



**ATTENDEES:**

Chair: Sanchia Dashlooty SD

Principal: Kim Guelfi KG

Staff Representative Members: Louis Shepherd LS

Parent Representative Members:

Daniel Ballard DB, Christina Batson CB, Richard Gardner RG, Ryan Keys RK, Adrian Lim AL, 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> Sherelle Howitt SH, Leniette Zalsman LZ	
1.3	<b>Confirmation of Agenda</b> Agenda confirmed.	
1.4	<b>Conflicts of Interest</b> <ul style="list-style-type: none"> <li>Considered possible conflict of VS (renominate for further term on Board) being present for discussions regarding nominations.</li> </ul> <b>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.</b>	
1.5	<b>Correspondence</b> <ul style="list-style-type: none"> <li>Board email communication regarding imbalance in year of transition for current parent representative members of the Board – email responses and record of votes from members now included as <b>Appendix A to Term 4 Board Meeting Minutes</b> (as per Item 2.2 below).</li> <li>Nominations. (Discussed under Item 3.1 below).</li> </ul>	
<b>2</b>	<b>Minutes of previous meeting</b>	
2.1	<b>Review of previous meeting Minutes</b> <ul style="list-style-type: none"> <li>Include information feedback for Empower2free regarding use of school facilities in Minutes - number of yes and no votes and that Board agreed that Empower2free submit request again at a later stage.</li> <li>MB – change to full name – Matt Batson.</li> </ul>	
2.2	<b>Actions arising</b> <ul style="list-style-type: none"> <li>KG confirmed contacted Empower2free to advise outcome regarding use of school facilities.</li> <li>SD discussed timing of Budget documents. <b>Confirmed that, when possible, Finance meeting will take place one week prior to Board Meeting to allow sufficient time for any queries regarding budget documents sent out prior to Board Meeting (by email prior to meeting).</b></li> <li>Minutes of Term 4 Meeting include communication (Appendix A) regarding imbalance in year of transition of Board members, now resolved.</li> </ul>	
2.3	Minutes endorsed, and will be signed after inclusions under 2.1 above, and returned for filing.	
<b>3</b>	<b>Board Approvals and Information</b>	
3.1	<b>Board Membership Nominations</b> <ul style="list-style-type: none"> <li>4 positions vacant following extension of term for 3 members by one year (Appendix to Minutes of Meeting Term 4 2019).</li> <li>3 nominations received by cut-off date. KG and SD met and discussed – no provision if less applicants than positions. Extended date to see if further applicants come in. One additional nomination received.</li> <li>4 nominations. <b>Craig Bloxham, Geoff Kirk, Ross Stuart, Vikas Sehgal.</b></li> <li>Board confirmed good representation and predicted term durations with children in younger years.</li> <li>KG Not the same as selection process for job (specific skills set). Nominees don't always understand what position entails. Consider having written list of tasks as board members. Not specifying criteria - specifying what is expected.</li> <li>RG consider ability of right of refusal?</li> <li>SD would like to address Terms of Reference in Term 2. Asked members to read and consider how specific we can be about processes. Add to Term 2 Agenda - consider 'job description'.</li> <li>Move Review of Board Structure to Term 2 in Board Schedule of Business.</li> </ul> <b>Board confirmed good representation covered by new applicants (9 votes – all in favour). KG to contact nominees to organise necessary documentation, induction and invite to social event on 24 March.</b>	<b>KG</b>

