

MINUTES

Churchlands Primary School Board meeting TUESDAY 4.6.24 pm in Staff Room 6.30

1.0	Welcome and Apologies	ACTIONS
1.1 Chair	Open and welcome	
1.2 Chair	Apologies Luke Vanson (co-chair).	
1.3 Chair	Confirmation of agenda Confirmation of previous minutes	All approved by members
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"> Discussion on community engagement and the formation of a subcommittee composed of staff, board, and P&C members. Interested parties are to send expressions of interest to Kim Fraser (CPS Principal). Updates on prior discussions with Christine Tonkin regarding traffic and children's safety. EV number – Action completed. Wifi access available – “How to guide” was provided to board members. Car park and late pick-up communications updated with video replays, newsletter article and new signage. 	
4.0	Finance	
4.1 Kim 5 mins	OLB	<ul style="list-style-type: none"> Discussion on a tight budget for the fiscal year and challenges with cash on hand. Requested support from the P&C; however, the anticipated support may not meet our expectations, potentially leading to necessary budget cuts. Additional points mentioned: <ul style="list-style-type: none"> - regional allocation such as support for neurodiverse student. -negligible portion of parent not participating to the annual contribution. P&C considering some shading in the oval area. <ul style="list-style-type: none"> - Funding agreement crossed off – Error
5.0	Public School Review	
Kim/Luke 15 mins	<ul style="list-style-type: none"> Review outcomes. 	Thank you noted to participants of the review. Discussion about performance and recognition of CPS: <ul style="list-style-type: none"> - Performance of CPS confirmed to be exceptional - CP receiving a 5-year return Alignment between CPS and all stakeholders regarding perspectives and feedback provided during the Review.

		<p>The recommendations from the review were discussed and presented to the board through a PowerPoint slide pack.</p> <p>The recommendations are consistent with the actions and strategies already implemented by CPS.</p> <p>Steve Breen emphasized CPS's exceptional achievements, noting that such exemplary performance is rare and commending the professionalism and quality of work demonstrated by the school.</p>
6.0	Policy Review	
Team input	<ul style="list-style-type: none"> Reporting to Parents 	<p>Open floor for questions; no significant issues noted.</p> <p>Endorsed</p>
8.0	Road Traffic Survey	
Luke V 15 mins	<ul style="list-style-type: none"> Where are we up to with this? 	<p>Following a reported incident in the car park, Kim F. convened a meeting with Luke V., Bailey L., and representatives from the P&C to address the issue. The meeting aimed to establish a committee that operates independently of CPS staff due to their existing commitments. A road traffic survey has been drafted and is currently under review. The formation of the committee will proceed once the survey is complete, with expectations to release the survey results by the next CPS Board Meeting.</p>
9.0	Annual Report	
Kim and Luke J 20 mins	<ul style="list-style-type: none"> Team review 	<ul style="list-style-type: none"> Annual report submitted to staff and board for review. Endorsed. The report will be published and communicated (Department, Community, online, Webpage)
10.0	Tree Removal	
5 mins		<ul style="list-style-type: none"> Report on the removal of trees deemed safety hazards, with a commitment to plant two trees for every one removed. Anticipating that the City of Stirling will enhance tree density along Pearson Street, as well as undertake their watering and maintenance.
11.0	P & C Rep	
Jess (not in attendance)	Overview of P & C current focus	<ul style="list-style-type: none"> Overview of P&C activities and vacant roles. Recognition of P&C efforts with plans to send a formal letter of appreciation. The concern regarding the crosswalk was discussed. The Principal of CPS conducted a welfare check on the Cromarty crosswalk agent. It is assumed that the changes to the banking signatories have been completed.
	General Business	
		<ul style="list-style-type: none"> Discussion postponed on "Who's Who" until Luke V. can attend.

- Kim F. held a meeting with Christine Tonkin, our local member for Churchlands, to address safety issues (including traffic, carpark, and pedestrian crosswalk) and seek financial support. Christine Tonkin is actively liaising with Main Roads and the Minister to tackle these concerns at CPS.
- The school has confirmed the deployment of Traffic Management Signage in the secondary carpark.
- Discussion on implementing card payment technology for canteen purchases.
- Suggestions to revisit agenda format to include success stories at the start of each meeting.
- Clarification and Policy Review: For an official Board Meeting to be conducted, the presence of the Principal or a delegate is required. However, Board members may convene informally at any time to discuss various topics. However, as the board is made up of 3 membership groups; Parents, staff and community, to ensure respectful partnerships and open and transparent dialogue the staff would prefer meetings occur with all members present if discussing a targeted decision-making topic.
- Incident report and safety initiative: Topic already addressed earlier during the meeting.

Next meeting:

Meeting Closed: 8.00

Chair signed:

Date :

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28/7/24

Principal signed:

Date:

[Handwritten signature]
29/7/24