

School Board Meeting Minutes Kardinya Primary School

DATE:	13 June 2022	CHAIR PERSON:	Tegan McNab
TIME:	7.00 pm Meeting Room	MINUTE SECRETARY:	Amanda Stolk

ATTENDEES:	Di Broadbridge, Naomi Allison, Kate Robinson, Ruth Gomez, Craig Wallace, Tegan McNab, Fiona Anderson, Sian Angel, Sarah-Jane Mercier, Pip Smith, Leanne Cross, Melanie Clark
APOLOGIES:	Warren King, Nicole Robins

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.0	Welcome and acknowledge traditional owners	Board Chair	TM welcomed everyone to the meeting and was pleased to acknowledged the Traditional Owners of the land.	
2.0	Disclosure of Interest	Board Chair	NA	
3.0	Apologies/Absences	Board Chair	Apologies: Please see above.	
4.0	Financial Report	MCS	<p>LC explained about the school budget and all aspects of the financial side.</p> <ul style="list-style-type: none"> Funding agreement for the school needs to be approved/signed by the school board each year. 	
5.0	Welcome New Members	Board Chair	<p>TM Welcomed Melanie Clark the principal for Term 3 2022.</p> <ul style="list-style-type: none"> Each board member gave a brief introduction to Mel MC gave an overview of herself MC is meeting with JS next week MC spoke about her dog, was asked if the school could have a therapy dog but there is too much red tape to have one at the school JS is not the Network Principal this year, that role was taken on by the Bicton Principal 	
6.0	Minutes of Previous Meeting 16 May 2022	Board Chair	<p>Minutes we previously circulated on email. TM asked for any feedback.</p> <p><i>Motion: The School Board accept the minutes of the School Board Meeting</i></p>	

			16 May 2022 as true & accurate record. <u>Moved:</u> Kate <u>Seconded:</u> Naomi <u>Carried</u>	
7.0	Agenda	Chair		
7.1	Principal's Report	Principal	Report was provided as pre reading DB gave a brief update of the Principal's Report. Items updated included: <ul style="list-style-type: none"> • Staffing changes, DB on LSL for the remainder of the year • Swimming lessons will commence next term • Colour run was a success • SDD was held June 3rd <i>Motion: The Board accepts the Principal's Report, as presented.</i> <i>Moved: Ruth Seconded: Pip <u>Carried</u></i>	
7.2	Co-opted Member	Board Chair	Discussion had by board; points were. <ul style="list-style-type: none"> • Easier language to understand • Can it be translated into their own language? • Approach other board applicant and see if they might be interested in attending as a co-opted member • Notice to go up onto Connect and teachers to approach people withing their class • People can contact TM for further information <i>Motion: In principle endorse but with changes still needing to be made.</i> <i>Moved: Di Seconded: Sian <u>Carried</u></i>	
7.3	Marketing Video	Principal	Watched the marketing video collated by MG <ul style="list-style-type: none"> • Gardens at the school need maintenance (Sullivan Road) • Is a busy bee possible? • A whole school incentive to clean up grounds • Fathering project what happened to it? • There is no information/reference about the School Board in the document, does it need to be placed in? • Parents at school events – Covid has affected this • Had WebEx assemblies during covid 	
7.4	Business Plan Review (SOAR Analysis)	Principal	DB discussed the plan <ul style="list-style-type: none"> • Broke into groups to discuss sections of the plan • Will be collated once finished 	

			<ul style="list-style-type: none"> • There was a lot of information to be discussed in a short time • Good overview • Maybe outside agencies could be utilised outside of school hours e.g.: Lego club, Kids in Sports • New business plan needs to be ready for the start of 2023 <p>Motion: We have circulated and done a SWAT for each of the business areas</p> <p>Moved: Pip Seconded: Sarah <u>Carried</u></p>	
7.5	Workforce Update		DB gave a brief overview of staffing.	
7.7	Annual Report		<p>DB discussed briefly</p> <ul style="list-style-type: none"> • was put forward that it should be in layman's terms so people can understand it • Discussion on level 3 teachers <p>Motion: The annual report to be finished off with the adjustments.</p> <p>Moved: Sian Seconded: Sarah <u>Carried</u></p>	
7.8	Training Module Foundations of an effective council/board	Craig	<p>Due to time restraints this was postponed until the next meeting</p> <ul style="list-style-type: none"> • Craig will still present this 	
7.0	Correspondence Out	Principal	Table included in Agenda. No clarification sought.	
7.1	Correspondence In	Principal	Table included in Agenda. No clarification sought.	
8.0	Any other Business	Board Chair		

NEXT MEETING:	Monday 9 th August 2022	MEETING CLOSED:	8.46pm	SIGNED:		15 th June 2022
					CHAIRPERSON	DATE

Action Summary

Item No.	Description	To be actioned by:
7.2	<i>In principle endorse but with changes still needing to me made.</i>	TM
7.7	<i>The annual report to be finished off with the adjustments.</i>	DB