



WEST LEEDERVILLE
PRIMARY

Board Agenda and Minutes

September 7, 2021



West Leederville Primary School Board 2021

Delivering Educational Excellence – Every child, Every Opportunity



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PRIMARY

Subject: School Board Meeting Location: School Library
 Time: 6.00pm – 7.15pm Chair: Mrs Derry Simpson (DS)
 Date: Tuesday September 7, 2021 Apologies:
 Attendance: **School:** Principal: Sheri Evans (SE), Teacher Representative: Judith Curtis (JC)
Parents: Claire Hodge (CH), Cindy Kennedy (CK).
Community: Robyn Gilfillan (RG)
Apologies: Michael McInerheney (MM), Rochelle Reeves (RR), Richard Lilly (RL), Andrew Porter (AP) & Jarrod Dunning (JD).

Time	Item	Documents	Purpose	Led by	Recommendations	Minutes	Actions
6.00	Acknowledgement of Country Welcome			Chair		Acknowledgement of Country by DS	
6.02	Introductions of Members and Apologies			Chair		Apologies from Michael McInerheney (MM), Rochelle Reeves (RR), Richard Lilly (RL), Andrew Porter (AP) & Jarrod Dunning (JD).	
6.05	Disclosure of Interests			Chair		Nil	
6.07	Minutes of meeting	Meeting minutes	Make: for approval (minutes)	Chair	Minutes of the 08/06/21 meeting to be approved and endorsed	Minutes circulated prior to meeting via email. Approved by Board. Moved by JC & seconded CK.	
Administration agenda items							
6.10	Principal Briefing	Principal's Report	Inform	Principal		Circulated to Board prior to meeting via email. Moved by CH. Seconded by CK.	

6.15	Finance Report	Cash Report One Line Budget	Inform	Principal		Learning areas and classroom budget spending aimed to be spent by end of Term 3. Remaining money will be re-distributed. Report moved by CH. Seconded by JC.	
6.17	School Development Days 2022	School Development Days 2022 Schedule	Approve	Principal		Slight change in PD days for 2022. A combined PD day with staff from other schools is scheduled for 27 May 2022. This necessitated a move of the PD which is usually scheduled for the 'long weekend' in June to be adjusted. A third term PD has been added mid-term on 19 August 2022. Moved by CE second by JC. Approved by Board.	
6.20	Contributions and Charges	Contributions and Charges Schedule	Approve	RG		Costs have been reduced in the student booklist component of the Contributions and Charges due to change in learning programs. Most other charges remain the same. Moved by CH. Seconded by JC. Approved by Board.	
6.22	Personal Items List	Personal Items List	Approve	RG		Costs have been reduced this year as the teachers consider alternative programs for Maths, but they may rise again next year if an alternative resource is added. The removal of some Art resources also helped to reduce the cost. Costs of Personal Item lists approved by Board. Moved by JC Seconded by CH	
6.25	Review Uniform Policy and School Dress Code	Review Uniform Policy and School Dress Code	Approve	Principal		Circulated by email. No changes indicated. Uniform policy and school dress code approved by Board. Moved by JC & seconded by CE.	
6.30	Review Board Code of Conduct	Review Board Code of Conduct	Approve	Board Chair		Circulated by email. Moved by CH & seconded by CE. Approved by Board.	
Strategic Agenda Items							
6.35	School Facilities and Maintenance Update		Inform	Principal		The spending pattern from 2020 resulted in more funding for this year from the Department of Education for maintenance of school facilities. Funds are available to replace the sand in the sandpit.	

						A facility and maintenance schedule is in place at WLPS with progressive updating.	
6.40	Review Board Training Module 1 – Roles, Responsibilities and decision making	Board Training Module 1 – Roles, Responsibilities and decision making	Inform	Board Chair		Module circulated to Board via email prior to meeting.	
6.45	Business Plan Strategic Area Review: Relationships and Partnerships		Inform	Principal		<p>Preparation for the Public School Review in November is well underway. Board brainstormed thoughts on 'Relationships & Partnerships' component of Business plan. Summary :</p> <ul style="list-style-type: none"> • Year group meetings held at the end of year present a greater understanding of leadership decisions regarding funding and class structures for the following year. • Educate parents about how schools work. Explanation of limitations of business compared to schools. • More opportunities for parents to come into classroom in voluntary/informal capacity. • More communication with first nation people. • Relationship with Rotary and SEDA. • Rebuild connection with small business and local community ie. From fete in past years. • Specifically connect with local business with regards to events. <p>There was a brief discussion around the school newsletter, and modification due to workload. A suggestion was put forward of a video of Principal and teachers speaking could be recorded rather than communicating through written media. Also a meet the teachers series by video.</p>	

6.55	School Planning for 2022		Discuss	Principal		SE provided the opportunity for Board members to interact with the School Planning Tool which, by inputting student numbers, showed the various class structure options for 2022. This proved to be quite a challenging and engaging task.	
General Business							
7.05	New Community Member		Discuss	Chair		Out of session discussion to be arranged about what type of experience and qualities a new community member would complement the Board. Matrix of skill set amongst current Board members might highlight areas of what areas new member would most benefit the Board.	DS will email members of Board to ascertain input.
7.15	Close			Chair			