

# Noranda Primary School Board Meeting

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



Date:	15 February 2023	Chairperson	Matthew Deaves
Time:	5.30pm	Minute recorder	Celia McCarthy

Attendees:	Kristy Harrison, Celia McCarthy, Kelly Maher, Michael Field, Sallie Sampson, Kerry Fullarton, Matthew Deaves, Ned Hatswell
Apologies:	Alan Radford
Resignation:	

<b>1.0 Agenda / Discussion Discussion/Decision</b>
<b>1. Welcome (Matthew)</b>
Matthew opened the meeting and welcomed all attendees.
<b>1.1. Declaration of Conflict of Interest (Matthew)</b>
<ul style="list-style-type: none"> <li>Nil</li> </ul> Matthew requested clarification of the meaning of Declaration of Interest. Kristy advised.
<b>2.0. Minutes of previous meeting (Matthew)</b>
<ul style="list-style-type: none"> <li>That the minutes of the November 2022 meeting are a true and accurate record. <b>Approved unanimously</b></li> </ul>
<b>2.1 Actions from Previous Meeting (Kristy)</b>
Communication of Parent Board Nominees This action was completed by Kristy.

### 3.0 REGULAR AGENDA ITEMS

#### 3.1 Correspondence (Kristy)

One correspondence was received from the Department of Education regarding our upcoming Public School Review (PSR) in Term 3 2023. Kristy explained the purpose of Review is to ensure the school is progressing and meeting student outcomes. The school, including the Board, conducts a self-assessment and then the PSR team validate or challenge that assessment. Public School Reviews occur every three years, our last review was held in March 2020. The date of our next school review is yet to be confirmed but within Term 3.

#### 3.2 Finance Update

Kristy tabled the finance update. For this year the Student Census will be coming this Friday 17 February, based on attendance on that day. Students that are away and have notified the school are accounted for. Students who do not advise the school will not be accounted for. The census is used to form the Oneline budget for 2023. Currently there are 362 students enrolled. The Finance committee met and endorsed the cash budget which will be presented at the next meeting in March along with the Oneline budget.

#### 3.3. Board Compliance

Kristy discussed the Code of Conduct particularly where information shared might identify children, members were asked to be mindful that they do not share outside of Board meetings. Kristy has given a copy of Code of Conduct to new parent representative, Ned.

There are no updates required for our Code of Conduct

**Action: Ned to sign and return Code of Conduct to Kristy**

#### Future Meeting dates 2023

Wednesday 15 March

Wednesday 10 May

Wednesday 7 June

Wednesday 2 August

Wednesday 30 August

Wednesday 25 October

Wednesday 22 November

**Action: Kristy to send electronic Calendar invitations for all 2023 meetings**

#### Mandatory Training

- *Accountable and Ethical Decision Making*

- *Aboriginal and Torres Strait Islander cultural awareness.*

Kristy advised the Board that Mandatory training is required to be completed by all Board Members and distributed instructions on registering on the public facing PL website. Both training courses are available online and are to be completed prior to the next Board Meeting on Wednesday 15 March. Staff have already completed these.

All members received documentation for how to register online and complete the two courses.

***Action: All members to complete Mandatory Training by Wednesday 15 March 2023***

### **Board Training**

Discussed appetite for two-hour in person Board effectiveness training. Desire is there and Wednesday evenings is a good time for all members.

***Action: Kristy to reach out to PL provider to access PL.***

### **Community Member application**

Board Members are seeking a new community Board member and discussed how to recruit a new member to our Board. Discussions were held around reaching out to Amber Jade Sandersons offices, If no interest, Kristy will reach out to Anne Ally and Their Care.

Community membership nominees will be voted by the Board

***Action: Matt to reach out to Amber Jade Sanderson for Board Community member nomination***

***Kristy to create Facebook post which can be shared within the Community as well as Newsletter item***

## **4.0 NEW BUSINESS**

### **4.1 Business Plan**

Kristy reminded Board members to review the Business Plan in preparation for the upcoming Review.

### **4.2 Statement of Expectation**

The Statement of expectation was circulated to Board members and discussed. Staff are looking into cultural responsiveness related to effective partnerships and relationship. The Statement of Expectation was previously signed by Lisa Martin Board Chair and is updated every few years.

### **4.3 Annual Report**

The 2022 Annual Report Board section is currently in the process of being drafted by Lisa Martin, a draft review will be submitted by the end of February 2023. Board members will review the draft paper via email and finalize at the next meeting in March.

**Action: Review draft prior to next Board meeting.**

#### 4.4 Discussions

##### Class Lists

Matthew advised the Board he received communication from parents regarding the distribution of class lists outside the school library a day prior to the commencement of school.

Both Kristy and Kerry shared the rationale behind this process. As we are a local intake school, we are obliged to take students in the local intake area, which may cause disruptions to class lists. Class lists are subject to change at late notice. Kristy felt this would cause more angst in students therefore it would be best to communicate later rather than sooner. Class lists cannot be shared via email to protect student identity

Celia asked Kristy to communicate the reasoning behind the class lists process in the newsletter closer to the end of the year. Kristy agreed.

##### Swimming Lessons

Matthew advised the Board that swimming lessons for the whole school in the one 2-week block was well received. Concern was held for the time of the year being winter. Kristy advised that due to availability we were restricted to that week.

Parents struggling to afford the swimming fees are offered a payment plan to alleviate any financial burden.

#### 5.0 SCHEDULED BUSINESS

##### 5.1 P&C Update

Celia advised the Board the first meeting for 2023 will take place this evening

The focus of the meeting is to approve events dates for 2023 and to engage new parents

Celia will continue to provide the Board with P&C updates.

#### 6.0 UPCOMING AGENDA ITEMS

##### 6.1 Public School Review

**7.0 CLOSING**

Meeting closed at 7.00pm  
Next Meeting Wednesday 15 March 2023

**7.1 Board reflections****Summary of Action Items**

<b>Date</b>	<b>Action</b>	<b>Who?</b>	<b>Due Date</b>
15 February 23	All members to complete Mandatory Training by Wednesday 15 March 2023	All	15 March 23
15 February	Kristy to reach out to School Board PL provider at PLIS	Kristy Harrison	22 February 23
15 February 23	Draft Board Annual Report to be submitted by end of month	Lisa Martin	24 February 23
15 February 23	Matt to reach out to Amber Jade Sanderson for Board Community member nomination	Matthew Deaves	By 15 March 23
15 February 23	Ned to sign and return Code of Conduct agreement	Ned Hatswell	ASAP

15 February 23	Kristy to create Facebook and Dojo posts seeking community member	Kristy Harrison	By 15 March 23
15 February 23	Kristy to send electronic calendar invitations for all 2023 Board meetings to all Board members	Kristy Harrison	24 February 23

**Next Meeting Date:** Wednesday 5.30pm 15 March 2023

Chairperson: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_