



WEST LEEDERVILLE  
PRIMARY

# Board minutes

March 24 2020





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PRIMARY

<b>Subject:</b>	<b>West Leederville Primary School Board Meeting – Virtual meeting</b>
<b>Time:</b>	6pm to 7pm
<b>Date:</b>	March 24, 2020
<b>Location:</b>	Virtual meeting in view of COVID-19
<b>Chair:</b>	Andrew Porter (AP)
<b>Apologies:</b>	
<b>Attendees:</b>	Fiona Kelly (FK), Andrew Porter (AP), Michael McInerheney (MM), Aine Sommerfield (AS), Judith Curtis (JC), Rochelle Reeves (RR), Barry Harvie (BH), Richard Lilly (RL), Claire Hodge (CH), Robyn Gilfillan (RG), Derry Simpson (DS)
<b>Observer:</b>	

Time	Item and summary of discussion	Actions
6.00pm	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>Meeting was opened at 6pm. AP welcomed all members of the Board to the meeting, thanking everyone for participating in the virtual meeting necessary under the social restrictions of the Corona COVID-19 crisis. AP thanked the school staff for communication and support of students and parents up to this time.</li> </ul>	N/A
6.10pm	<p><b>Confirmation of agenda</b></p> <ul style="list-style-type: none"> <li>All agreed.</li> </ul> <p><b>Disclosure of interest</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>	
6.11pm	<p><b>Minutes of previous meeting</b></p> <ul style="list-style-type: none"> <li>Motion that the minutes from the meeting held on February 19 2020 are a true and accurate record and were approved by email circulation to the Board.</li> </ul>	Minutes accepted by all present via email circulation. Published on website on March 6, 2020.
6.15pm	<p><b>Principal's report</b></p> <p>FK outlined several aspects of the report , following which there was a discussion by members of the Board.</p> <ul style="list-style-type: none"> <li>C-19 has altered direction the school was progressing in with teaching programs adapting to the changing circumstances.</li> <li>Management of school logistics and premises, and keeping the school community safe are the major priorities.</li> <li>The staff of WLPS have been admirable in their attitude and attendance.</li> <li>Members noted that communications from FK have been heartfelt and very helpful.</li> <li>The consensus amongst parents is that of the many keeping their children at home, the reason is not due to alarm, but because they are in a position to do so.</li> </ul>	

- Board members expressed their appreciation to staff, congratulating them on their calm and professional manner.
- JC commented that teachers were encouraged by the way students have been conducting themselves at this time, reflecting parent attitudes.

### **Priority Item**

A brief discussion was led by FK around the following documents:

**6.26pm**

#### **COVID Action Plan**

- We are living and working in a dynamic environment at the moment and changes are required frequently on directives from the Department of Education.
- There has been a softening of the message children should attend school and absences are now recorded as reasonable cause.
- The decision determining school closure will fall to the Department of Health.
- Teachers are planning for the eventuality of closure including teaching remotely.
- AP noted the role of the Board was to assist and support the leadership team with the COVID-19 situation.
- Parents are able to use the P&C and Board as platform for expressing concerns about safety.
- A new mobile phone has been recently acquired for the school. This will be carried by FK in event of school closure to enable parents to contact her.
- Staff are being upskilled in Connect & Vimeo. In addition several companies are offering free subscriptions to digital education programs for 60 days.
- There will be a need to change expectations with learning programs at home as the environment will be completely different to school; families will have several children at home and may be working at home themselves. An increase on the demand on network services may also impact on the performance.

#### **Budget Presentation**

- A Powerpoint presentation was presented to the Board by FK outlining the sources of funds received and the process of allocating money to the various costs of the school.
- Resources will need to be modified in the current climate eg. cleaning may need to be increased.
- Deadlines for Annual report and budget have been relaxed, therefore it is not imperative to be signed off by the Board at this meeting.
- P&C fundraising opportunities will be curtailed by COVID-19. School will be able to manage without this

	<p>contribution in the short term, although it is invaluable resource that will be important to re-establish.</p> <ul style="list-style-type: none"> <li>• To increase the percentage of payment of voluntary contributions, the suggestion was made to explore using the Skoolbag app for this purpose.</li> <li>• It should be anticipated that considerable changes will be required to be made by Admin to the budget. Extra staff for Teacher PD and cleaning are examples of the flexibility required around budget.</li> <li>• Department of Education will provide some support to schools financially with staff and cleaning in circumstances related to the virus.</li> <li>• Motion that the Budget for 2020 be accepted. All members of the Board in agreement.</li> </ul>	<p>RG to action.</p> <p>The 2020 Budget for WLPS approved by Board.</p>
<p>6.55pm</p>	<p><b>Other Business</b></p> <p>AP was thanked by Board members for providing the platform to hold the meeting.</p>	
<p>7.04pm</p>	<p><b>Next meeting</b></p> <p>The next meeting of the Board will be on May 12 2020.</p> <p>Meeting closed at 7pm</p>	

**Signed:**

Principal: \_\_\_\_\_  
Fiona Kelly

Chair: \_\_\_\_\_  
Andrew Porter

Date: \_\_\_\_\_

Date: \_\_\_\_\_

