



Glengarry Primary School

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~ School Board ~

School Board Meeting – Monday 12th March 2018

Present: Peter Meston, Simon Korzec, Carol Larkin, Kerryn Ellis, Megan Northover, Leeann Reid-Munce, Emily Taylor, Hardik Gandhi, Adrian Schonfeld, Jenny McFarlane

Meeting opened at 7:00pm

Apologies

None

Election of Chair and Secretary

- Unanimous decision by the Board to appoint Simon Korzec as Chair and Leeann Reid-Munce as Secretary.
- It was identified that ideally a member of the board would also be a representative on the P&C. Kerryn Ellis offered to be the P&C representative.

Time /date of meetings

- Simon proposed that dates and times stay the same as previous years.
Supported by Board members.

Minutes of Previous Meeting

Minutes were endorsed without amendment
(Endorsed: Carol, seconded: Emily)

Business Arising from Previous Minutes

ACTION: Carry forward Action from previous minutes: Simon to report on response rates to past school performance surveys at next meeting.

My School Website

- Peter informed the Board that the schools comparison on the ACARA website was now available.

Annual Report

- Early draft of the Annual Report was presented
- Final report is planned to be complete by the end of Term 1.
- Minor changes were discussed and amended.

(Endorsed: Emily, seconded: Kerry)

Business Plan

- For the Boards information, Peter talked through the Business Plan, including the operational plans and explained the phase of learning targets.
- Final document was presented with minor edits and discussion to review headings/ titles in future editions.
- Peter explained that the workforce plan is a requirement and the information contained was the latest information available.

Comparative/Budget

- Discussion that previous Board member Teri Lane was an accountant and attended the schools budget meetings as the Board representative.
- It was noted that it's the Boards role to ensure the management of the schools financials are in accordance with the Business Plan.
- Adrian volunteered to be the Board representative to attend school budget meetings.
- Peter gave an overview of today's first finance meeting for the year by reviewing the comparative budget. Peter noted that the variance is quiet high overall due to unexpected student numbers and P&C contributions. Peter suggested that funds are needed to create a technology infrastructure reserve for equipment replacement.
- It was noted that a plan is linked to all Reserve Funds.

(Endorsed: Jenny, seconded: Adrian)

Contributions and Charges – School Board Incentives

- Peter discussed the opportunity to improve the percentage of contributions payments. The school currently received 50% by Term 1 and moves to an average 70% families paying the contribution by the end of the school year.
- Ideas for incentives where discussed including close parking, reimbursed swimming lesson fees and advertising space in the school newsletter.

ACTION: Board Members to source potential incentives and sponsors.

Sun Smart Policy

- The Policy is reviewed every 2 years
- Discussed latest research in the area of sun protection and also the need for safe sun exposure.
- Discussed options for changing the Policy for Terms 2 and 3 to Hat encouraged rather than mandated to allow for teacher discretion.
- Wording was updated to point 1 and 6, to:
Point 1. Students must wear a navy blue bucket hat in terms 1 and 4 when not undercover. Wearing of hats in Terms 2 and 3 is encouraged.
Point 6. Sunscreen application and the wearing of hats will be required on occasions such as excursions and sports days.

(Vote: 8 x For and 1 x Against - Endorsed)

Community Membership

- Peter presented the opportunity to co-opt a community board member for additional representation and skills.

- The board at their discretion can appoint a community member if required.
- In the future it was discussed that an Expression of Interest process could be used to gain community members to the board.
- The interest of Gail Kimpton to be part of the Board with her contribution to the school community and extensive experience in the education environment as an ex-Principle were noted as excellent contributions to the board.
- This position at this point would have no voting rights but going forward the board could look in 2019 to have full membership rights of a community board representative.

(Endorsed – Unanimous Support)

General Business

- Kerryn raised school starting times as listed in the Staff Handbook being unclear and that was agreed this was for staff information only.
- New Board Members need to send their personal blurb for the school website – to be sent to Megan or Peter.

Meeting closed: 9:36 pm

Next meeting: Monday, June 11