

Wellard Village Primary School Board Meeting Minutes 2nd of May 2023

Wellard Village Primary School Board Members:

Ty Browning (Parent Representative), Craig McDonnell (Parent Representative), Charmaine Mendes (Parent Representative), Crystal Peters (Parent Representative), Rachel Dowling (Staff Representative), Justin Young (Staff Representative) and Jackie Huts (Principal).

Item	Time	Agenda Item	Information/ Action	Who
Welcome and Apologies				
1.0	3.02pm	Welcome	<p>Present: Ty Browning, Charmaine Mendes, Crystal Peters, Justin Young and Jackie Huts, Craig McDonnell</p> <p>Apologies: Rachel Dowling (at professional learning)</p> <p>Visitors: Kathy Larsen (Manager Corporate Services).</p> <p>Meeting opened at: 3:02pm</p> <p>Confirmation of agenda: all received copy via email</p> <p>Acknowledgment of Country: Jackie read the WVPS Acknowledgment of Country</p>	Jackie
Disclosure of Interests				
2.0	3.06pm	Disclosure of Interests	<p>No conflicts declared</p> <p>Note: Crystal Peters is noted as the P&C President, but this is not considered a conflict of interest.</p> <p><i>Please see DoE information about P&C representation on School Boards (below).</i></p>	Jackie
Minutes of Previous Meeting				
3.0	3.07pm	Minutes of previous meeting	<p>Nil</p> <p><u>Action for next meeting:</u></p> <p>Chair to sign a copy of the minutes x 2 (school copy and board copy)</p>	
3.1	3.08pm	Actions arising from previous minutes	Nil	
Priority Items: Discussion and Information				
4.0	3.09pm	Screening	<p>Parent and community members of a school board are required to have a Nationally Coordinated Criminal History Check (NCCHC).</p> <ul style="list-style-type: none"> Clearance for board members is valid for three years. <p>Action:</p> <ul style="list-style-type: none"> All board members to complete screening 	Jackie
4.1	3.11pm	Training	<p>Accountable and Ethical Decision Making</p> <ul style="list-style-type: none"> All board members to complete Accountable and Ethical Decision Making <p>Aboriginal and Torres Strait Islander cultural awareness</p>	Jackie

			<ul style="list-style-type: none"> Board members who are not employees complete this training through the Public Sector Commission. Aboriginal and Torres Strait Islander cultural awareness training Western Australian Government (www.wa.gov.au) <p>Action:</p> <ul style="list-style-type: none"> Training to be completed by 13th of June, members to bring a copy of each certificate to be filed in the Board Master file. 	
4.2	3.14pm	Introduction to councils and boards: A 2-hour workshop for newly appointed council and board members	<ul style="list-style-type: none"> This is a 2-hour workshop for newly appointed public school board members. In the workshop, they will cover the 'need to know' of being a new council or board member. <p>Action:</p> <ul style="list-style-type: none"> Action: Everyone to identify availability and preferences (Jackie to send out a survey). 	Jackie
4.3	3.16pm	Terms of Reference	<p>Review draft terms of reference given out at Board Information Session. Board worked through the items that can be changed within the terms to meet the WVPS context.</p> <p>Action:</p> <ul style="list-style-type: none"> Jackie to update terms and bring a finalised copy to the next meeting for everyone to file. 	Jackie
4.4	3.31pm	Code of Conduct	<p>Review DoE Code of Conduct and shape to align to Wellard Village. Board worked through draft Code of Conduct to meet the WVPS context.</p> <p>Action:</p> <ul style="list-style-type: none"> Jackie to update Code of Conduct and bring a finalised copy to the next meeting for everyone to file. 	Jackie
4.5	Item was moved to the final item of meeting	Voting on School Board Chair The chairperson is elected by and from its membership (SEA s.127(6)).	<p>Jackie read the role of the Chairperson from the DoE Term of Reference: The role of the chairperson is to:</p> <ol style="list-style-type: none"> work in partnership with the Principal; ensure a wide variety of people are considered for membership and that members are representative of the school community, for example gender, social, cultural, lingual, economic or geographic factors relevant to the school; chair and convene Board meetings (SER r.115(2)); ensure minutes of meetings are taken and reviewed; provide leadership to the Board; 	Jackie

