



**ATTENDEES:**

**Chair:** Sanchia Dashlouty SD

**Principal:** Kim Guelfi KG

**Staff Representative Members:** Louis Shepherd LS, Leniette Zalsman LZ

**Parent Representative Members:**

Daniel Ballard DB, Richard Gardner RG, Ryan Keys RK, Adrian Lim AL, Shah Mackie SM, Vikas Sehgal VS

<b>1</b>	<b>Welcome</b>	
1.1	<b>Opening and welcome</b> Meeting opened by Chair at 6.30pm.	
1.2	<b>Apologies</b> Christina Batson CB, Sherelle Howitt SH, Enda O'Sullivan EoS	
1.3	<b>Confirmation of Agenda</b> Agenda confirmed.	
1.4	<b>Conflicts of Interest</b> SD asked if possible conflict being part of discussions regarding nominations as RK and SD nominating. All present agreed no conflict and confirmed that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Meeting Agenda.	
1.5	<b>Correspondence</b> Nominations. RK, SD and David McCoy	
<b>2</b>	<b>Minutes of previous meeting</b>	
2.1	<b>Review of previous meeting Minutes</b> Minutes include clear statement of position as per suggestion by RK. Clarity appreciated.	
2.2	<b>Actions arising</b> Community Use of School Facilities Policy on tonight's Agenda.	
2.3	Minutes endorsed, signed and returned for filing.	
<b>3</b>	<b>Principal's Updates and Review of Performance</b>	
3.1	<b>Community Use of School Facilities Policy</b> <ul style="list-style-type: none"> <li>• Policy now includes guidelines of which areas are available for hire and costs for these facilities.</li> <li>• Not making money out of it. Policy includes guideline of costs to recover expenses such as electricity, gas, water, cleaning etc.</li> <li>• Policy gives Principal discretion to hire out facilities. Local Rotary Club for eg – wouldn't be a charge. Benchmark only depending on who wants to hire.</li> <li>• KG Will first qualify program then consider policy /costs. Community group must be consistent with educational aims (and values) of the school. Comfortable saying no if conflict.</li> <li>• Consider adding that Board will make decision in light of school programs.</li> </ul> <p><i>KG to draft and return for review at next meeting in T2</i></p>	KG
3.2	<b>Complaints Management Policy</b> <ul style="list-style-type: none"> <li>• Department of Education (DOE) has own policy. Something schools have to deal with now and again. List of directions that parents can follow if they wish to raise concern with the school. Most schools use the DOE policy.</li> <li>• Would like statement for APS that includes ethos and direction specific to Applecross Primary.</li> <li>• Provides community with process to follow if something concerning them as well as being good resource for staff if confronted and then have clear steps to take.</li> <li>• Will write up draft doc listing clear process and bring back for feedback.</li> <li>• Consider using 'communication' in place of 'complaints'.</li> </ul> <p><i>Board supports development of school's own Policy. Policy to be presented at next meeting.</i></p>	KG
<b>4</b>	<b>Board Approvals &amp; Information</b>	
4.1	<b>Board Membership Nominations</b> <ul style="list-style-type: none"> <li>• Renominations: RK, SD. EoS and ED not renominating</li> <li>• 2 Positions vacant. Process of selection to fill 2 open positions commenced 12 February, calling for expressions of interest from parents.</li> </ul>	

4.1 (cont)	<ul style="list-style-type: none"> <li>• 3 nominations received (<b>David McCoy</b>, and <b>RK</b> and <b>SD</b> renominating).</li> <li>• <b>KG</b> contacted all 3 applicants to advise election process.</li> <li>• <b>KG</b> drew ballot for positions of candidates on voting slip.</li> <li>• Election to run on Thursday 14 March between 8am and 10am.</li> <li>• Tick off names give ballot and place vote into box</li> <li>• <b>Jude James</b> appointed Scrutineer.</li> <li>• Board members to talk to school community and encourage to vote.</li> </ul>	
4.2	<p><b>2018 Annual Report</b></p> <ul style="list-style-type: none"> <li>• Report emailed for perusal prior to meeting - now needs to be endorsed by Board.</li> <li>• <b>KG</b> presented Report and discussed at length engagement with Curtin University lecturers, attendance trends, enrolment profiles, academic performance etc.</li> <li>• Continued involvement of play based enquiry based learning pedagogy. Implementation has evolved over last two years. Modifications made according to what teachers believe work with our students.</li> </ul> <p><b>2018 Annual Report discussed, approved, signed and returned for filing</b></p>	
4.3	<p><b>2019 Annual Budget</b></p> <ul style="list-style-type: none"> <li>• All expenditure across school reviewed.</li> <li>• Finance Committee have signed off on Curriculum allocations.</li> <li>• Student centre funding allocations discussed.</li> <li>• Allocation this year to support operational plan budget allocations – cover time away from classrooms to plan, meet, implement, professional development.</li> </ul> <p><b>2019 Annual Budget discussed, signed and returned for filing</b></p>	
<b>5</b>	<b>Reports</b>	
5.1	<p><b>Uniform Sub Committee Report</b></p> <ul style="list-style-type: none"> <li>• <b>SD</b> would like to look at restructuring subcommittee.</li> <li>• Anne Gardner leaving school at end of year.</li> <li>• Would like to form subcommittee with member from the Board, member of P&amp;C, Michelle Davey (Uniform Shop Coordinator) and a parent representative.</li> <li>• Anyone with uniform query then able to approach committee to discuss.</li> </ul> <p><b>Board voted in favour of setting up new subcommittee. SM to report back at next meeting.</b></p>	<b>SM</b>
5.2	<p><b>P&amp;C Update</b></p> <ul style="list-style-type: none"> <li>• <b>SD</b> reported good attendance at AGM. New faces and ideas.</li> <li>• <b>Matt Batson</b> re-elected as President.</li> <li>• Still have vice president/ comms role open. Kate Petersen filling in at present until end of next week. Hoping that someone will step up.</li> <li>• Great response to Campout. Still looking for volunteers.</li> <li>• Running Edu-Dance concert again.</li> <li>• Funds raised this year to go to refurbishing undercover area.</li> </ul>	
5.3	<p><b>Board Feedback to Community</b></p> <ul style="list-style-type: none"> <li>• <b>RG</b> and <b>EOS</b> undertook this last year. Looking for volunteers again this year.</li> <li>• Would like to expand on what Board have covered. Communication role to continue with more detail.</li> <li>• <b>RG</b> happy to continue. <b>DL</b> happy to have cover when <b>RG</b> not present at meeting.</li> </ul>	
<b>6</b>	<b>Next Meeting &amp; Close</b>	
6.1	<p><b>Next meeting</b></p> <ul style="list-style-type: none"> <li>• Week 5, Term 2 2019</li> <li>• Open Meeting – notify/invite community fortnight prior to meeting.</li> <li>• Date for social evening confirmed – 26 March at Raffles. Farewell <b>EoS</b>.</li> <li>• <b>KG</b> updated on facility improvements. Successful getting feasibility study of admin area. Architectural plans significant enough to be placed into budgeting process for 2021. Significant upgrade to admin buildings.</li> </ul>	
6.2	<p>Close of Meeting Meeting closed at 8.11pm</p>	

**SIGNED AND RETURNED FOR FILING**

**Sanchia Dashlooty**

**School Board Chair**

**28 May 2019**