



School Board Meeting
Minutes – Monday 28th February 2022
Meeting commenced 4.55pm

1. Welcome and Acknowledgement of Country: I would like to show my respect and acknowledge the traditional custodians of this land, of Elders past, present and emerging, on which this event takes place. Leah welcomed all in attendance.

2. Attendees: Leah Boehme, Caitlin Hogan, Tim Goulter, Jess Collins, Linda Vernon, Dion Nicol

3. Apologies: Nil

4. Acceptance of Minutes of Previous Meeting – Tuesday 9th November 2021

Moved: Caitlin

Second: Jess

Carried: 6/0

5. Correspondence inward: Nomination for the Board received from Linda Vernon.

6. Correspondence outward: Email to Linda acknowledging her nomination and requesting completion of mandatory screening process.

7. Business Arising from previous minutes:

7.1. Principal role was advertised early in the school year. Applications for the position closed on Tuesday 15th February. The panel will shortlist applications prior to conducting interviews.

7.2. Deputy Principal role – Paige Ludwig was the successful applicant and she has made a fantastic start in 2022. She is leading languages at the school, teaching the Year 3/4 class and Year 5/6 class for 90 minutes each per week and supervising the Year 7 students while they complete their SIDE language lessons for two one hour sessions per week.

7.3. Student numbers for 2022 – we had 91 students at census – including 4 x Year 11 students and 1x Year 12 completing SIDE. (A Year 10 student who was enrolled on census day, has not turned up so funds may need to be returned)

8. Regular business:

8.1. School Council:

8.1.1. Terms of office – This discussion was brought forward to clarify Dion's membership prior to the Chair position being filled.

Linda stated concern regarding what would happen if Dion re-enrolled his children back at the school, would he then return to a parent rep role? What would this mean if Dion was chair?

Dion is happy to stay in the community role and would like to stand down from board chair. He would only be willing to fill the role for the term, with the idea of a new appointment being made at the next meeting.

Linda was concerned about Dion being the chair without having any children enrolled at the school. Leah expressed that she would like to see the chair position filled for the whole year.

The decision was made for Dion to remain as the Community Rep and the vacant Parent Rep position to be advertised ASAP. When advertising the board position, it is important we advertise the position correctly so potential members understand the role.

8.1.2. Election of Board Chair and Secretary.

For the Secretary position, no members were able to take on the role, so we will continue to have the Deputy Principal fill this role moving forward.

The motion: 'That Caitlin Hogan be appointed Board Chair for 2022.' Caitlin accepted.

Moved: Leah

Second: Tim

Carried: 6/0

- 8.1.3. Terms of Reference update – for adoption
 No major changes from the Department template, Leah emailed this document prior to the meeting and had a copy on hand for perusal.
 The motion: 'That the Terms of Reference be adopted as presented'
 Moved: Linda Second: Dion Carried: 6/0
- 8.1.4. Code of Conduct – for adoption
 Caitlin read the code of conduct document so all members understood what they were signing. Linda asked if this was a standard template as she had seen some others that had some points she would like included. These came from the Duncraig SHS Code of Conduct. Two dot points were discussed for inclusion.
 The motion: 'That the Code of Conduct be adopted with the addition of the two extra points as outlined during the discussion.'
 Moved: Linda Second: Dion Carried: 6/0
 Leah to email update once completed.
- 8.1.5. Confidentiality declarations – for signing
 Signed by all board members and returned to Leah for filing.
- 8.1.6. Annual Council Agenda document – for noting
 Leah introduced a new agenda document that prompts board members what to review at what time of year.
- 8.1.7. School Development Days – confirmation of dates for 2022, noting change to June date via email in December due to EWEN Combined Schools Development Day on June 7th. Dates remaining in 2022 are: Term 2: Tuesday 7th June, Term 3: Wednesday 24th August, Term 4: Monday 10th October, Friday 16th December
 Motion: 'That the June SDD date be moved from Friday 3rd to Tuesday 7th June to match with EWEN combined Schools Development Day' - Moved via email by Leah – all current members at the time responded and were in favour. Change ratified at this meeting by all members.
- 8.1.8. Good governance: Online interactive training modules – thank you to Caitlin for completing the training. Linda would like to complete the governance training, Leah to provide a login as soon as possible.
- 8.1.9. Induction files are being created, but Leah is needing the documents presented tonight to be accepted prior to printing and adding to the files. These files will need regular updating as plans and policies are reviewed throughout 2022.
 Leah will complete these as soon as possible and provide updates as necessary.
 Linda queried using a digital platform for document sharing (eg. Teams), however, The Education Department Teams platform is only available to staff members. Caitlin inquired about Compass, Leah was unsure if Compass is capable of providing this platform.
 Leah suggested Google as an acceptable platform. The group agreed. Leah will set up a Google Classroom to implement an online board documentation portal and send information out to members.

8.2. School Planning and Data:

- 8.2.1 Operational plan draft – for noting. Staff are still finalizing individual student targets based on data from 2021.



Focus areas for 2022 are - Literacy and Numeracy, Leadership and Governance, CARE - PBS, Community Partnerships and Communication

Linda is concerned we are throwing away previous information from the old strategic plan, Leah reminded board members that this operational and that the previous strategic plan targets were discussed by the board.

