

APPLECROSS PRIMARY SCHOOL
MINUTES OF OPEN SCHOOL BOARD MEETING (2/2020)
Held in Library at Applecross Primary School
65 Kintail Road, Applecross, WA 6153
on Tuesday 26 May at 6.30pm



ATTENDEES:

Chair: Sanchia Dashlooty **SD**

Principal: Kim Guelfi **KG**

Staff Representative Members: Jude James **JJ**; Orla King **OK**

Parent Representative Members: Daniel Ballard **DB**, Craig Bloxham **CBx**, Ryan Keys **RK**, Geoff Kirk **GK**, Adrian Lim **AL**, Vikas Sehgal **VS**, Ross Stuart **RS**

1	Welcome	
1.1	Opening and welcome Meeting opened by Chair at 6.30pm	
1.2	Apologies Christina Batson CB Open Meeting – one parent in attendance (Kate Petersen)	
1.3	Confirmation of Agenda Agenda confirmed.	
1.4	Conflicts of Interest 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 items on the Meeting Agenda.	
1.5	Correspondence None	
2	Minutes of previous meeting	
2.1	Review of previous meeting Minutes <ul style="list-style-type: none"> Discussion around process of 'voting' on community use of facilities. Noted that this was brought to Board for input only and not a voting matter. Only for guidance and advice. <p>Noted: Votes will not be recorded in future – record of resolution only will be minuted.</p>	
2.2	Actions arising <ul style="list-style-type: none"> Canning Bridge developments/zoning info for school community. KG Information has previously been provided by Department of Education Stenographers. KG has contacted Department again who reinforced that numbers are currently as predicted, and reiterated that they have been right about their predictions so far. Discussion included whether or not Board should consider contingency plan? Planning Department is reactionary rather than proactive. Will deal with influx if and when it happens. KG and SD to discuss and contact someone who can present update to Board. 	KG/SD
2.3	Minutes endorsed, signed and returned for filing.	
3	Board Approvals & Information	
3.1	Welcome and clarity on Chair Position <ul style="list-style-type: none"> New Members welcomed – Staff: Jude James and Orla King; Parent Representative Members: Craig Bloxham, Geoff Kirk and Ross Stuart; (Vikas Sehgal renominated). All members given opportunity to introduce themselves to each other. Now required to declare Board Chair position as vacant and ask for considerations if any current board parent representatives would like to nominate. No members present indicated desire to be elected. <p>SD agreed to renominate and was subsequently re-elected unopposed for further 12 months.</p>	
3.2	Annual Board Chair Report <ul style="list-style-type: none"> Chair's Annual Report presented and confirmed that this is also available to community via the school's website and app. 	

3.3	<p>Review of Board Structure Board noted new Board Structure after changes made at end of 2019, and confirmed no issues that need to be discussed or dealt with at this time.</p>	
3.4	<p>Review Terms of Reference SD asked Board to review Terms of Reference:</p> <ul style="list-style-type: none"> • Consider clarifying election criteria - <i>Section 8 – Elections and Appointment of Members</i>. Proviso if insufficient applicants. <ul style="list-style-type: none"> ○ Current stipulation of up to 15 (up to 9) covers issue of not enough applicants for positions. ○ If 3 positions and 4 applicants – no criteria to exclude one who may not be as well suited vs another applicant. ○ consider distributing more information on what is expected of Board Members when calling for nominations rather than waiting for induction process after appointment. ○ consider including detailed functions of the Board; general policy direction; what is board business vs operational business. ○ Got until end of year to get right. Try to put something together to go out via App when calling for applicants at start of next year – RK volunteered to assist SD. • 12.6 absolute majority – quorum – out of 12 board members – need 7 votes to pass motion. 6.3 allows for composition of Board of 13 members – 3 staff; 9 parents; and one co-opted member if appointed. <i>12.6 An absolute majority, in relation to a Board with 12 voting members, as per rule 6.3, (whether vacant or not) is SEVEN (7).</i> <p>Board noted that Terms of Reference review completed for another 2 years.</p>	SD/RK
4	Principal's Updates	
4.1	<p>Business Plan Structure KG advised on process of putting together next Business Plan for 2020 to 2023.</p> <ul style="list-style-type: none"> • Significant changes made to structure of 2018-2020 plan. • KG requested feedback from board members on structure / readability – any reflections? • Staff are working on priority areas for next 3 years and appreciate observations on structure of document. • GK gives salient rendition of ethos and what you are trying to achieve. Not so much on how this is going to be achieved. Suggested perhaps something that looks more like a mission statement – plan to increase... by Implementing/changing/guiding principles. • SD Like the way it is set out. User friendly. Bite sized. Fits within context of primary school. • KG requested that members leave hard copy with any suggestions or drop back to school within next few weeks. 	ALL
4.2	<p>COVID-19 Update KG reviewed management procedures around COVID-19.</p> <ul style="list-style-type: none"> • Overriding emphasis was to keep as uncomplicated as possible but at same time ensure safety of all at school, keep everyone informed with minimum stress. • KG reported on procedures put in place for staff, including regular staff meetings, managing staff who were brought in for meetings using Webex where possible; COVID cleaning; effect on budget (minimal); dramatic effect with no NAPLAN testing results over next few years – no data to measure growth; etc. Announcements regarding parent access, cleaning etc shared regularly via app/principal's updates. • No grades on reports coming out at end of this term – will get comment but no A B C. • In State of Emergency – have to do exactly what government says we have to do. Was and is our responsibility to trust and adhere to directions given to us. 	
4.3	<p>Buildings Update</p> <ul style="list-style-type: none"> • KG provided members with building plans of admin upgrade. • Room 13 to move into transportable (should be installed before end of term). • Building to start in September. 160 days allocated to build. Handover around end Feb 2021. • Staff car park will become construction site - Staff to park on oval. • Will inform community closer to date. 	
4.4	<p>Pupil Free Day Pupil free day was planned for start of this term – now have an extra day allocated by Department and would like to use at start of Term 4 unless any objections.</p> <p>Board approved (unanimous) extra allocated day for start of Term 4.</p>	

5	Reports	
5.1	Budget Report <ul style="list-style-type: none"> • Report sent out to board members week prior to meeting. SD on Finance Committee. No queries received. • COVID expenses will be covered in next report. 	
5.2	Uniform Sub Committee <ul style="list-style-type: none"> • SD obo CB. COVID has put a stop to any meetings. • Uniform Shop shut. • Online orders still processed with paid items delivered to classrooms. 	
5.2	P&C Update <ul style="list-style-type: none"> • Big unforeseeable changes due to COVID. • Mother's Day stall great success even though complicated logistics to allow it to go ahead. • Lapathon which is big fundraiser will still be going ahead but without usual parent involvement. Also hosting Dress Up Day this term. • All funds raised to go towards new outdoor classroom. 	
6	Next Meeting & Close	
6.1	Next meeting in Week 8 of Term 3 2020 – Tues 8 September @ 6.30pm. Will meet back in Library as Admin will have moved into Old Principal's House.	
6.2	Meeting closed at 8.45pm	

Signed: Sanchia Dashlooty
School Board Chair
8 September 2020