



We acknowledge the traditional owners of the land on which we meet, the Whadjuk people of the Noongar nation.
We respect their enduring culture and acknowledge their elders –
past, present and emerging.

SCHOOL BOARD MEETING
19 February 2024 (1/2024)
AGENDA

School Board members are committed to treating all matters with confidentiality and respect.

DATE	Monday 19 February 2024		
TIME	5:00 – 7:00pm		
VENUE	Staff room Minute Taker – Libby Goodwin		
5:00pm	1.0	Welcome and apologies	
	1.1	Opening and welcome - round the table introductions AS Opened meeting at 5.00pm Welcome to new members Daniel Smith, Jessie Ting, Rhiannon Longville, Claire Clark, Anna Dennis and Suzy Minson Staff Representation Andrew Streeton Libby Goodwin Anna Dennis Suzy Minson Caris Miffing Parent Representation Owen Davies Daniel Smith Clair Clark Rhiannon Longville Jesse Ting Community Representative Cameron Brook	[Note]
	1.2	Apologies/absentees Caris Miffing	[Note]
	1.3	Review, sign and date minutes and confirm agenda Message conveyed via OD from Anna Wylie (outgoing Chair) – apologies handover notes are not yet complete. AS - Clarified the role of the Chair to publish minutes on Connect. Minutes to be circulated amongst Board members 48hrs post meeting then circulated to the parent community via Connect. Minutes approved and signed at following meeting. Further discussion next meeting on how to effectively notify parent community of publication of minutes.	[Confirm]
	1.4	Disclosure of interests No disclosures of interest	[Note]
5:05pm	2.0	School Board Presentation	Carol Selley
	2.1	School Board Training: Leadership Institute – 1.5 hours	[Inform]

6:30pm	3.0	School Board Requirements		
	3.1	Election of Chair and Secretary Daniel Smith self-nominated for Board Chair. AS Moved. RL Seconded. All members present agreed for Secretary (minute taker) to be a rotating role throughout the year. Once meetings are scheduled for the remainder of the year, a roster will be developed for secretary role. Action – Principal and Board Chair to attend Board training on Tuesday 5 March.	[Discuss]	AS
	3.3	Terms of Reference Noted that amendments had been made in Term 4 to ToR centring on composition of board. Approved via circular in term 4. AS noted that copy of ToR presented to board was incorrect. Tabled for next meeting.	[Discuss]	AS
	3.4	Review and sign Code of Conduct All members present signed Code of Conduct.	[Discuss]	AS
	3.6	Membership structure DS and AS to review	[Note]	AS
6:45pm	6.0	Principal's report		
		Student Census Submitted 19/2/24. Determines student centred funding and one line budget DS query around the size of Highgate P.S. and if there is a potential impact to NPPS numbers. AS - No impact as enrolments accepted from within school boundary only. School based decision to accept students outside of boundary.	[Note]	AS
		NAPLAN Year 3 & 5 students Week 7-9 AD coordinating	[Note]	AS
		Staffing Potential of 2-3 FTE permanent teaching positions available. In Term 2, A.S. will Chair the panel for a recruitment selection process for teaching positions. Panel composed of AS, LG, external DoE employee. AS extended offer to DS to sit on the panel. DS accepted Recruitment process for Deputy Principal Appointment Pool underway. Applications now open only to existing NPPS staff. For appointments to end Term 1 2025. CC query communication on AD Deputy Principal role to Yr 1 Rm 14 parents. AS- Sharon Downsborough currently on leave. AD in acting deputy position for first 5 weeks of term. AS to notify Year 1, Rm 14 parents if/when AD will return to the classroom. Current teacher Mrs Lee available to continue in that role if required. Recruitment process for 0.2 FTE School Officer currently underway. Recruitment process for Mainstream Education Assistant 1.0 FTE underway.		
		Business Plan and Operational Plan One year into 3-year cycle DS - How does the school track progress against the Business Plan? AS - Traffic Light system. Termly review process with the Wider Leadership Team	[Note]	AS
		Finance - Preliminary budget School will receive the budget in March. Preliminary Budget available for Board members to view. Tabled for discussion at next meeting.	[Note]	AS

		Query where Locally raised funds come from. AS - Mainly through leasing premises with outside service providers eg. Osh Club and Greek School. Note: Voluntary Contributions lower than usual in 2023. Discuss how to raise these at next meeting.		
		125 th Anniversary Update Anniversary Fair in 3 weeks time. Noted the time, effort and commitment of the 125 th Anniversary committee.	[Note]	AS
7:00pm	10.0	Meeting Close and Next meeting		
	10.1 10.2	Whip around the table <ul style="list-style-type: none"> - Daniel: Work going on behind the scenes to fill the P&C executive roles with many of the committee departing. - Jesse: Looking forward to contributing to and working with the Board - Cameron: Shared knowledge of School boards - Libby: Noted the importance of consensus and unity of the Board, providing consistent messaging to school community and building relationships amongst Board members. ● Next meeting – Monday 18 March 	[Note]	Chair

School Board Members 2024

School Board Members	Term started	Term ends
Parent Representatives		
Owen Davies	February 2022	December 2024
Claire Clark	February 2024	December 2025
Daniel Smith	February 2024	December 2026
Rhiannon Longville	February 2024	December 2026
Jesse Ting	February 2024	December 2025
Community Representatives		
Cameron Brook	February 2024	December 2026
Staff Representatives		
Andrew Streeton	Ongoing	
Libby Goodwin	July 2023	July 2026
Caris Miffling	February 2022	December 2024
Anna Dennis	February 2024	December 2026
Suzy Minson	February 2024	December 2026

Date:

Board Chair Daniel Smith