



School Board Meeting Minutes

DATE:	THURSDAY 27 February 2020	CHAIR PERSON:	Warren Bachman	VENUE:	Conference Room
TIME:	8.00-9.00am	MINUTES:	Naomi Jones		
ATTENDEES:	Warren Bachman, Jacqui Jurewicz, Ben Turner, Ryan Kenny, Carolyn Ayton, Caroline Cassidy, Jo Dos Santos, Jo Butler, Candice Sawyer, Letitia Rose, Shelley Mansfield, Zak Kirkup MP				
APOLOGIES:					

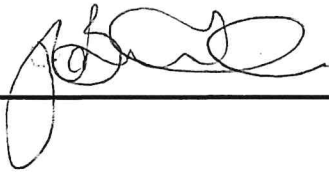
AGENDA	PERSONNEL	ACTION/FOLLOW UP
Welcome	Jo Butler	<ul style="list-style-type: none"> Jo welcomed everyone to the first meeting of the year in particular new members: Jacqui Jurewicz, Candice Sawyer, Letitia Rose, Shelley Mansfield and Zak Kirkup MP. Introductions around the table.
Board Chair Election	Jo Butler/Warren Bachman	<ul style="list-style-type: none"> Jo declared the position of Chair vacant and open for nominations. Warren Bachman renominated Jo Butler for the position of Chair. <i>Moved: Caroline Ayton Second: Caroline Cassidy</i>
Previous Minutes	All	<ul style="list-style-type: none"> Copy of previous minutes provided to all members. No business arising from previous minutes.
Terms of Reference	Warren Bachman	<ul style="list-style-type: none"> The Department has updated Terms of Reference for School Boards and the school has adopted this. Copies provided to all members. Jo Butler and Warren Bachman met earlier to discuss and clarify points. Board is a Council of an independent public school. Discussed functions of the Board—the main emphasis of the Board is on educational decision making. Board training to be made available for new members—Warren will advise.

AGENDA	PERSONNEL	ACTION/FOLLOW UP
2019-2021 Business Plan	Warren Bachman	<ul style="list-style-type: none"> • All members have been provided with Board packs which contain the Business Plan. • School expectations included in the plan and recently discussed with staff. • Checklist completed—what we have done and have not done. • Same strategies to be followed this year. • No questions or further discussion.
2020 Budget	Warren Bachman	<ul style="list-style-type: none"> • The Finance Committee endorsed the Budget for 2020. • School Board checks priorities set in the Business Plan are reflected in the budget. • Code of Conduct formulated years ago and endorsed by the Board. Ryan Kenny to raise at the next Board meeting. • The Board approves voluntary contributions set for the year (\$60) per student. • 20 years ago sat at 87% paid, declined to 40% however have been able to raise to 63% last year. • Voluntary contributions included in the booklist. • Some parents pay a donation. • Board also determines extra optional components ie Anticipated Costs of items such as excursions etc to enable families to budget. • If the school lists an anticipated item at a set figure ie camp \$500 then school cannot ask parents to pay more than this. • Personal Items lists (booklists) are approved by the Board as well as the supplier selection process—currently utilising Ziggies who have done a fantastic job. • Any sponsorship arrangements to involve the Board. • School activities on religious education ie Scripture involve the Board - a process was undertaken previously where a decision was made to not continue as components were covered by the curriculum. • A major role of Board members is to promote the school community within the local and broader community. • Any issues can always be clarified by referring to the school. • Partnership with the whole school community when managing behaviour. • Falcon has a transiency rate of 20%. • Teachers consistent and parents are supported. • Board does not intervene in any control or management of the school or instruction of the school or performance manage the Principal or any other employee. • All concerns go through appropriate forum. • Board does not intervene in the management or purchase property.

AGENDA	PERSONNEL	ACTION/FOLLOW UP
<p>Terms of Reference</p>	<p>Jo Butler</p>	<ul style="list-style-type: none"> • Jo discussed attendance at Board meeting to have a quorum of 85%. • If no quorum meeting can be delayed to allow time for attendees. • Meeting can be rescheduled or go ahead. • Jo noted roles of Office Bearers, Board Chair, Executive Officer, Principal, Elections and appointment of Members. (pages 6-8) • Staff with students at the school vote as a staff member not a parent. • Grandparents cannot represent on the Board. • No more than 15 members on the Board. • Board meeting frequency set at two per term with all meetings open to parents however they do not have voting rights. • An Annual Public Meeting is held once every year—this is advertised to the wider school community. Warren suggested Week 4 Term 2 (21 May, 2020). • Generally held after the issue of the Annual Report (early Term 2).
<p>Financial Report</p>	<p>Warren Bachman</p>	<ul style="list-style-type: none"> • Finance Committee endorsed the 2020 Budget. • Currently running preliminary Budget which will be operational in March. • School cannot carry over a lot of money—must spend 90% in the year you receive funds. • Voluntary contributions 50% - last year 63%. • Voluntary Contributions—has been successful advertising our target for Voluntary Contributions in the newsletter—currently set at \$32,820. • Waratah providing an excellent service for before and after school care with offsite care for vacation care. • P&C have requested a Wish List for fundraising which Warren has provided. • P&C - \$18,000 requested this year to go towards more student related areas such as: Sports Carnival, Library books, Laptops (50% with the school), Nature Playground. • Alcoa grant successful for \$5,000—P&C are going to match this amount. • Expenditure accounts discussed. • Continuing with Chaplaincy program—Harriet Coombe. • Student diaries school partially subsidises this cost \$13—parents pay \$10. • School makes sure every student has a diary. • Donation bin back of canteen area—school receives \$50 every time bin is emptied. • Candice suggests advertising this in the school newsletter. • School currently upgraded phone system to new web based phones Department rolling out. • Warren concerned school was not made aware of cost to the school. • Warren to raise this at the next Principals Network meeting. • Reserves: Photocopier, Computer Equipment, Furniture Fittings, Computer Lease. • Next year Finance Committee has approved not having itemised Reserve accounts—will be a General Reserve Account except for the Photocopier. • School needs to increase Surplus. Low due to unexpected costs—currently sitting around \$6,000. • One EA on list for redeployment currently school covering the cost of this staff member—Department to cover this cost. • Finance Committee approved the 2020 Budget on 25 February, 2020. <p>2020 Budget Noted by School Board <i>Moved: Jo Butler Second: Caroline Cassidy</i></p>

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Principal's Report	Warren Bachman	<ul style="list-style-type: none"> • Currently 74 places filled out of 80 in Kindergarten. • 2 x Pre Primary classes plus one Pre/Year 1 class. • Students must attend their local school except for Kindergarten. • Parents can apply for P-Y6 cross boundary enrolment—Principal will approve if places available. • If applying after census done—case by case basis. • Any extra students can be an imposition on teachers. • Kindergarten students returning for Pre Primary must re-enrol. • Kindergarten does have an Exemption protocol for certain groups not immunised. • Non immunised students from Pre Primary onwards are not exempt unless there is a cause for exemption due to an outbreak. • Enrolments currently sitting at 547 funding is based on this number. • Drop in enrolments due to two schools either side of Falcon PS. • Two new staff members due to mobility transfers: Jodie Bell for Sally Hurle; Bridget Annel for Barb Pearson. • Science focus at the school this year with all Pre Primary to Year 3 doing Science and Years 4 to 6 doing Art. • Art teacher Nigel Boyle retiring and Science will continue across the school. • BER building infrastructure designed for Art/Science. • Julia Dolinsek Science Teacher. • Robyn Hyde is retiring as Library Officer. • This will be restructured to 4 mornings included two of which to be full days. • Lynette Bolin will relieve in this position and then it will be advertised next term.
Fathering Project	Ryan Kenny	<ul style="list-style-type: none"> • School is keen to support this with the first meeting set for Thursday, 2 April 7.00pm –9.00pm. • Venue will be the school running under the P&C. • Cost \$1,100 annual membership with 50% contribution from school. • Goal is about becoming a better father.
Compass	Ryan Kenny	<ul style="list-style-type: none"> • School will be implementing a new form of communication for parents in place of Connect. • Compass runs parallel to the Department system. • Currently focussing on attendance within the school with a plan to roll out next term to parents. • Newsletter will be replaced with news feeds, excursion forms sent electronically with payment/permission options, attendance notifications for absences with option for parent to provide a response for absence.

AGENDA	PERSONNEL	ACTION/FOLLOW UP
		<p>Next Meetings (Weeks 4 & 8):</p> <p>Term 1: 26 March</p> <p>Term 2: 21 May (Public Meeting), 18 June</p> <p>Term 3: 13 August, 10 September</p> <p>Term 4: 5 November, 3 December</p>



Jo Butler
Board Chair