



# BRAESIDE PRIMARY SCHOOL

Carinya Gardens, Katanning WA 6317  
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		School Council Meeting Agenda 10 <sup>th</sup> June 2021	
		<p>ATTENDEES: Teresa Wigg, David Harries, Nerida Campbell, Sue Thompson, Lisa Ramm, Kirsty Flugge, Hayley Godfrey, Mel Tasarip.</p> <p>Absent: Georgia Kowald, Sian Anyon</p>	
1.	Welcome and Apologies		ACTIONS
1.1	<p>Opening and Welcome</p> <ul style="list-style-type: none"> <li>▪ Declaration of conflicts of interest</li> </ul> <p>David no conflicts of interest.</p> <p>Amend the previous minutes that Claire Flemming was apology for the last meeting.</p>	5 min	
2.	Minutes of Previous Meeting		
2.1	<p>Review Minutes of previous meeting.</p> <p>- Actions from previous minutes</p>		<p>Moved- Lisa Ramm</p> <p>Seconded- Kirsty Flugge</p>
3.	Priority Item 1 – Finance Report		
3.1	<p>Budget was sent via email.</p> <p>Teresa doesn't have a finance report as we are waiting for salary reports to come through. Therefore, they report would not be realistic. Teresa explained who was going on leave and how we are transitioning other staff in.</p>	5 min	<p>Moved-</p> <p>Seconded-</p>
4.	Priority Item 2 – School Board Members		
4.1	<p>Signing of Code of Conduct</p> <p>People who weren't at the last meeting they need to sign the code of conduct. Nerida, Georgia and Claire.</p>	5 min	<p>Moved:</p> <p>Seconded:</p>
5.	Priority Item 4 – PLC		
5.1	<p>Sharing of the work of 1 of our PLC. (Professional Learning Communities)</p>	5 min	<p>Moved-</p> <p>Seconded-</p>

	<p>Reviewing of Business Plan and Annual Report to identify PLC links</p> <p>Teresa related the business plan to what the staff were doing through PLC meetings, went through the PLC survey that was completed and explained the feedback.</p> <p>Courtney and Jaime Lee explained the Plc's (shared a PowerPoint) and explained why we have PLCs and what their group had done.</p>		
<b>6.</b>	<b>Priority item 5- Shared of long term asset planning</b>		
6.1	<p>Claire to attend and share the long term asset planning approach and how this will be implemented into 2022 and beyond Claire explained the ICT budget.</p> <p>Claire explained why we buy laptops and not lease them.</p> <p>David asked: What is the Server Used for: Claire explained that it's the hub for the whole school and how it holds all of our school data.</p> <p>Lisa asked about the laptops and why certain classes didn't have them all the time. Teresa explained that we share them all the time between classes.</p> <p>Internet is an issue between all schools. Teresa explained that the next step is for Claire to do an asset plan for the rest of the equipment in the school i.e. student desks etc.</p> <p>An application has been put in for a demountable office for speech etc.</p>	10 min	Moved- Seconded-
<b>7</b>	<b>Priority Item 6 – School Board Professional Learning Modules</b>		
7.1	<p><b>Teresa to complete shared task</b></p> <p>Everyone can come at 5.30pm for the next meeting to complete modules if they would like.</p> <p>David gave details on a meeting at the High School for completing modules if anyone is interested. He will send out the details.</p>	10 min	Moved- Seconded-

<b>8.</b>	<b>Priority Item 7 – Community Engagement Survey</b>		
8.1	<p>Community engagement survey - selection of items.</p> <p>Teresa cannot change anything on the survey and have the data of the survey show.</p> <p>Do we want to pick bits or change bits but this is not possible to get an aggregated data?</p> <p>It has been decided to wait for the parent opinion survey data to analyse at the next meeting instead of doing another survey.</p>	10 min	Moved- Seconded-
<b>9</b>	<b>Priority Item 8 – Yearly School Board Cycle</b>		
9.1	<p>Review of other schools.</p> <p>Teresa has developed a board calendar and given us a sample of another school's board agenda and minutes.</p> <p>Teresa has developed a Board Calendar for Braeside.</p> <p>David has obtained a copy of the High School Board Action Plan and shared it with all members.</p> <p>Lisa explained that one is used for P and C and said it works well for a P and C and thinks it will work well at board level.</p> <p>Everyone agreed that we would use a board action Items Register and that we would amend the Minutes/Agenda.</p> <p>Lisa would like the headings and priorities kept and a list of motions passed.</p> <p>David wants to add the Purpose, Documents and Led By into the current Braeside Minutes.</p> <p>Teresa to colour code the motions/things that need to be moved on the board calendar.</p> <p>Add into the current minutes the Item, Documents, Purpose, Led By, Actions/ Recommendations to be put at the bottom as a separate table and change to landscape format.</p> <p>Teresa to organise format and send to David for pre-approval as an action for next meeting.</p> <p>Teresa to put in the proposed dates for the meetings on the Board Calendar.</p> <p>Lisa would like thicker borders around each of the blocks and give a title to the first column so that it is more visually appealing.</p>		

	Put the school logo on the Board Calendar.		
<b>10</b>	<b>General</b>		
10.1	<p>The board legislation states you cannot miss more than three meetings in a row.</p> <p>Some members have reached this.</p> <p>We need to address this as we have given all members the opportunity to step down and there are other members that were not voted in.</p> <p>David will speak to the people and let them know what the requirements are and let them know and find out the feedback from them. I.e. Maybe we need to change the nights of the meetings.</p>	5 min	
<b>11</b>	<b>Meeting closure</b>		
11.1	<p>The meeting was closed at 8.16pm</p> <p>Next Meeting 29<sup>th</sup> July 2021 pm</p>		