



## MINUTES OF BOARD MEETING 29 FEBRUARY 2024

### 1. Declaration of opening

The meeting was opened at 15:31 by Kevin Brady, Principal

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### 2. Acknowledgement of Country

Kevin Brady, Principal

*I respectfully acknowledge the Yued people as the traditional custodians of the country that we meet on today, and pay my respects to Elders past, present and emerging.*

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### 3. Record of attendance, apologies and leave of absence

**Attendance:** Kevin Brady (Principal), Charlotte Cook-Casey (Parent representative), Nikki Woods (Community representative), Trevor Pugh (Community representative), Andrea Vis (Staff representative), Judith Allen (Staff representative).

**Apologies:** Steve Fidge (Community representative).

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### 4. Election of Board Chair 2024

Kevin Brady called for nominations for School Board Chair for 2024.

Charlotte Cook-Casey was nominated by Judith Allen. The nomination was seconded by Trevor Pugh. Charlotte Cook-Casey accepted the nomination. No further nominations were received.

**Charlotte Cook-Casey** was declared the School Board Chair for 2024.

Charlotte-Cook-Casey took over as Chair of the meeting.

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### 5. Declaration of conflicts of interest

No declarations of conflict of interest.



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6. Confirmation of minutes

**Moved:** That the minutes of the meeting held on 16/11/23 are accepted.

**Moved:** Andrea Vis

**Seconded:** Judith Allen

**Resolved**

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7. Business arising from minutes

Communication with Capital Works regarding upgrades to the area of former rooms 13 and 14. Communication 14/12/23 requested that the funds available for the refurbishment instead be provided to the school to use in combination with community funds for alternative projects. No response as yet.

Discussion around Board Terms of Reference. Kevin Brady discussed the Functions of the Board and decision-making opportunities. The Board has strong influence over school directions. While specific powers are limited, the school will respond to Board considerations.

Mobile Phone Policy. Discussion was held at the P&C regarding mobile phone policy. Some parents had seen students using their phones during the day and questioned the school's implementation of the policy. Andrea Vis explained that there is constant focus on ensuring that the school's policy is enforced. While there may be some occasions where students use their phones, these are always followed up and consequences applied.

Dress Code. Discussion around dress code and access to clothing. Second hand clothing has now moved to the Treasure Trove and is no longer sold by the P&C.

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8. Board Membership and Tenure

It was noted that the tenure for Ash Rawoo as parent representative on the Board has expired. A call for nominations at the end of 2023 received no nominations.

The Board may determine to seek to appoint a parent representative or seek nominations again. There was discussion about the options.

**Motion:** That the Board write a letter of thanks to Ash Rawoo for her service to the Board.



**Resolved.**

**Motion:** That the Board Member's Tenure (Document 2-D-24) is accepted.

**Resolved**

**Motion:** That the Board Chair approach individual parents to fill the Parent Representative vacancy.

**Resolved**

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9. Correspondence In

Nil

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10. Correspondence out

Letter to Frank Johnson, former Board Member

11. Principal's Report

Enrolments: Enrolments have increased by 89 since December 2022. Trevor asked where new students are coming from and if there were any significant themes underpinning increased enrolment. Andrea Vis explained that new enrolments cover all year levels and come from a variety of sources including re-enrolments, enrolments from private schools and new families in Gingin.

The Board noted the shift in community perceptions about the school over the past three years. Kevin Brady recognised the contribution of the Communications Committee as a significant driver of improvement in perceptions.

Kevin Brady recognised the new staff at the school and highlighted their enthusiasm and skill. The Board was keen to recognise and support new staff and a meeting with the Board Chair as a welcome and discussion around supporting them was discussed.

Kevin Brady discussed standardised testing for this year – NAPLAN, OLNA and On-Entry.



Kevin Brady discussed the upgrades that are currently occurring around the school.

**Motion:** That the Board Chair meet with new staff for a discussion and welcome.

**Moved:** Nikki Woods

**Seconded:** Andrea Vis

**Resolved**

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### 12. Sub-Committee Nominations

Business Planning Leadership Group – Will remain open for now  
Finance Committee – Steve Fidge  
Communications Committee – Charlotte Cook-Casey  
PBS Committee Liaison – Trevor Pugh  
P&C Liaison – Judith Allen

### 13. Financial Information

Provisional School Budget and Cash Budget – to be provided.

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### 14. Topic for Discussion: Parent / Staff Satisfaction Surveys

Kevin Brady presented the Parent and Staff satisfaction surveys conducted in 2023.

Discussion centred around comments relating to provision of Education Assistant support and the requirements for a diagnosis for special needs students. Andrea explained changes that had been made by the school, including the provision of the Kidshift programs that are now embedded across the school. Kevin described some possible changes that the Department may make, including a change to a Functional Analysis rather than a Medical Diagnosis.

Communications always seems to come up as an issue in Parent surveys. Reasons for this were discussed. Different options for addressing this were explored. Providing opportunities for informal meetings with the board Chair after assemblies were discussed and seen as a positive strategy. A dedicated PA for the Executive Team was discussed and considered valuable.

A formal Plan for School Grounds as a part of the next Business Plan was supported by the Board.



15. Next Meeting Date

Thursday 18<sup>th</sup> April at 3.15 p.m.

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16. Agenda items for next meeting

Funding Agreement for Schools  
Cash budget 2023  
Extreme Weather Policy

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17. Closure of meeting