

Minutes		
<i>Churchlands Primary School Board meeting Monday 6.30 12.2.24 pm in Staff Room</i>		
1.0	Welcome and Apologies	ACTIONS
1.1 Chair	Open and welcome	
1.2 Chair	Apologies Luke Vanson, Steve Breen, Thanh Nguyen	
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	None disclosed	
3.0	Business Arising from previous minutes	
Chair	None disclosed	
4.0	Finance	
4.1 Kim 10 mins	No finance update – pending census closure for 2024 funding <ul style="list-style-type: none"> • \$214k rolled over from salaries, Cash \$24k – budget in good standing. • Discussed \$50K in term deposit. Withdrawn for future capital infrastructure projects, easier to have cash on hand when seeking joint funding with department Aiming to install air conditioning in the library, improve painting, and provide blinds in some classrooms. • Seeking to enhance the overall learning environment and facilities for students and staff. 	
5.0	Review of SB Documents	
Kim 10 mins	<ul style="list-style-type: none"> • TOR – a review is required later in 2024, copy available on Connect • Code of Conduct – no changes • Tasks for the year - no changes identified • Policy/Guidelines – annual reviews as per schedule on Connect 	
6.0	School Focus/ Direction/Leadership	
Kim/Luke 20	<ul style="list-style-type: none"> • Department Focus 2024 <ul style="list-style-type: none"> ○ DG Message – Engagement of Aboriginal Culture ○ Low Aboriginal student numbers not sufficient for a dedicated Aboriginal Liaison Officer ○ CPS developed a RAP team early '23. Working with Department and CSHS/surrounding schools for supporting Aboriginal engagement & support and cultural aweness. • Business Plan • Public School Review (PPR) <ul style="list-style-type: none"> ○ In advanced stages of finalising ○ Board representation requested, Kim to issue a schedule. ○ Looking for evidence of professional relationships with staff and respectful parent relationships. 	

	<ul style="list-style-type: none"> ○ -Exploring various evidence types, including communication policies and teaching resources. ○ Focus student feedback and how student feedback is best captured. ● Principals Performance Review (PSR) <ul style="list-style-type: none"> ○ Kim was pleased with the positive feedback. A couple of areas for improvement provided and acknowledged. ● School Leadership 2024 <ul style="list-style-type: none"> ○ Discussion around peer to peer reviews and feedback ○ Building strong leadership – Staff and Students ● Exploring Methods to Measure Health and Mental Health of Students <ul style="list-style-type: none"> ○ CPS has had difficulty in measuring the progress of a of improving students' health and mental health. ○ Initiation of the Resilience Project 2024 will greatly support student, staff and parent mental health and wellbeing. This project will support ways to accurately assess the impact of the program. 	
7.0	Public School Review	
Ki/Luke	<ul style="list-style-type: none"> ● Validation date is Wednesday 24 April 	
8.0	Communication	
Board	<ul style="list-style-type: none"> ● Review of comms – Kim to circulate CPS Board recommendations. ● Review and feedback on current Communication Strategies <ul style="list-style-type: none"> ○ - Discussed various communication methods used in school operations, including newsletters, parent forums, and apps. ○ -Expressed frustration with low readership of the newsletter and sought advice from board. ○ Suggested reducing frequency of newsletter and have more content directly linked to the website. ○ Suggested that small training video to be released for Seesaw as there was some confusion on the effective use of app by parents as demonstrated during the meeting. 	
9.0	P & C Rep	
Thuy	<ul style="list-style-type: none"> ● No report received. ● General update, Jess V has received some assistance. ● New capable secretary has been appointed. ● New Netball coordinator appointed. ● Still need the following positions: <ul style="list-style-type: none"> ○ Canteen Coordinator ○ Communications officer 	
10.0	General Business	
	<ul style="list-style-type: none"> ● Bag hooks – more required near Year 4 rooms ● Ants- ant treatment has been undertaken but it just moves the problem around the school, Kim to ascertain if additional treatment can be arranged 	

	<ul style="list-style-type: none"> • Bags being left on hooks in the sun on extreme heat days, suggested that on extreme days, students allowed to store lunchboxes inside the classroom under climate control to prevent food illnesses. Teacher representatives agreed and it would have little impact on classroom activities. Consider updating inclement weather policy to deal with this issue • AC in OSH Room, need to ascertain if AC is sufficient for extreme hot days. OSH to refer all concerns to the school. • Campion – collection of contribution fees, some confusion of when to pay, how funds are allocated, Kim explained at times parents pay full amount but wrong amounts in each line item requiring manual transfers of funds. • Board housekeeping: <ul style="list-style-type: none"> ○ School board is a collective responsibility of all members. ○ Kim's input on various governance and operational items required to ensure Board are fully conversant with System and school functions. ○ Discussion around the motivation, and contributions board members can make, i.e. diverse backgrounds and experience, how can the board leverage on this. ○ Next meeting, board members to provide a small introduction explaining their motivation and goals for being on board and how their diverse background and experience can be best utilised for the advancement of the board and ultimately the school. • WHS – New mandatory WHS Induction being rolled out. Valid for 3 years. CPS currently undertaking selection of school WHS Rep and then regulatory 5 day training course. • Traffic issues – continuing <ul style="list-style-type: none"> ○ Christine Tonkin big supporter to improve conditions. ○ Kim meeting with Chritine shortly (14/2/24) ○ Suggested Chritine Tonkin and local council representative to view traffic conditions at school pick up. • Hazard on footpath <ul style="list-style-type: none"> ○ Gardener skip bin left across footpath ○ Kim to contact waste contractor to advise of correct placement of bins • Sustainability <ul style="list-style-type: none"> ○ Encouraging students to return reusable school supplies at the end of the school year. ○ Donating usable supplies to children in need – school runs an end of year program 'Give Write' – resources are sent onto a group who distribute to students who require resources. ○ Avoiding unnecessary waste and promoting sustainability. ○ Better incentive required to reuse school supplies 	
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Next meeting: 18 March 2024

Meeting Closed: 8.00pm


Chair signed:

Date: 18/3/24.


Principal signed:

Date: 18/3/24

