

**SOUTH PADBURY PRIMARY SCHOOL**  
**INDEPENDENT PUBLIC SCHOOL**

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## SCHOOL BOARD MEETING MINUTES

Date:	Wednesday 19 <sup>th</sup> August	Chairperson:	Amanda Burgess
Time:	3.15pm/ Concluded at 4.27pm	Minute Secretary:	Cass Disisto

Attendees:	Cass Disisto, Amanda Burgess, Amanda Duckworth, Kelsie Prabawa, Alexandra Krebs, Cara Scudder, Tia Tutti, Mark Barnett, Sumaya Race, Jill Ridout
Apologies:	N/A

Item	Lead By	Board Role	Discussion/Progress/Report	Action/Timeline
1.0 Welcome, Apologies, Confirmation of agenda seen by all members	Board Chair		All seen and confirmed.	
2.0 Disclosures of Interest	Board Chair			
3.0 Business Arising from Previous Minutes	Board Chair		Confirmation and acceptance of previous minutes. Tia and Amanda D	
4.1 Board Training	Cass	Make	Everyone would like a copy of the training modules to look through. Any questions, queries can be bought up at the next meeting in Term 4.	Cass to send modules out to Board members via email by the end of this term. Cass will also send out Terms of Reference to all Board members.
4.2 Role of the Board	Cass	Understand	Cass presented a pictorial summary of Board responsibilities, to support members in undertaking their role on the Board.	

4.3 Code of Conduct	Cass	Make/Inform	Cass asked if there was a Board Code of Conduct. Haven't been able to locate one as yet. Members were not sure if there was one, but would search previous minutes and personal documentation.	If one is unable to be found, Cass will present a sample one for the Board to discuss at the next meeting in Term 4.
4.4 Board Contact Details	Cass	Make/Inform	School is required to keep a contact list of Board members details. Cass asked if all Board members were happy to have their details distributed among Board members only. Everyone agreed.	Cass will attach Board member contact details to the Term 4 agenda email.
5.1 Bushland Volunteer Update	Cass	Understand	The DoE is currently developing policy guidelines for schools around any work carried out in Crown Land Bushland. Currently work should be limited to Busy-Bee type gatherings of cleaning and tidying up.	Cass will attach DoE directives to the Meeting Minutes email. Cass will keep the Board updated when the Bush Management Guidelines become available to schools.
5.2 COVID Phase 4 School Update	Cass	Understand	Phase 4 DoE Guidelines around large gatherings of parents on school sites are very specific, and require considerable management. The school has decided to limit parent attendance at community events. Book week Parade and Edu dance concerts will be filmed and put on Connect for parents. No parents to attend. Athletics and Interschool Athletics Carnivals will go ahead, but no parents will be able to attend. This decision was made by the Duncraig Network Principals, and was not a standalone SPPS decision. Open Night will go ahead, with staggered times to reduce numbers of adults on the school site. P and C food fundraising will still go ahead on the night with required COVID and hygiene protocols in place, including hand sanitising, physical distancing, no sharing of food. Book Fair will still go ahead. Numbers of adults in classrooms and library will be limited, with hand sanitising and different entry and exit points, and physical distancing.	Cass will send parents notification of the requirements and decisions via Connect on Friday.
7.1 Finance Overview	Cass	Understand	Cass provided the One Line Budget Summary for the Board to view, and explained the different elements of income and expenditure, and what the Board should be looking for when viewing a school budget document. Namely that the majority of money is	Board was happy for Cass to present a financial statement at each Board meeting.  Cass will investigate the DoE's stance on schools purchasing solar panels.

			being spent on students and teaching and learning priorities. There was also a discussion around the possible purchase of solar panels for the school, for both environmental and financial benefit.	
7.2 Fees and Charges	Cass	Understand/Make	2021 fees and charges were presented to the Board for approval. They were formally ratified. The Board asked if an addition could be made to the information to let Year 2 parents know that they would have the cost of an iPad to consider also. The specs for any iPad purchases are included in the book lists, and are the minimum required for NAPLAN assessment and appropriate Apps and Software. Cara asked if it would be worthwhile investigating a bulk purchase discount with a particular business for parents. Board was happy for Cara to investigate.	Cass will ensure the additional information for Year 2 parents is added to fees and charges information. Cara will investigate bulk order discounts for parents and bring to the next Board meeting.
8.1 School Direction/School Business Plan	Cass	Understand	New Business Plan 2021-2023 is being developed, looking at priority areas and improvement planning for the school.	Cass will bring a draft to the Board meeting in Term 4 for Board perusal and input.
10.1 Before School Hours and Supervision	Kelsie	Understand	Concerns that parents are confused about before school arrangements for students.	Cass to clarify arrangements via a Connect message to parents on Monday.
10.2 Board Meeting Time	Kelsie	Understand/Make	Some parents are finding it difficult to make the 3.15pm start time.	It was negotiated that Board meetings for the remainder of the year would commence at 4pm.
11.1 Meeting Week 9 or 10 to approve Booklists	Cass	Understand/Make	A special meeting will be called on Wednesday 16 <sup>th</sup> September, Week 9, for the Board to approve the student Booklists before they are published to parents. 4pm.	Cass will send email reminder to Board members in Week 8.
11.2 Annual Public Meeting 25 <sup>th</sup> November	Amanda B	Inform/Make	Board will need to provide a report at this meeting on their activities in 2020. Will be very brief!	Board Chair to coordinate.