3.2	<p><b>Enrolment Process</b></p> <ul style="list-style-type: none"> <li>• KG discussed anticipated class structure/numbers at end of last year with Board.</li> <li>• Many conversations with staff around class structure.</li> <li>• Attempted to keep Year 1 classes under 24. Increase in applicants for PP and Year 1 required reshuffle.</li> <li>• Can't control number of applicants received over end of year holidays / start of Term 1.</li> <li>• Number of complaints received about children who live outside of catchment. If you rent or buy in area then you are accepted. Some then move outside of area.</li> <li>• SD Misinformation normally behind upset. Important to be voice of calm and reason - communicate calmly that these decisions are made with lot of forethought. Communication is key. Support on larger scale.</li> <li>• Consider consulting with Department again to discuss boundaries, zoning, follow up with info on app to community?</li> <li>• KG will set up with demographers. In meantime continue to be voice of reason.</li> </ul>	KG
3.3	<p><b>2019 Annual Report</b></p> <p>Report emailed to Board members for pre-reading prior to meeting - now requires endorsement from Board.</p> <ul style="list-style-type: none"> <li>• KG discussed content of Report – summary of activities and outcomes achieved in 2019 – <ul style="list-style-type: none"> <li>• notable achievements,</li> <li>• gifted and talented programs,</li> <li>• technology in the classroom,</li> <li>• facilities and infrastructure improvements (including details of \$1.25m upgrade to administration area taking place in 2020),</li> <li>• attendance and enrolment trends,</li> <li>• student destinations,</li> <li>• academic performance, and</li> <li>• financial summary report for 2019.</li> </ul> </li> </ul> <p>*Realign table figures and include comparative numbers that dropped off.</p> <p><b>2019 Annual Report discussed, approved, and after editing* will be signed and returned for filing, and uploaded to school's website and Schools Online.</b></p>	
3.4	<p><b>2020 Annual Budget</b></p> <ul style="list-style-type: none"> <li>• 2020 Budget Reports emailed to Board members for pre-reading prior to meeting.</li> <li>• No queries or issues submitted.</li> <li>• Finance Committee have signed off on Curriculum allocations.</li> </ul> <p><b>2020 Annual Budget discussed, signed and returned for filing.</b></p>	
3.5	<p><b>Business Plan Review</b></p> <ul style="list-style-type: none"> <li>• Business Plan insert updated with new figures.</li> <li>• KG Interested in feedback on document from Board – does it read. Presentation?</li> <li>• Any ideas on how it can be more effective as a document. Bring back to next discussions.</li> </ul>	ALL
3.6	<p><b>Operational Plans 2020 Updates</b></p> <ul style="list-style-type: none"> <li>• Plans started in 2017.</li> <li>• Now reached point where they are being used in practise.</li> <li>• Have strategy ideas but teachers are time poor. Committed to release time to allow for collaboration. Allow for reflection on usability and feedback in Term 2.</li> <li>• School staff working on structure of next Business Plan now.</li> </ul>	
4	<b>Reports</b>	
4.1	<p><b>Uniform Sub Committee Report</b></p> <ul style="list-style-type: none"> <li>• Committee have not met this year.</li> <li>• <b>Ray Turnbull</b> will be replacing <b>Kate Petersen</b>.</li> <li>• Will be asking a Board member to nominate to join committee next term. <b>CB</b> indicated interest.</li> </ul>	
4.2	<p><b>P&amp;C Update</b></p> <ul style="list-style-type: none"> <li>• <b>Matt Batson</b> stepped down. <b>Kate Petersen</b> now President.</li> <li>• First meeting well attended with lots of new faces.</li> <li>• Canteen has new coordinator. Considering adding surcharge to cater for ongoing Canteen costs.</li> <li>• Usual events planned for year.</li> </ul>	
5	<b>Next Meeting &amp; Close</b>	
5.1	<p><b>Next meeting</b></p> <ul style="list-style-type: none"> <li>• 24 March: Social evening at Thai Corner at 6.30pm to thank and farewell outgoing members and welcome new members.</li> <li>• 26 May: Annual Open Meeting – Term 2, Week 5 at 6.30pm.</li> </ul>	
5.2	<p><b>Close of Meeting</b></p> <p><b>DB</b> offered to write up Board Reports for App.</p> <p><b>AL</b> agreed to be backup.</p>	

	Meeting closed at 8.30pm	
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**Signed:**  
**Sanchia Dashlooty**  
**School Board Chair**  
**26 May 2020**