	Exit ticket at 4.05pm was to give Kathy board vote.		<p>f) manage the business of the Board; g) declare the result of decisions and motions; h) uphold Board decisions; i) works with the Principal to induct members; j) ensure the Board stays focused on supporting the school to achieve the best outcomes for students; k) prepare and present an annual report to members and the school community at annual public meetings (SER r.117(c)); l) comply with any directions of the Board in relation to the venue and time of meeting and giving notice of the meeting (SER r.115(2)); m) resolve disputes as required; n) represent the school in the community and at formal functions; and o) facilitate mediation meetings as required.</p> <ul style="list-style-type: none"> • Call for nominations via email prior to the meeting. • 3 nominations received. • Vote conducted (Voting in Council elections will be conducted in written form (as opposed to a show of hands). • Result: Charmaine elected School Board Chair of Wellard Village Primary School <p>Action:</p> <ul style="list-style-type: none"> • Jackie and Charmaine to complete “Training for principals and chairs”. • Linking Schools and Communities is an introductory one-day workshop for principals and chairs. It explains: <ul style="list-style-type: none"> • the roles and responsibilities of board members • how council and boards contribute to the success of schools. • Date options: 8th of May- we are both enrolled. 	
4.6	3.47pm	School Board registration with the Leadership Institute	<p>Council and Board Online Register</p> <ul style="list-style-type: none"> • It is a centralised system to help manage school board membership information. • Under the School Education Act, you must ensure board members meet the legislative and policy requirements. The CAB register manages this in one central spot. <p>Action:</p>	Jackie

			<ul style="list-style-type: none"> Jackie to activate our school's council and board online register – CAB. 	
School Policy				
5.0	3.48pm	Reviewing the school's general policy directions.	Pre-reading for next meeting: <ul style="list-style-type: none"> Dress Code Policy Mobile Phone Policy Action: <ul style="list-style-type: none"> All members to read in preparation for next meeting 13/6/23. 	Jackie
School Performance Monitoring				
6.0			No items for this meeting	
Reports				
7.0	Item was moved to the final item of meeting 4.05pm	Principal's Report	<ul style="list-style-type: none"> 2023 WVPS Strategic Plan shared (Business Plan to be developed with 2023 School Based Data for 2024-2026). 2023 Whole School Approaches shared. Report included: enrolment numbers, term ahead, Year 1 Phonic initiative and classroom focus of morning meeting. 	Jackie
7.1	3.48pm	One Line Budget	Jackie invited Kathy to present to Board explanation of One-Line Budget Action: <ul style="list-style-type: none"> Kathy shared understanding budget planning 	Kathy
7.4	3.50pm	Financial Reporting	Jackie invited Kathy to share financial reports with the Board <ul style="list-style-type: none"> Financial Report: <ul style="list-style-type: none"> Student-centred Funding Statement One-Line Budget Statement Cash Report Minimum Expenditure Requirement Report Voluntary Contributions 	Kathy
7.5	4.00pm	Annual Report	Jackie shared with the Board that there is no requirement to submit an annual report for 2022, as our school was not operational.	Jackie
Meeting Closure				
8.0		Next Meeting	Next meeting agenda items: Business arising from previous meeting: <ul style="list-style-type: none"> Terms of Reference: final copy to be distributed 	Jackie

			<ul style="list-style-type: none"> • Code of Conduct: final copy to be distributed • PL completed and certificates bought to the meeting • Funding Agreement • Statement of Expectation <p>New items:</p> <ul style="list-style-type: none"> • Community representation: discuss opportunities • Policy review: Dress Code and Mobile Phone Policy • PAT and On Entry Data • Principal's report • Financial Report <p>Next meeting date: Tuesday, 13th of June, Week 8, Term 2 2023, 3pm.</p> <p>Future Board Dates: 25th of July 5th of September 17th of October 28th of November (Annual Open Public Meeting)</p>	
8.1		Closure or adjournment of meeting	Meeting closed at: 4.10 pm	Jackie

Information for Noting

P&C members on the council or board

- Councils and boards cannot set aside a dedicated (ex officio) position for a P&C member on the council or board.
- However, P&C members can be members of the council or board if they are nominated as a parent or community member.
- The legislation provides categories of membership on a council or board: parent, student, community and staff. Once appointed to the council or board, members do not represent any particular group. These include, for example, teachers, P&C members or members with other affiliations. P&C members bring their experience as parents at the school, and the views and context of the wider school community.