



Meeting Minutes: 13th March, 2018

Meeting Location: WLPS Staff Room			
Attendees:			
Parents:	<i>Mark Etherington (MEth)</i>	<i>Ryan Hathrill(RH)</i>	<i>Tahnee Davies(TD)</i>
	<i>Julie Watson (JW)</i>	<i>Andrew Porter(AP)</i>	
Community:	<i>Barry Harvie (BH)</i>	<i>Christy Kailis(P&C)</i>	
Staff:	<i>Fiona Kelly (FK)</i>	<i>Shelley Hollett (SH)</i>	<i>Nicole Addison (NA)</i>
	<i>Michael McInerheney (MMc),</i>	<i>Nick Savatovic(NS)</i>	
Co-opted:	<i>Robyn Gilfillan</i>		
Apologies:			

Current Membership:

ITEM	DETAILS	RESULTS, ACTIONS, RESPONSIBILITIES
1)	WELCOME	
	Meeting commenced at 6.02pm. AP welcomed all to the meeting.	
2)	APOLOGIES:	
	Nil TD arrived at 6.08pm	
3)	CONFIRMATION OF AGENDA: All agreed to agenda	
3.1	Disclosure of interest - None	
5)	MINUTES OF PREVIOUS MEETINGS & ASSOCIATED ACTION ITEMS:	
5.1	Acceptance of minutes Motion: That the minutes of the meeting of, 6 th February, 2018 be accepted as a true and accurate record. Moved by JW. Seconded by RH.	All agreed.
5.2	Associated Action Items i) Board membership updated list Board list has been updated. Distributed to Board. Nominations called for in latest newsletter. Message to be circulated to school community on Skoolbag app. Including closing date of 8 th March. JW indicated she would only renominate if there were no other parents interested. AP nominated to continue as a member of the Board. AP noted that newsletter item included information about	App message- send out call for Board nominations. RG Link to screening to be sent to Board members AP

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	criminal screening being required for all new members joining Board. Current members are encouraged to undergo screening but it is optional.	
6)	Priority Item	
	<p>a) Board Self-Reflection Feedback</p> <p>FK emailed Matt Osborne and Principal Adviser Wayne Walpole asking whether results were typical and any advice for future direction.</p> <p>Advice received-</p> <ul style="list-style-type: none"> • Board is functioning well and members understand responsibilities. • Time management, adherence to meeting protocols, would assist with relationships • Chair and Principal work well together. • Effective Board. <p>Online modules</p> <p>Consist of informative pdf's with questionnaire at the end of each one. Reflective training has already undertaken, but question asked of Board how to utilise the modules. General consensus to introduce one module at each meeting as a standing item for 10mins.</p> <p>AP noted independent assessment of survey results was valuable. Feedback information to be discussed prior to next survey being conducted at the end of the year</p> <p>b) Playground committee report</p> <p>Board playground committee (JW, ME, MMc) have not had the opportunity to meet since last Board meeting). Approximately 15 parents have volunteered to be on committee. Student leaders are currently canvassing students to gain insight into what they would like to see incorporated into playground.</p> <p>AP asked how the Board's role will continue with this playground issue. General agreement is that the matter is an operational matter and associated with the P&C in view of funding. Although initially raised at Board level, it will now be a standing item for brief updates on progress only.</p>	<p>One online module to be introduced at each meeting.</p> <p>All agreed.</p> <p>Brief update at future meetings to be provided by MM.</p>
7)	Reports and Operational Matters	
	<p>a) Correspondence</p> <p>Nil</p> <p>Transfer Board email address to AP.</p>	RG
	<p>b) Principal's Report</p> <ul style="list-style-type: none"> • <u>Operational Framework 2018</u> 	

