

City Beach Primary School Board
Minutes of meeting 11 February 2020

ATTENDEES: Mari Dart, Alison Jenkins, Lauren Graffin, James Fuller, Fiona Ellett, Rochelle King, Rosie Candler, Jade Pervan

1.0	Welcome and apologies	ACTIONS
1.1	James opened the meeting at 7:02 pm	
1.2	Apologies – Trevor Hammond, Nancy Howard	
1.3	Conflicts of interest - none	
2.0	Minutes of previous meeting and correspondence	
2.1	Meeting minutes 12 November endorsed by James and seconded by Mari.	
3.0	Actions from previous meeting	
3.1	Action tracker was reviewed. No significant updates.	
4.0	Board Matters	
4.1	<p>Board members – new members; tenure of members</p> <p>Jade and James new/renewed parent representatives. Jade – will take on Secretary role. Board voted for James to remain as Chair. Trevor will remain co-opted to the Board. Lauren is new staff representative. Require bio's for website from new members.</p> <p>Member terms – Fiona's term is due to finish in Feb 2020. Possibly co-opt Fiona for 6 months to ensure continuity of the board given recent changes to membership.</p>	<p>Jade and Lauren to provide bio's for update to Board member details on website.</p> <p>James/Jade – include discussion re Fiona's parent representative position at next meeting. Co-opt Fiona for fixed term or advertise position.</p>
5.0	School Operations and Performance	
5.1	<p>Department of Education Strategic Planning</p> <p>New Department of Education Directions issued. Staff reviewed new documents on school development day. These will guide development of new business plan.</p>	
5.2	<p>Finance report – including budget planning/school resourcing</p> <p>Preliminary budget developed based on current student levels provided to the Board for review. Student numbers determine a large part of funding. Currently 197 students. Census will be conducted Fri 14 Feb, and budget will then be finalised.</p>	
5.3	<p>Exit survey was sent to 17 families who left city beach in 2019. Sent last week and 4 responses received so far. Will address more fully next meeting when more responses received.</p> <p>Entry survey will be sent out week 5 to 27 new families.</p>	Jade - include review results of exit survey in next meeting agenda.
5.4	<p>Annual report 2019 – outline provided to Board. Board agreed with proposal to keep the existing format. Mari will provide to Board for review once drafted and would like two board members to review in detail. James and Trevor to conduct detailed review.</p>	<p>Mari - Parent / student survey to be conducted in Term 3.</p> <p>Annual report to be edited by James and Trevor</p>
5.5	<p>Mari provided an overview against the Business Plan area of "Planning for tomorrow".</p> <p>The school is tracking well against all areas including: planning; sustainability; foster learning; and evolving teaching technology. A number of initiatives have been implanted in all areas and CBPS is well resourced to continue to implement these initiatives.</p>	Mari – send Business Plan Action Tracker to Board as pre-read prior to next Board meeting.

	<p>The Business Plan Action Tracker will be sent to the Board as pre-read prior to the next meeting.</p> <p>The Business Plan will be updated this year. Planned to start drafting in Term 3 and aim to complete end Term 1/start Term 2 2021.</p>	
5.6	WA Education Award nomination likely to be due by end May, however dates for nominations and criteria for assessment of nominations have not been updated on DoE website.	<p>Mari to investigate if DoE have criteria for judging nominations.</p> <p>Jade to draft WA Education Award nomination.</p>
5.7	Hokkaido Familiarisation Tour – Mari is taking personal leave to attend a familiarization tour of Japan, funded by the Hokkaido Prefecture. The tour is to promote cultural awareness between Japan and Australia.	
6.0	School Community Feedback	
	<ul style="list-style-type: none"> Welcome disco – new afternoon timing means that it is difficult for working parents to attend. Mari advised that this was a P&C decision and noted that the school sleep over will be held shortly. Feeling is that general community attitude towards the school has become more positive over recent years. The school as a good reputation in the local community. Parents are continuing to find Connect difficult to use. This is a DoE product. Please speak with Brunhild who can help with use or to re-set passwords. Mixed feedback from parents regarding notification of class placement lists sent at end of 2019. Mari reiterated that parents can contact Mari regarding any information that they would like to be taken into consideration for class placements. Feedback that booklist was confusing. Noted. Also noted that the contract for booklist supply is due to go out for tender at the end of the year. 	
7.0	P&C Report	
7.1	Meeting next week	
8.0	Other Business	
	None	
9.0	Meeting Close/next meeting	
9.1	<ul style="list-style-type: none"> Next meeting Tues 7pm, 10 March 2020. Note AGM 6:30pm and normal meeting 7pm. Mari to bring snacks. James closed the meeting at 8:38 pm 	

 James Fulle

 Mari Dart