

**City Beach Primary School Board**  
**Minutes of meeting 20 March 2020**  
**City Beach Primary School**

**ATTENDEES:** Mari Dart, Alison Jenkins, Lauren Graffin, James Fuller, Fiona Ellett, Jade Pervan, Nancy Howard

1.0	Welcome and apologies	ACTIONS
1.1	James opened the AGM meeting at 6:36 pm	
1.2	Apologies – None	
1.3	Conflicts of interest - none	
<b>AGM</b>	<b>Overview</b>	
	<p>No attendees other than school board at AGM.</p> <p>James gave overview of the board and recent changeover in a couple of roles (parent reps, teacher reps and secretary).</p> <p>Report for both Principal and Chairperson presented pre meeting and taken as read.</p> <p>Mari commented that she is impressed with school board roles and how it understands its role and how assist school in best possible way, in policy, procedures, strategic directions etc</p> <p><i>AGM closed at 6.39pm</i></p>	
<b>2.0</b>	<b>Minutes of Previous Meeting</b>	
2.1	Meeting minutes 11 February endorsed by James and seconded by Mari.	
<b>3.0</b>	<b>Actions from Previous Meeting</b>	
3.1	Action tracker was reviewed. No significant updates.	
<b>4.0</b>	<b>Board membership</b>	
	<p>Two board memberships were discussed.</p> <ul style="list-style-type: none"> <li>• Co-opting Fiona as parent rep, unanimous decision till end term 3.</li> <li>• Co-opting Trevor as parent rep to cover financial skillset of board till end term 3.</li> <li>• It was agreed that advertise parent rep at end of term 3, with new board member starting in term 4</li> </ul> <p>Note that current Chairperson is considering stepping down as Chair in Term 3. New Chairperson to be elected by Board at this time.</p>	Advertise new board member positions in term 3.
<b>5.0</b>	<b>WA Education Awards</b>	
	Agreed that school should nominate for award. No specific criteria identified on department website. Nominations will be based off successful previous nominations and reference department documents ie successful schools ATSEI Leadership standards etc, business plans, sustainability etc.	Jade and Mari to action nomination
<b>6.0</b>	<b>Principal report</b>	
6.1	Taken as read by Board.	
	<p>Points of note</p> <ul style="list-style-type: none"> <li>• It was noted that P&amp;C has gone through a complete change in membership. First meeting scheduled end of March 2020</li> </ul>	

	<ul style="list-style-type: none"> <li>Schools quadrangle to be resurfaced in school holidays</li> <li>New science room is coming at end of year, designs currently being drawn up.</li> <li>New CBPS website has had positive impact with community and increase in amount of 'hits'</li> <li>Schools Newsletter will go out via website now</li> <li>Update on Principals trip to Japan</li> <li>Census has 198 school students</li> </ul>	
<b>7.0</b>	<b>Finance</b>	
	<p>Budget -</p> <p>Budget was reviewed by board. Overall it is looking tight but healthy. Voluntary contributions sitting at – 95%</p> <p>Mote , postage charges to be removed in future as fees to be sent out electronically</p> <p>Discussion was had on whether professional development in budget is adequate for teachers– Note, money allocated in budget does not reflect what teachers are doing. Teacher representatives on board agreed that professional development was readily available to them.</p> <p>Budget notes that there is \$8250 surplus which is 5% of budget</p>	Mari to follow this up with Brunhild
<b>8.0</b>	<b>School Operations and Performance</b>	
5.1	Annual Report – underway	Mari to complete for May 2020
5.2	Business Plan Action Tracker Note, this does not require board approval and will feed into highlights in Business Plan.	
5.3	Discussion around how foster relationship between board and P&C. Suggested option is for P&C to co-opt one of its members onto board.	Mari to ask P&C to co-opt one of its members onto board at next P&C meeting
5.4	Media liaison person – Suggested that school should consider media liaison officer. Board agreed I should consider it.	Mari to advertise for media liaison person
5.5	Audit of technical equipment not started yet	
5.7	<p>Entry surveys results -</p> <p>Discussion was made on survey for new families that have joined the school.</p> <p>Results suggest that main reasons are teachers, general profile of school, were not happy with previous school, parents work and study nearby, and that initial contact with school was good/excellent. No poor rating in survey.</p> <p>Main negative feedback was around expectations on what to expect on first day was lacking and that a lot of information was given last to parents in first week of school specifically around timing of school and P&amp;C activities.</p>	

5.8	<p>Exit surveys – 7 respondents</p> <p>Discussion was had on why children/families were leaving the school. Main reasons were academic outcomes – children were never pushed to excel and bullying issues.</p> <p>Discussion was had on bullying policies and practices at CBPS. Board suggest 'turning light on it' and put message out about it to school community. Members of board were interested in seeing bullying policies and practices from department and specific to school.</p>	Mari to consider putting something out to school community about how CBPS approaches bullying
9.0	<b>Other business</b>	
	<p>School community Feedback</p> <ul style="list-style-type: none"> <li>• Uniforms being sold out, parents finding hard to access some sizes.</li> <li>• Parents happy with Department of health updates re coronavirus. School to send out when changes occur.</li> <li>• Half day, parent interviews planned for end of May</li> </ul>	
	<p>P&amp;C Meeting next week - Week 19<sup>th</sup> May - 7pm</p>	
10.0	<b>Meeting Close/next meeting</b>	
10.1	James closed the meeting at 8:19 pm	

*Mari DART*

26/05/2020

MARI DART

