



## SCHOOL BOARD MEETING MINUTES

<b>MEETING NORMS:</b>	<p>During our meetings we:</p> <ul style="list-style-type: none"> <li>• are on time, present and stay on task</li> <li>• are committed to the agenda</li> <li>• are clear, honest, open and receptive when communicating</li> <li>• are respectful of the presenter/speaker</li> <li>• suspend judgement</li> <li>• acknowledge all ideas</li> <li>• provide positive and constructive feedback</li> <li>• are accountable for our actions</li> <li>• meet deadlines and come prepared</li> <li>• agree to speak as one voice</li> <li>• consider the range of stakeholders in decisions</li> <li>• are a respectful voice for the community</li> </ul>
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<b>DATE:</b>	Tuesday 28 November 2023	<b>FACILITATOR:</b>	Anni Thompson	
<b>TIME:</b>	6.45pm	<b>RECORD KEEPER:</b>	Chelsea Regan	
<b>AREA:</b>	Conference Room			
<b>ATTENDEES:</b>	Rebecca Burns, Evan Willey, Nadine Scott, Anni Thompson, Melissa Lionnet, Tahlia Collins, Rizza Camprag, Belinda Pang, Brett Kristiansen, Chrissi Marcelli, Janelle Campbell-Cooke, Claire Keirnan, Aaron Berghuber			
<b>APOLOGIES:</b>	Sue Garland, Sravani Mukkisa, Kate Kay			
<b>TIME</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>LED BY</b>	<b>ACTION</b>
7:00- 7:05pm	<b>Welcome:</b>  Attendances and Apologies	Noted.	Anni Thompson	

	Acknowledgement of Country	I begin this evening by acknowledging the Whadjuk Noongar people as the traditional owners of the Noongar Boodja land on which we meet today. I pay respect to the significant and unique contribution that the Noongar people have made, are making, and will continue to make, to the heritage, cultural identity and community.	Anni Thompson	
	Conflicts of Interest to be declared	Nil.	Anni Thompson	
	Confirmation of Previous Minutes	All acknowledged and accepted.	Anni Thompson	
7:06 – 7:08 pm	<b>Business Arising from Previous Minutes:</b> <ol style="list-style-type: none"> <li>1. Aboriginal and Torres Strait Islander Cultural Awareness Training – Icon access for Board</li> <li>2. Survey of parents re Photo's preference</li> <li>3. Update to Costs Letter – Leavers Shirts and Camp deposit to Year 5 costs.</li> </ol>	<p>This is not available as yet.</p> <p>We are currently collating prices from various companies and once we have all of this information a survey will go out to parents.</p> <p>Done. Copy was shown to Board members.</p>	Bec Burns	

7:08 – 7:25pm

**Reports:**

1. Chair

Report presented. Key points:

- Look back on all the work the School Board has achieved over 2023.
- In 2024 we are looking towards additional training for our Board with the Aboriginal and Torres Straight Islander Cultural Awareness training which will feed into the review of our reconciliation action plan.

Anni Thompson

2. Principal

Report presented. Key points:

503 - current students

534 - 534 proposed students

- Thank you to all members for giving up their time all year. Your contribution to our School Board is helping to build a better education environment for our school.
- Question was asked why are we receiving so may out of boundary applications? There is not one reason in particular, each application has their reasons.  
Bec explained the process of accepting and declining OOB enrolments. We are very consistent in the approach we have with accepting and declining applications. We talk to previous school to see if there are issues as to

		why they want to leave the school. The Minister has stated if you have space in the year group requested at the time of enrolment you should accept the application.		
7:00 – 7:15pm	Correspondence	Nil	Anni Thompson	
7:15 – 7:30pm	Business Plan Draft	<ul style="list-style-type: none"> <li>• The concept was to keep it simple and easy to read.</li> <li>• There are very few changes since the last copy was shown.</li> <li>• The Business Plan will be on the website by the end of the year.</li> <li>• This plan is achievable in 3 years.</li> <li>• Aboriginal and Torres Strait Islander education is our main focus. This term we have already started this. Last week we met with some aboriginal families which was great and a lot was learned. An elder came to the meeting and shared a lot of knowledge.</li> <li>• Evan commended Bec on the effort that has gone into this new design and the information it contains.</li> </ul>	Bec Burns	
7.30 – 8:00pm	Operational Business Plan Draft	<ul style="list-style-type: none"> <li>• First part of this draft was presented. This has not been shared with staff yet.</li> <li>• Making Connections was the area of the operational business plan that was shared.</li> </ul>	Bec Burns	



		<p>The Key Focus and Strategies were explained in detail.</p> <ul style="list-style-type: none"> <li>• As with the Business Plan there is a strong focus on Aboriginal Cultural Framework.</li> <li>• End of term 1 this plan will be complete.</li> </ul>		
7:30 – 7:50pm	<b>Other Business</b>	<p>Attendance Policy</p> <ul style="list-style-type: none"> <li>• Regular attendance rate is mentioned in the business plan so it needs to be addressed.</li> <li>• Regular attendance shows 40% of students have attended 90% of the semester. This shows that 60% are under 90% attendance.</li> <li>• Full breakdown was explained and data was compared over each year since 2020 to show there has been a strong decline over the years.</li> <li>• Attendance Operational Plan has been developed to target students that are missing a lot of days that are not due to long absences.</li> <li>• The operational plan has strategies to improve these students attendance such as parent education and regular communication.</li> <li>• There are 76 students on this target list.</li> <li>• The whole policy will be shared in term 1 and broken down in detail.</li> </ul>		

		<p>Aaron gave some feedback on the content of the letters. Can you make it more explicit so parents understand how this can impact, not just one year, but over the course of their schooling life. Bec explained the letter does detail the severity of your child missing time off school and meeting are required for those under 80%.</p> <p>Rizza – Do parents give you notice? Yes there is a form they complete and this is recorded against their attendance.</p> <p>The goal is to reduce the length of time families take for holidays, we understand we will never stop holidays during term altogether.</p>		
8:00 – 8:05pm	<b>Board Meeting Effectiveness Survey</b>	Survey results were collected.	Anni Thompson	
	Meeting closed at 7:35pm			

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Chair