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	<p>Learning Area Reference Framework contains annual plans in each learning area with specific learning area targets - overarching these documents is the Annual Operational Framework.</p> <p>Annual revision follows DoE Focus document release. Business Plan outlines focus areas for WLPS over 3 years. Operational Framework(OF) is developed each year selecting priority areas based on these 2 documents. Self-reflection process-staff review OF from previous year editing to asses areas for improvement, areas to be which continued and objectives achieved and no longer required. Priorities from DOE outlined in Focus document incorporated into new OF.</p> <p>New priority areas for WLPS identified for new OF. Discussion around Aboriginal Standards Framework-how the local aboriginal history can be incorporated into learning.</p> <p>TD indicated that some schools are incorporating material from Reconciliation WA into their curriculum which could be valuable. MMc suggested that a list of schools which are currently doing this may be useful to see how it is being used.</p> <p>RH suggested that at a future meeting a speaker might be valuable to inform members of the Board.</p> <ul style="list-style-type: none"> • <u>Progress on Annual Report</u> Annual report is currently being compiled. FK asked if Board could sign off on AR via email as it is due by the end of term. All agreed and AP added that non-acknowledgement of the email will default to agreement to approve the document. • <u>Policy review</u> SH spoke about the Emergency plan development. Evacuation plans have been developed for each building and drills have been put in place. Further policies have been updated. Register of policies to be updated as policies reviewed. Standing item of policy review to keep Board abreast of updates. • <u>Reporting to parents</u> will be going online. Discussion regarding timeline for WLPS. 	<p>TD to request from Rec WA information about which schools are using their resources with regards to aboriginal teaching.</p> <p>Annual Report will be emailed to Board members for approval. FK</p> <p>Standing item for Agenda-policy updates. FK & AP</p>
	<p>c) School finances</p> <p><u>Board role in school finance</u></p> <p>Finance has not come through from DoE. Budget was reviewed by FK, Lisa Wade and Janelle Cosentino. Adjustments were made with review to growth areas, (ESL, LOTE, literacy and library). Draft budget presented to Board.</p> <p>Reserve account schedule- no money will be placed in reserve this year as new build provided many items scheduled for replacement (eg. Furniture); maintenance in Heritage building will absorb funds currently in Reserve. Reserves will be 'topped up' as required for</p>	

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	<p>2019 and beyond. Reserve account schedule is on place.</p> <p>Discussion around Board role in school finance. Terms of reference are quite broad. Thorough systems/procedures are in place at WLPS to ensure equitable distribution of annual funds to learning areas and year groups. WLPS Finance committee endorsed budget 13/3/2018 following central office sign off of census details (12/3/2018). Level of spending reflect BP objectives and OF. Board members would like to compare spending from previous actuals to this year budget to note variances.</p> <p>MMc suggested a summary of meeting to construct budgets to be presented to Board in future years.</p> <p>Board asked FK to proceed through items in budget report, to give comparison to last year's budget and outline reasons for variance.</p> <p>Spending on focus areas in BP stipulated.</p> <p>AP suggested budget presentation in future years contain information on previous year's budget and how variations made reflect priority areas. FK suggested that timeline may dictate that meeting two of Board be pushed back to allow for presentation to be put together as timing of census and budget allocations does not allow enough time for preparation. (Actual budget figure had only been received Monday 12 March).</p> <p>BH left meeting at 7.19pm.</p>	<p>Board endorsed 2018 budget - majority approved. ME voted against.</p> <p>2019 budget report to compare budget allocations to 2018 for learning areas and BP priority areas.</p>
7)	OTHER BUSINESS	
	<ul style="list-style-type: none"> • P&C roster RH will attend upcoming P&C meeting • Message from Board for newsletter TD will write an item on behalf of Board. <p>JW-Board tenure expiring. AP thanked and acknowledged contribution to Board by JW.</p>	RH to attend meeting 20/3
8)	FUTURE MEETINGS	
	Next regular Board meeting, 8 th May, 2018	
Meeting closed: 7.40pm		
Signed on	/ /	by: Principal:
		Board Chair:

