



Minutes of Board Meeting 18 April 2024

1. Declaration of opening

Meeting opened at 3.18 p.m.

2. Acknowledgement of Country

Read by Charlotte Cook-Casey, Board Chair

3. Record of attendance, apologies and leave of absence

Attendance: Charlotte Cook-Casey, Kevin Brady, Judith Allen, Andrea Vis, Steve Fidge

Apologies: Nikki Woods, Trevor Pugh

The Board welcomed Ana Masters as an observer to the meeting. Ana accepted a nomination as a parent representative for the meeting to ensure a quorum. Ana will consider membership of the Board.

4. Declaration of conflicts of interest

None declared

5. Confirmation of minutes

Document: 4-A-24 Minutes of last meeting 29 Feb 2024

Motion: That the minutes of the previous meeting are approved.

Moved: Judith Allen

Seconded: Andrea Vis

6. Business arising from minutes



7. Board Membership and Tenure

Nomination of Parent Representative. Ana Masters attended the meeting and will consider nominating as Parent Representative.

8. Correspondence In

Nil

9. Correspondence out

Nil

10. Principal's Report

Report attached

The Principal's Report was discussed

The Board noted the Annual Report

11. Financial Information

Funding Agreement for Schools

Cash Budget

One-Line Budget Summary

Motion: That the Funding Agreement for Schools be noted.

Moved: Steve Fidge

Seconded: Judith Allen

Resolved

Motion: That the Cash Budget be noted.

Moved: Steve Fidge

Seconded: Andrea Vis

Resolved



12. Topics for Discussion:

12.1 Extreme Weather Policy Documents: 4-B-24 Extreme Weather Policy
A draft Extreme Weather Policy was tabled. The policy was generated after the extremely hot weather earlier in the year. Concerns were raised that the policy provides specific criteria for extreme heat (over 38 degrees) but does not provide a specific criteria for wet weather. The policy will be revised and will include a specific criteria for wet weather.

12.2 New Health Regulations and Canteen Requirements
New Health and Safety Guidelines impact on the delivery of meals in the school canteen. The Canteen is run by the P&C under agreement with the school. The P&C is still unsure how the new guidelines will impact the school, especially given a statement by the Minister for Education in Parliament – specifically, that schools can make their own decisions. It was decided to monitor the situation and return to the issue if required or if requested by the P&C.

12.3 Communications to Parents
A concern has been raised by some parents that emails are not being responded to in a timely manner. The school attempts to respond to emails and other communications within 24 hours, however because of issues that may arise, there may be a delay in the response in a small number of cases. It is recognised by the Board that this can be a potential reputational issue for the school. The solution is difficult, because time demands on individuals are high, and responses may be interrupted. It is also recognised by the Board that this is an organisational issue that impacts on the health and well-being of individuals, and the response should not impose inappropriate demands on individual staff members.

Principal will raise with leadership team and bring a response to the next meeting.

13. Next Meeting Date

May 23, 2024.

14. Agenda items for next meeting

Policy reviews and changes
Upgrades and Capital Works

15. Closure of meeting

Meeting closed at 4.55 p.m.



PRINCIPAL'S REPORT - APRIL

1. Business Plan 2025 – 2027

Progress on the school's Business Plan has been frustrated by industrial action over the past term. The Leadership Team met with some staff leaders this week and developed a structure for the next Business Plan. The Plan will be structured around the six domains of the School Review as is the current plan. Some key initiatives that we will plan for include: broadening the implementation of Science, Technology, Engineering, Arts, Mathematics (STEAM), developing cultural inclusivity, enhancing our professional culture, and broadening Tier 1 and Tier 2 student support structures.

2. Industrial Action, Tuesday 23/4/24

The Department of Education is currently in negotiations with the State School Teachers' Union (SSTUWA) and Principals' Federation of Western Australia (PFWA) for an industrial agreement. The Unions have rejected current offers from the government. The SSTUWA have decided to hold a half-day stop-work meeting next Tuesday 23 April.

A significant proportion our teachers will support the stop-work action and so there will be some disruption to the teaching program for the morning of 23 April. Teachers are expected to be back at work for 12.30. We expect our school will still be open, but there will be some changes to classes and curriculum. In previous industrial action, some parents kept students at home, so there may be an impact on attendance.

3. New Software System

The school's current operational software – called Integris – is being replaced by the Department with a new software program called Kaartdijin. Our school has been selected as a trial school for the software and the new program will be installed in Term 3. This will provide a greater flexibility in access and usability, with greater opportunities for integrating various aspects of school operations. In particular, the new software will facilitate parent communication by providing easy access to all-staff and all-parent emails and individual communication.

As the software is rolled out, I will provide additional information.

4. School Development Day

The professional development held for all staff on the School Development Day was the first day of training for the 'Berry Street Education Model' which is an evidence based model to address trauma-informed practice. The PD provided specific, classroom based strategies that can be used for all students, but particularly are effective for trauma affected students. Another PD Day from the same group will be held in Term 4.



5. School Buses Discussions

A discussion was held with the School Bus Services in Term 1 to address concerns held by the P&C regarding bus routes, including access for students from Muchea and surrounding areas. The SBS is currently conducting a review of our bus services which is expected to conclude in Term 3. There are several complicating factors for bus routes into the school, and currently some students appear to have a longer trip than is necessary. The school and P&C were able to provide information on enrolment changes, new growth areas and parent feedback. Given SBS policy, it is likely that some parent requests will remain unmet, even after the review.

6. Annual Report

The school's annual report for 2023 has been sent to Board members. The report provides information on the areas required through the 'Funding Agreement for Schools'.