40K in income.</li> <li>Budgeting under review due some overspending for above mentioned items.</li> <li>Not in the red.</li> </ul>	
<b>7.0</b>	<b>Road Traffic Survey</b>	
Luke V 15 mins	<ul style="list-style-type: none"> <li>Survey results. Review outcomes.</li> <li>Better than expected participation rate.</li> <li>82 Respondents, bulk were kindy to year 3 who travel to school in a car average distance less than 1500m.</li> <li>Issue traffic volume and lack of warden and poor driver behaviour.</li> <li>19 volunteers to support working group. Great outcome!</li> <li>Newsletter to communicate local community opportunities for engagement and thanks for the solid engagement in the school survey.</li> <li>Discussion around the Christine Tonkin survey.</li> <li>Kim discussed and explained reasons why CPS is unable to promote survey due to the restrictions in the Education Act for public schools to remain apolitical.</li> <li>Email correspondence from a community member in relation to Christine Tonkin survey being promoted in a neighbouring school newsletter, CPS can't take the same approach. Private schools don't have similar restrictions.</li> </ul>	<p>Need to establish a working group forum for Traffic concerns.</p> <p>Need to respond to community member to advise that CPS is unable to assist in promoting Christine Tonkin's survey</p>
<b>8.0</b>	<b>Policy Review</b>	
Team input	<ul style="list-style-type: none"> <li>Class Placement Policy reviewed.</li> <li>Policy went to staff.</li> <li>Feedback provided to principal in writing.</li> <li>Get about 10 Specialist teachers are reviewing and this seems to be working much better.</li> <li>Kim explained how the class placement process is facilitated and the amount of time it takes for teachers to plan class lists for the following year.</li> </ul>	The policy was endorsed as presented
<b>8.0</b>	<b>Health and Wellbeing</b>	
Kim and Jo 25 mins	<ul style="list-style-type: none"> <li>Reviewed new 'Student wellbeing and Care' Future Directions' strategic plan.</li> <li>Teacher support as to what teachers are able to do and not do.</li> <li>Opportunities for school community and allied health coming together and referrals can be made</li> <li>Provides clarity as to what teaches need to do to stay in their lane.</li> <li>This document can be supported and promoted by the board.</li> <li>Verbal promotion with the wider school community is encouraged</li> </ul>	
<b>9.0</b>	<b>P &amp; C Rep</b>	
10 mins	<ul style="list-style-type: none"> <li>Overview of P &amp; C current focus</li> </ul>	

Jess or P & C rep	<ul style="list-style-type: none"> <li>• Some items in the uniform shop have gone up in price from our supplier. Some stock items will go up by a few dollars.</li> <li>• Low-cost options remain in the second hand donations.</li> <li>• Communications from Basil Zempilas office again. Notified that he cannot attend school based meetings.</li> <li>• Social Night raised over \$10,500 and we'll received by parents who attended.</li> <li>• Eco Shed position has become vacant. Communications role may have a taker, TBC</li> <li>• Discussions around succession planning to occur in next week's meeting. Jess Vanson indicated that she will step down as President in 2025 after a 2-year term. However Jess would be happy to then support as Vice President.</li> </ul>	
<b>10.0</b>	<b>General Business</b>	
	Nil	
<b>11.0</b>	<b>Communication Summary</b>	
	<ul style="list-style-type: none"> <li>• 2 members (Bailey and Lucy) volunteered as Board reps for communication strategies working group with Kim.</li> <li>• Celebrations and achievements: Chump show and endurance were great events, Michael Howsmith special call out,</li> <li>• School of excellence nomination to department of education,</li> <li>• School grounds look amazing.</li> <li>• Newsletter talk generally to opportunities are available in the community to engage and thanks for the impressive participation on our road safety survey.</li> <li>• Those who registered an interest to get involved we will be contacted shortly.</li> <li>• Board endorsed class placement policy</li> <li>• Briefing provided on Departments new 'Student wellbeing and Care' Future Directions' strategic plan – looks good</li> <li>• P&amp;C overview offered.</li> </ul>	

Next meeting: 2<sup>nd</sup> of September

Meeting Closed:20:11

  
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 Chair signed:  
 Date: 2/9/24

  
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 Principal signed:  
 Date: 2/9/24

