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

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| **Date:** | *8 February 2022* | **Chair Person:** | *Phil Boatwright* |
| **Time:** | *6:45pm* | **Minute record:** | *Phil Boatwright* |

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

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| **Item** | **Led by** | **Discussion/progress report** | **Action & timeline** |
| ***Acknowledgement of Country*** | Bruce | Individualised by Bruce  |  |
| ***Welcome*** | Phil | Introduction of new Members | Introduction of the board to new members Joe Pregelj and Sarah NichollsAcknowledgement of Kerry Hunters departure and contribution to the school and communityL&S Rhatigan not currently in a position to commit to a board seat, so recruiting still requiredAcknowledgement of Tracey Jacobs for her record keeping of the board meeting minutes and progress note taking. A Minute recorder will be nominated at the beginning of each board meeting moving forward. |
| ***Previous Minutes*** | Phil | Attached | Phil Boatwright was present by phone ln – to be marked as present not an apology – Moved Teghan 2nd Danielle |
| ***Financial Status*** | Bruce | 2022 Budget January | Budget summary presented to the board.Bruce conducted an overview of the process and structure behind cash forwarded including the salary amounts with definitions  |
| ***Role of the Board*** | Phil | Modules sent to new Board Members prior. | Acknowledgement of the modules being received by the board for personal review, further information of review and presentations later in agenda |
| ***Operational Plan & Calendar******2022*** | Bruce | Operational Plan and Calendar available prior. | Acknowledgement of calendar and plan in earlier correspondence – not available at meeting due to IT faults. |
| ***Staffing 2022***  | Bruce | Staffing update presented to board by Bruce. Available prior. | Overview of current roles filled and vacantOverview of PE position at PBO and the state demandEA increase due to student number increase over the end of year breakClass changes due to new students implemented as communicated in Q4 (P1)EA Lead introducedAttendance office recruitmentAIEO still to be securedLibrary role now available post J Chan’s official resignation |
| ***P&C*** | Teghan | Undertakings for 2022. | 2022 Calendar to be developedYear 6 coordination required for school gift in 2022 |
| ***Covid & Union Status*** | Bruce | There are ‘possible’ interruptions to regular school plans early in 2022. What are our plans? | Union clarity with members around out of hours work requirements – COVID controlsSchool closure to be endorsed for the swimming carnival – as it will still be progressed in the current stateEndorsed – Phil Boatwright |
| **Future Agenda & Dates** | Phil | * School Review 2 Domains
* Data examination
* Cultural Awareness Plan
* Awards Criteria
* 50th Birthday
* Fees and Charges 2023
* Planning 2023
 | Clarification of the pending dates or quarters of these activitiesAttendance plan to be added to future agenda  |
| **Module 3 Next Meeting** | Phil | Who will undertake some preparation to share with the Board the essence of Module 3, Board Induction? | Dorinda Truscott has offered to present module 3 pending workload and covid actions – Phil B to support if required |
| ***General Discussion*** | All | School Board Member to submit a person introduction and photo to Bruce prior to the 17th FebSchool board minutes required prior to the 9th of Feb in time for the P&C meeting |
| ***Next meeting:*** | **29 March, 2022** | ***Meeting closed:*** | **7:55pm** |