



BOARD MEETING MINUTES 15/03/2021

Members Present: Kylie Brockenshire (Chair), Naomi Brown, Melany Chapman, Scott Dow, Henrik Loos, Tracey Nicklen (Principal), Melissa Raye, Kristen Wilson

Notetaker: Angela Roberts

5:33pm: Meeting opened and called to order by Principal, Tracey Nicklen

1. **Acknowledgment of Country:** TN
2. **Apologies:** none, all present
3. **Minutes of Previous Meeting:** already ratified and signed. Presented for review
4. **Business arising from minutes of previous meeting**
 - Waiting for new signage for Jarlangardi block – Ange to follow up with BK Signs
 - Solar grant investigation – ongoing
 - Leaving Board members: “All Board members will be acknowledged at the end of year concert. If we later find out that a member is leaving for 2021, they will receive a gift / further acknowledgement of their contribution.”

5. Agenda Items – refer to documents in Board Google Drive / Tracey’s slides

5.1 Introductions – new and previous Board members

5.2 Endorse Terms of Reference as per ToR item 16.1 MC refer to attached document

Motion: That the Board endorse the abovementioned Terms of Reference for 2021. KB

Passed unanimously

5.3 Finance report and endorse 2021 school TN refer to slides

Further clarification required from MCS: TN Completed 16/03/2021

- Please explain “Payments to other department entities”.
The above relates to a combined cost centre range which includes Camp school payments/Regional network payments (cluster related) and Salary transfer funding. In 2021 we currently have allocated \$45,000 reserved to cover additional staffing if required.

- Please explain the variation:
 - 2020 Fundraising/Donations/Sponsorships - \$33000 (approx) from Annual ReportThe above relates to a range of cost centres including Donations from local business’s (Lioness/Office National) Fundraising within the school (colour run/artwork sales etc.) and monies received from P&C Donations which is directly related to a special project/resource, this was allocated on receipt of monies throughout the year in 2020.

Initialled by Chair and Principal

- 2021 Fundraising/Donations/Sponsorships Budget - \$500 from Finance Update at Board Meeting 15 March 2021

At the commencement of the year the Finance committee only allocates funding to the revenue budget that we are guaranteed to receive, the above is a Lioness Donation which is generously received every year so this can be confidently allocated to the budget range, this budget changes throughout the year as additional donations are received.

- Revenue from other department entities

The above relates to a combined cost centre range which covers all revenue received from Intra dept. public schools & departments. Examples of this could be sports carnival charges, if a school holds the inter sports carnival and costs are shared between schools / reimbursements from PLIS for staff training or regional network funds to do with the Cluster of schools. This range always starts as zero as we are never sure of the years events and who will be hosting such events.

- Discussion around NDIS and assisting families to access resources / funding (Nirrambuk, Helping Minds assist families to develop plans). We have previously invited NDIS to case conferences, but they have always declined
- Look into a consent form that parents can sign to allow the school to develop a plan on their behalf for funding/resources

Motion: That the Board approve the abovementioned finance report as the outcome of the queries won't affect the budget numbers.

Passed unanimously

5.4 School dress code: New House Shirts MC

- Thanked Mel R for all her assistance liaising with Martha Lee
- Discussion around success of sales with shirts through P&C.
 - Most students have purchased the shirts and parents are also getting shirts to support their house.
 - Great that the profits come back to the school instead of a third party.
 - A second order including adult men and women's sizes placed with Dynamic Sublimation
 - Martha has been paid for usage rights of her designs and will receive 2 shirts
- Other uniforms – look into a lighter cotton, cardigan style jumper instead of the existing thick fleecy ones as students will get a lot more wear from them. **TN to ask P&C president about status of school jumpers.**

5.5 Approve annual report JS *refer to attached document*

- Discussion around impact of COVID19:
 - No NAPLAN
 - Nakamura kiss and drop
 - Attendance
 - School events such as NAIDOC, EoY concert, Learning Journey
 - Budgets – less on Staff Development, more on cleaning
 - P&C fundraising – outstanding considering they could only really start from the end of Term 3.
- Discussion around targets:
 - NAPLAN – couldn't assess
 - Attendance – impacted by COVID19
 - PAT reading / maths
 - School survey: students, staff, parents
 - **Noted that the staff felt they could have more feedback, but all above set targets**
- Discussion around 2020 revenue:


Initialled by Chair and Principal

- All financial decisions must be submitted to / approved by Finance Committee before MCS can move money between budgets

Motion: That the Board endorse the abovementioned 2020 Annual Report. JS

Moved: MC

ACTION: TN to check photo permissions on images used in Annual Report.

5.6 Election of Chairperson_ TN

- Principal called for nominations for Chairperson for 2021
- KB elected unanimously.

5.7 Discussion of Community Board member appointment_ TN

- Board members were asked for nominations via email.
- Unanimously agreed that SD was a very valuable member of our Board and voted to retain him for 2021.
- Discussion around COVID19 update / vaccine rollout and availability of info sessions for parents/students.
 - SD conducted handwashing sessions across the school last year.

6. Next Meeting:

Next School Board Meeting proposed for Monday, 31 May 2021. (Term 2, Week 7)

7. Meeting Close: 6:55pm

Tracey thanked all members for attending.

Other business arising: MR, KB

- Results of traffic counters on Magabala Road – approach Shire / Development WA as these numbers may assist in accessing a traffic warden for the school.

Signed:



Principal, Tracey Nicklen



Chairperson, Kylie Brockenshire



Initialed by Chair and Principal