Linda would like to more time to peruse agenda documents well before the meeting to prepare correctly for the meeting. Leah explained that this document was still in draft, which is why it didn't get sent earlier and that as it is operational, it is for the board's information only.

8.2.2 NAPLAN update – focus areas highlighted.

Further to the NAPLAN overview presented to the Board in Term 4, Leah mentioned we are going through the process of analyzing NAPLAN data from 2021. This is being led by Ms Ludwig.

8.2.3 Public School Review Term 1 Week 6 2022 – Wednesday 9th March. Leah is seeking a broad spectrum of community members to participate in the school review. Review to be submitted tomorrow, Leah reviewed the process we as a staff have been through and what we have included into the review. Linda, Caitlin and Dion will participate in the Relationships and Partnerships session along with two members of the P&C and two other parents.

8.2.4 2021 Annual report will be presented at the first meeting in Term 2. This has been delayed due to preparation for the Public School Review.

8.3. School Policies:

8.3.1. Behaviour Management Plan – for adoption. Leah presented the 46 responses received to the Board. This included 28 students, 7 parents and 11 staff. Generally, results were positive, however a couple received at the end of 2021 indicated they were not able to comment due to the short time the policy had been implemented.

The motion: 'That the Behaviour Management Plan & Procedures and associated documents be accepted as presented.'

Moved: Linda

Second: Dion

Carried: 6/0

9. **Reports:**

9.1. Principal's report – presented by Leah Boehme. See attached.

Points of note:

- Mrs Richards is leaving at the end of Week 6 and will likely be replaced by Mr Alberti (flying squad)
- We are unsure who will fill this role in Term 2 – Mr Roberts will hopefully return
- Mrs Lamond completed her early childhood degree at the end of 2021, which was a huge feat
- We currently have Sally Sprigg completing an EA placement in the year 3/4 class
- We will have a first year education student working in the Year 1/2 class later this term on Thursdays
- The High school timetable is resulting in a more positive environment and includes mental health classes
- Leah and Mrs Clarke are currently completing the Smiling Minds Mindful Champions six week series
- On entry testing being completed currently, as well as OLNA testing throughout the term
- Compass is not user friendly for classroom communication
- Implementation of SeeSaw is going well (Linda mentioned she has not received direct message from the secondary teachers – meaning she is unable to directly message them. Leah to email staff and ask them to send a generic message to all families to open up this line of communication)
- Communication guide – the 7 ways we communicate with the community was presented to the Board for comment and noting. This will be sent out to the wider community in the coming weeks



- The school's use of Digital forms has been well received
- Co-vid update - Swimming Carnival to go ahead – may have to limit numbers by cancelling the novelty activities. Possible mask wearing from Yr 3 and up will occur when the CHO advises. Though our students travel on the bus together, we are trying to minimize the mingling of Primary and Secondary students where possible
- Dion voiced concern about how students could cope wearing masks and what teachers will implement to cater for students.

9.2 Financial Review – One Line Budget review and minimum expenditure report presented.

- Linda expressed concerned that an asset management and roll over plan was not followed previously and asked how Leah is going to manage that going forward. Leah said she will be working with the MCS to create reserve plans and asset rollover plans for the school and is happy to share these once finalized.
- Draft budget discussed.
- Further funds have been earmarked for reserve accounts in 2022, mainly to look at IT upgrades, but also for shade sail replacement, bush tucker garden creation and photocopier replacement. Linda stated that the P&C are interested in helping with a bush tucker garden and are interested in some projects to get their teeth into
- Having one less full-time secondary teacher has freed up some of the funds for these reserve transfers

The motion: 'That the Financial Reports be adopted as presented'

Moved: Leah

Second: Tim

Carried: 6/0

10. General Business:

- 10.1. Staffing update. Tracy Richards has joined us for the first five weeks of Term 1. Hayley de Lacy has settled in well to the 3/4 class and Paul Smith has made a great start to D&T. He has some exciting plans for D&T this year. Paige Ludwig has settled in smoothly, picking up the school processes quickly. We have also managed to find some new staff to add to our relief list, which is great.
- 10.2. COVID response – Leah to give update on current settings.
- 10.3. MacBook update – findings and current use. Should the need arise for a student to isolate, the Department has said that schools should loan devices and we will be able to accommodate this. The MCS has commenced the process of leasing 16 laptops. This will be 6 for classroom use and 10 for trolley use.
- 10.4. Secondary classes now have one hour per week of D&T, two hours of Arts, 1 hour of Work Ready for Year 8-10 and 2 hours of Indonesian for Year 7 students. One hour of cadets, one hour of mental health and wellbeing and one hour of electives (Digi tech or Home Ec) have also been included. Student engagement appears higher than Term 4 2021. We are also looking into having Jo Drayton from Hollyoake come to work with our secondary students, staff and parents on improving mental health during Semester 1.
- 10.5. On-Entry Assessment is currently being completed with all Pre-primary, Year 1 and Year 2 students. Data from this testing will be shared in Term 2.
- 10.6. Digital forms: We are trialing the use of digital forms. The local permissions and media form has been well-received. The Third Party Services form will be sent out soon.
- 10.7. Year 11 and 12 students on site moving forward to be discussed once the permanent Principal is appointed.

Next Meeting: Tuesday 29th March 2022 Term 1 at 4.30pm. (Week 9)

Close of Meeting: 7:17pm