

SOUTH PADBURY PRIMARY SCHOOL
INDEPENDENT PUBLIC SCHOOL

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SCHOOL BOARD MEETING MINUTES

Date:	Wednesday 25 th November 2020	Chairperson:	Amanda Burgess
Time:	4.00pm Finish 6.08pm	Minute Secretary:	Cass Disisto

Attendees:	Amanda Burgess, Amanda Duckworth, Cass Disisto, Cara Scudda, Mark Barnett, Jill Ridout, Kelsie Prabawa, Tia Tutti, Sumaya Race, Alexandra Krebs, Deb Gendle (Public Attendee) and Leona Liddelow (Public Attendee)
Apologies:	No apologies

Item	Lead By	Board Role	Discussion/Progress/Report	Action/Timeline
1.0 Welcome, Apologies, Confirmation of agenda seen by all members	Board Chair			
2.0 Disclosures of Interest	Board Chair		No disclosures	
3.0 Business Arising from Previous Minutes	Board Chair		Confirmation and acceptance of previous minutes.	
4.1 Board Report	Amanda B	Understand	Amanda read the Board report, a general summary of the Board activities for the year.	
4.2 School Parent Code of Conduct	Cass	Inform/Make	Discussion around a consistent and visible understanding across the school community of behaviour expectations for parents, staff and students.	At the first meeting of 2021, Board will begin the development of a school community expectations charter, which will encompass codes of conducts for parents, staff and students.

4.3 COVID Communication and Community Engagement	Kelsie	Understand	Looking forward to 2021 and what they may look like 'living with COVID'. With the changeover to Connect and a new Principal, how does the school consistently communicate information to the community? What can parents expect? Is there a COVID Response team at the school, and is it possible for a Board member to be part of that team, to support the school with communication?	As part of an updated Parent Information Booklet, Cass will articulate expected communication avenues between school and home. Cass to articulate these processes in a Connect notice at the beginning of 2021. Staff will articulate communication modes to parents at the parent information evenings at the beginning of the year. The school has a COVID Response Plan which the Admin team manage with the DoE. In the event of a major issue the DoE manages the school's response and communication through the Principal. Kelsie has volunteered to be the community support rep and contact when needed.
5.1 Nature Playground Designs	Cass	Inform	The school has received two designs for nature play areas in K/PP and Year 1/2. The school wants to develop outdoor play and learning spaces and encourage more play based learning. The school may ask the P and C for a contribution and asks anyone with knowledge of or access to suitable Grant opportunities, let the school know.	The Board feel that the Nature Play area in the K/PP and Year 2, which will be a great PR project for the school, and possibly provide increased enrolments from the community Kindy in the future. The play area will also provide an additional learning pace for educational programs. The school is also considering applying to the DoE for an external perimeter fence to protect the play area and reduce regular weekend incidences around the school. Cass will keep the Board up to date on progress. The school will put together promotional information through the school Facebook Page, which reflects new initiatives and aspects of the school that are a point of difference for families.
5.2 Solar Panels Investigation Update	Alexandra	Understand	Thank you to Alexandra for her research into the feasibility of Solar Panels for the school. She received a quote for \$1250 to undertake a feasibility study. The DoE quotes are considerably	Cass will speak to Elaine regarding the feasibility study and what contractors under the current CUA (Common Use Agreement) we are able to use, or if we can arrange our own. The school will

			higher. Alexandra's investigation notes are attached to the Board minutes email.	look at putting aside money for the study.
5.3 Uniform Changes	Kelsie	Understand	Due to the current supplier discontinuing fabric and designs, Holly has been sourcing new suppliers in the hope of finding more off the shelf designs to reduce the cost for families, while keeping a modern feel to the uniforms. Holly is also mindful of low stock numbers and student <u>not students not</u> having faction tops ready for Term 1 next year. The school is also keen to have the more modern logo on the uniforms. The Board discussed creating a standard consultation process/timeline for future uniform changes so regardless of who was managing uniforms, everyone would be clear on the transition process. The Board would also like to look at more designs, and a longer transition phase between	<p>The board created a Uniform Consultation sub-committee that will look at developing school guidelines/procedures to phase out old uniform items and/or make changes to the uniform.</p> <p>The school and Board agreed that while this was taking place if faction tops were unable to be supplied, parents were welcome to buy plain coloured tops commercially from outlets such as Best and Less.</p> <p>Sub-committee members at this stage are Holly, Cara, Amanda B and a member of the P and C. The sub-committee is asked to meet prior to the first Board meeting in 2021, so that any discussions had can be shared with the Board at the first meeting. Cass will send the sub-committee a copy of the current school dress code policy for their interest. Information regarding transitions from old to new uniforms are usually contained in the Deed of Licence contract between a school and a uniform supplier, so are not part of a standard school uniform policy.</p>
6.1 Board Self-Assessment Survey	Cass	Inform/Make	Discussed if the Board would like to do the self-assessment survey this year.	Board agreed to complete the whole survey before the end of the year, to provide baseline data for moving forward. Cass to set up and send out via email to Board members, and send a reminder to members later in the year.
7.1 Cash Report	Cass	Understand	Cass presented the Oct Cash Report to the Board. To date the school has received 93% of its expected income, and spent 70% of the cash received. The DoE usually expects schools to	

			spend a minimum of 90% of their cash budget, however due to COVID that is not a requirement for 2020. The school should rollover approx. \$199,000.	
8.1 Draft Business Plan	Cass	Understand/Inform/Make	Cass asked for Board input into the draft Business Plan. There was a general discussion around a social target for K/PP and Year 6's. Also adding the Aboriginal name for the area to the front page, adding page numbers to the plan, and undertaking a school developed parent feedback survey to encourage engagement and inclusion of families, identify community priority areas in relation to the Business Plan, -and serve as a PR exercise for the new Principal.	Cass will discuss additional targets with relevant staff. Suggested additional information will be included in the plan. Cass, Tash and Verne will discuss survey questions and ask Cara or Kelsie to put the survey together using Survey Monkey. A link to the survey would then be sent to parents.
10.1 Regularity of Board Meetings	Kelsie	Inform/Make	It was discussed that due to the additional decision making responsibilities of the Board, that the Board move to meeting twice a term when necessary. The flexibility of the day the meeting is held was also discussed, as was having paperless meetings.	It was agreed that meetings would occur Weeks 3 and 7 of each term where needed and begin at 4pm. discussion was held regarding the possibility of changing the day. The discussion was benched until the next meeting. Wed 17 th February will be the first meeting of 2021.
10.2 Excursions	Kelsie	Understand	Linked to agenda item 4.3 regarding COVID communication moving forward.	
10.3 iPad Deal Update	Cara	Understand	Cara provided an update on arrangements with JB Hi-Fi, and the discounts available for our families when purchasing iPads. Information attached to minutes email for Board members.	Cara is available to provide families with information, and Cass will provide all the information at the BYOD parent meeting in Week 8.
10.4 Year 6 Camp	Tia	Understand	Tia tabled possible alternatives for camp due to cost, religious concerns, duration, and activities offered. Tia also noted that the Board has a say in religious education provided in schools. The Board felt that the handing out of religious pamphlets at this year's camp may have crossed a line, though students weren't required to accept the handouts. Discussion centred on the difference between religious education and the importance of	Cass noted for the Board that school camps are an operational matter and not within the Board's roles and responsibilities. 2021 camp has already been locked in. Cass kept a copy of Tia's research, and agreed to ensure religious material was not handed to students on camp next year. Cass also agreed to check in with Year 6 staff each year to

			students being exposed to other people' ideas and Christian values. Cass commented that she had seen the small groups on camp, and the discussion was mainly around reflection of the day, and how students could be better people. Cass noted that every meal at camp started with giving thanks.	see if the current camp arrangements were still relevant or if change is possible.
Conclusion	Cass		Cass thanked Leona and Deb for attending the open public meeting.	