



Board Meeting Minutes

Craigie Heights Primary Independent Public School

DATE:	21 June 023	CHAIR PERSON:	Alison O'Neill
TIME:	3.33pm	MINUTE SECRETARY:	Carissa Carroll

ATTENDEES:	Karen Smith, Carissa Carroll, Karen Pope, Natalie Eastman, Caitlin Collins, Alison O'Neil, Karen Mitchell, Jonathon Morland-Barrett, Cherie Beasley, Jenny Clothier
APOLOGIES:	Glen Bewick & Jessine Bonzas, Melissa Aspinall

ITEM REF	ITEM	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.0	Acknowledgement of Country	We respectfully acknowledge the past and present traditional custodians of this land on which we are meeting, the Noongar people. It is a privilege to be meeting on Whadjuk country. We also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people in Australia.	
2.0	Attendance-Apologies	Listed above	
3.0	Observers/Conflict of interest	nil	
4.0	Confirmation of Previous Minutes	<p>Resolution: The minutes of the previous Board Meeting held on 22 February be taken as a true and accurate record.</p> <p>MOVED: Natalie Eastman SECONDED: Jonathon Morland-Barrett</p>	
5.0.	Business Arising from Previous Minutes	Uniform Concept Year 6 Leaders' shirts now available	
6.0	Correspondence	6.1 Correspondence In: Federal Schools Upgrade Fund- KS Unfortunately, our application was unsuccessful for funding.	

		<p>Karen to follow up to see if any other grants are available. Look at asking P & C for help? Zig Zags had offered to donate mud kitchen for Kindy area. Federal funding – 119 successful. Department endorsement</p> <p><u>6.2 Correspondence Out: nil</u></p>							
7.0	Standing Orders Principal’s Report	<p>7.1 Principal’s Report</p> <p>Karen would like to thank everyone for their flexibility around meeting times. We appreciate having a very supportive community and staff members.</p>							
8.0.	Agenda items	<p>8.1 Terms of Reference</p> <p>New Terms of Reference Asked for nomination of Secretary – no response We will ask fi new members or any office staff would be interested in this role. Karen outlined each role in Terms of Reference.</p> <p>8.2 School Board Membership Tenures – start dates</p> <table><tr><td>Cherie – 2021</td><td>Karen – P - 2019</td></tr><tr><td>Natalie – 2019</td><td>Carissa - 2019</td></tr><tr><td>Jonathon – 2021</td><td>Melissa – 2021</td></tr></table> <p>8.3 School Board Membership Nominations</p> <p>Yes, to new nominations: Danielle Francis Stephen Catania Alison to congratulate and thank them when they attend next meeting</p> <p>8.4 Curriculum Update- Distributed leadership opportunities</p> <p>Rachel Clark & Abby Ryan – Professional Learning Community Leaders Intensive PD from Centre of Excellence as we are doing an internship which is partially funded by Institute and CHPS attended by Karen Smith, Abby Ryan & Rachel Clark. The focus of this PD was Explicit Teaching of Literacy.</p>	Cherie – 2021	Karen – P - 2019	Natalie – 2019	Carissa - 2019	Jonathon – 2021	Melissa – 2021	<p><i>J Clothier has nominated for Secretary role</i></p>
Cherie – 2021	Karen – P - 2019								
Natalie – 2019	Carissa - 2019								
Jonathon – 2021	Melissa – 2021								

		<p>We are on a whole school journey of improvement in Literacy.</p> <p>8.5 School times discussion and proposal for change</p> <p>Our process will involve consultation with staff, student leaders and community.</p> <p>We will be looking at school times for all aspects of the school day.</p> <p>8.6 Finance Update – see attached</p> <ul style="list-style-type: none"> • One Line Budget Report • Student Centred Funding Statement • Cash Report • Salaries Plan • Financial Summary <p>Salaries looking good with constant fluctuation due to leave entries.</p> <p>School received \$15,000 funding for Mental Health Project for Term 4.</p> <p>P & C have donated the following funds to the school:</p> <p>Mathletics Subscription: \$4,000</p> <p>Literacy Resources - \$1,500</p> <p>Bus Subsidy - \$1,200</p> <p>8.7 Out of School Hours</p> <p>Tenure is up for renewal at the end of 2023.</p> <p>Parents of the Board to put out feelers to determine if parents are satisfied with Zig Zags.</p> <p>Outcome will determine a roll over of current provider or look at going through tender process.</p> <p>Discussion around doing survey, all agreed that an informal approach through board members would be appropriate.</p>	<p><i>To be discussed at next meeting</i></p> <p><i>School Board members to present feedback at next meeting</i></p>
9.0	Any Other Business	Nil	

NEXT MEETING:	16 August 3.30pm	MEETING CLOSED	5.00pm	SIGNED:		
					CHAIRPERSON	DATE

SIGNED:	PRINCIPAL	DATE
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