

# Noranda Primary School Board Meeting

Our School Community Supports, Challenges and Inspires each other to Personal Excellence



Date:	8 June 2022	Chairperson	Lisa Martin
Time:	5.30pm	Minute recorder	Celia McCarthy
Attendees:	Kristy Harrison, Lisa Martin, Celia McCarthy, Kelly Maher, Michael Field, Sallie Sampson, Kerry Fullarton, Matthew Deaves, Joanne Bassett, Alan Radford		
Apologies:			
Resignation:			

<b>1.0 Agenda / Discussion Discussion/Decision</b>
<b>1. Welcome (Lisa)</b>
<ul style="list-style-type: none"> <li>Lisa opened the meeting and welcomed attendees.</li> </ul>
<b>1.1. Declaration of Conflict of Interest (Lisa)</b>
<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>2.0. Minutes of previous meeting (Lisa)</b>
<ul style="list-style-type: none"> <li>That the minutes of the March meeting are a true and accurate record. <b>Approved unanimously</b></li> </ul>
<b>2.1 Actions from Previous Meeting (Kristy)</b>
All previous actions were addressed by Kristy Harrison

**3.0 REGULAR AGENDA ITEMS**

**3.1 Correspondence (Kristy)**

NIIL

**3.2 Finance Update (Kristy)**

Kristy presented to the board the Finance update  
Kristy advised funds of 10k were able to be moved from staff salaries to the cash budget to be used for new furniture in classrooms  
Rooms 1, 2, 4 and 11 will receive furniture upgrades to include new desks/trays for arrival in term 3  
Funds of 20k have also been moved to enable Technology purchases in the near future such as Ipads. These should be received in approximately 6 months' time. The applications made to local politicians for technology funding support were not successful.

**4.0 NEW BUSINESS**

**4.1. Reporting to Parents**

Kristy advised that statistics of student attendance were low due to covid which does pose challenges with report writing.  
Some students have missed blocks of up to 4/5 weeks at various times, this is also coupled with staff absences which also effect report writing. Grades will continue to be provided with adjustments to comments. English and Math comments will remain to supplement grades and effort ratings This does not hold students back.

It was noted that a teacher is on extended Sick Leave. Her substantive role has not been allocated as it is medical leave for an unknown period with four weekly reviews. Kristy explained the supports around this for reporting in this staff members roles. A new teacher is on contract to end of term to allow for continuity. A letter will be sent to the wider community to reflect the impacts of Covid and Staff absence on Reporting to Parents.

**4.2 Annual Report 2021**

Kristy tabled the Annual Report for 2021 and was endorsed by present Board Members.  
Approved and endorsed Michael Field and Matthew Deaves.

#### **4.3 Out of School Care providers**

Kristy advised she had received an email from current out of school care provider Camp Australia to advise they would not be seeking to continue a renewal of their contract after it's expiry in October.

Kristy advised the board she had met with and received a proposal from a new provider – 'Theircare'. It was noted they would provide before and after school care as well as vacation care and would pay for hiring of the room at the school. - Pricing for parents was slightly cheaper than Camp Australia.

The board discussed the 'Theircare' proposal and agreed to engage for a period of two years and to build attendance with the school and wider community.

At present the average number of students in the morning are 5 with 9 in attendance in the afternoon.

#### **4.4 Resources**

Matt tabled an open discussion regarding resources and parent helper opportunities at the school to free up teacher and EA times given the staff shortages.

Kristy to liaise with teachers regarding this.

#### **4.5 Jeff Murphy Memorial**

Two proposals had been put forward for a memorial for former principal Jeff Murphy.

Firstly, a garden memorial next to the flagpoles, an area Jeff was very much involved with. The second proposal was an end of year 'Jeff Murphy Citizenship Award'. It was discussed and decided by the Board that this would be presented as part of the school's annual book award assembly at the end of each year. Kerry Fullarton to put together a criteria list whereby teachers will be able to nominate students and the recipient to be decided by the Principal and Deputies.

The Board agreed both memorial ideas should be implemented.

#### **4.6 Bus Providers**

Kristy advised the board there had been a query regarding buses for student transportation to excursions without the use of seatbelts. It was decided a question regarding this would be added to the 2022 school survey to send out to parents later in the year. Kristy will investigate costs to provide parents a comparison and to include statistics of road accidents

<p><b>5.0 SCHEDULED BUSINESS</b></p>
<p><b>5.1 P&amp;C Update</b></p>
<p>Lisa presented a P&amp;C update to Board Members  The Election BBQ raised \$1647.47. To date the P&amp;C have raised over \$4,500 in 2022.  Expenditure to date is approximately \$4,000 with new interschool uniforms, junior junction upgrades and new sports trolleys.  The second-hand uniform store has been sorted; \$97 worth of uniforms were sold alone.  The next meeting will be held Term 3, Week 3 on August 3rd and will coincide with our AGM whereby all Office Bearer rolls will be vacated for nomination.</p>
<p><b>6.0 UPCOMING AGENDA ITEMS</b></p>
<p><b>6.1 Board Membership</b></p>
<p>Kristy advised that the Code of Conduct will be written and approved to meet our Board requirements identified through School Board training in 2021 at our next meeting  The role of Board Chair will be made vacant once Lisa Martin departs the school.</p>
<p><b>6.2 School Surveys</b></p>
<p>Kristy advised that School Surveys are due to be sent out next term with a look to add to required questions.</p>
<p><b>6.3 Grants</b></p>
<p>Kristy liaised with Board members on their familiarity with writing a grants proposal specifically for Waste Wise.  Both Sallie Sampson and Matthew Deaves have offered to assist at the grant application process  Kristy to send out information to both Sallie and Matthew</p>

<b>7.0 CLOSING</b>
Meeting closed at 6.51pm
Next Meeting Wednesday 3 August of term 3
<b>7.2 Board reflections</b>

Summary of Action Items			
Date	Action	Who?	Due Date
8 June 2022	Kristy Harrison to distribute to Board Members the proposal for "TheirCare" out of school care providers.	KH	
8 June 2022	Kristy Harrison to liaise with teachers regarding the support of parent helpers.	KH	
8 June 2022	Kerry Fullerton to prepare a selection criterion for teachers to nominate students in the Jeff Murphy Citizenship Award.	KF	
8 June 2022	Kristy to send out grant application proposal and process for Waste Wise to both Matthew Deaves and Sallie Sampson	KH	

**Next Meeting Date:** Wednesday 3 August 2022

Chairperson: Lisa Martin Signed: [Signature] Date: 3/8/2022

