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| **Paraburdoo Primary School** |
| **School Board** |

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| **Date:** | *29 March 2022* | **Chair Person:** | *Phil Boatwright* |
| **Time:** | *6:51pm* | **Minute record:** | *Phil Boatwright* |

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| **Invitees:** | *Bruce Fraser, Phil Boatright, Joe Pregelj, Dorinda Truscott, Danielle Smith, Sarah Nicholls Taryn Ryan* |
| **Apologies:** | *Teghan Kierens* |

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| **Item** | **Led by** | | **Discussion/progress report** | | **Action & timeline** |
| ***Acknowledgement of Country*** | Bruce | | Individualised | | Completed by Bruce |
| ***Welcome*** | Phil | | Introduction of new Member Taryn Ryan | | Board introduced to Taryn & Taryn gave a summary her work history and time in Paraburdoo |
| ***Previous Minutes*** | Phil | | Attached | | Minutes reviewed and motioned by Dorinda and seconded by Danielle |
| ***Financial Status*** | Bruce | | 2022 Year finalised budget | | Bruce provided an overview of the current financial income and outward expenses with an overview of the funding agreement which requires board sign off post this meeting.  Time was spent providing a further insight into the school funding working and contributions with fall throughout the year |
| ***Role of the Board*** | Dorinda | | Module 3. | | Dorinda provided a summary of the module with process and role accountabilities highlighted. |
| ***Data*** | Bruce | | 2022 initial data | | PAT / NAPLAN overviews and rankings reviewed and discussed in line with the current school focus and attn areas, in which the focus group audit system also recommended. Time was spent deep diving the current state, working groups and steps being undertaken by staff to keep aligned with the strategic plan identified lasts year. |
| ***Operational Plan & Targets***  ***2022*** | Bruce | | Operational Plan some targets have been added | | Operation plan changes were reviewed and discussed understanding the shift in respective aspects. |
| ***Staffing 2022*** | Bruce | | Staffing update presented to board by Bruce. Available prior. | | Current shortages continue to be a focus area, with flying squad support ongoing. Recruitment is underway for existing role and pending positions which have been highlighted as “at risk” |
| ***Policies*** | Dorinda | | Attendance  Awards – Presentation & Graduation | | Dorinda presented the attendance plan and updates of focus topics with parents and staff. As the attendance office role is still in recruitment Dorinda will continue to lead and monitor conformance.  Award criteria was displayed and reviewed in order to better communicate the process to the community prior to this year’s EOY ceremony |
| ***50th Birthday*** | Bruce | | Following the Working Party and discussions with Rio. | | Bruce updated the board on the latest meeting correspondence with RTIO and community teams, further suggestions and working groups will be developed in time aligned with the current dates. |
| ***P&C*** | Teghan | | Undertakings for 2022. | | Teghan was an apology, so a brief overview of the part the P&C can play with school contributions this year was spoken to. |
| ***Covid Update*** | Bruce | |  | | Easing’s are anticipated pre the commencement of term 2 once officially communicated by WA GOV. |
| **Future Agenda & Dates** | Phil | | * School Review 2 Domains * Data examination incl community, staff, student surveys * Cultural Awareness Plan * 50th Birthday * Fees and Charges 2023 * Planning 2023 | |  |
| **Module 4 Next Meeting** | Phil | | Who will undertake some preparation to share with the Board the essence of Module 4? | | Joe P has accepted to brief module 4 in the next board review meeting |
| ***General Discussion*** | All | |  | |  |
| ***Next meeting:*** | | **TBC** | ***Meeting closed:*** | **08:06pm** | |