



**BANNISTER CREEK PRIMARY SCHOOL
SCHOOL BOARD
MINUTES OF MEETING NO 1**

Date:	20 th February 2017	Chair Person:	Mark Burgess
Time:	3.15pm	Minutes taken by:	Chris Steel
Attendees:	Mark Burgess (MB), Amy McKendry (AM), Lyn Macauley (LM), Dianne Ridley (DR), Haylee Campbell (HC), Linda Ross (LR), Neil Worland (NW), Julie Stone (JS), Louise Loosen (LL), Julie Roberts (JR)		

Item No.	Item	Led By	Discussion/Progress Report	Action & Timeline
1.0	Welcome & Apologies			
1.1	Opening & Welcome New Members: Introductions	Mark	Welcome to new Staff Members – Travis Miller & Julie Stone and new P&C Member – Clare Balfe	
1.2	Apologies/Absentees	Mark	Dr Christine Cunningham (CC), Bill Johnston (BJ), Travis Miller (TM), Clare Balfe (CB)	
1.3	Nominations for Board Representatives	Lyn		
1.4	Nominate a Deputy Chairperson	Mark	With Daniel leaving, we need a new Deputy Chair. Linda nominated, unanimously accepted.	
1.5	Confirmation of Agenda	Mark	Additional Business - Request to have Aboriginal Representative on Board Agenda Confirmed	
2.0	Disclosure of Interests			
3.0	Previous Minutes			
3.1	Confirmation of Minutes		Confirmed Linda & Dianne	
3.2	Actions Arising: <ul style="list-style-type: none"> Treasure Hunters update 	Lyn	<ul style="list-style-type: none"> Treasure Hunters is a Christian Youth Club that would be held as an optional club at lunchtime. Lyn has spoken to them, they are canvassing the local Christian community to get people to run the activities. If viable, will put out expressions of interest. 	

			<ul style="list-style-type: none"> The Science program is being followed in the classroom, now that Mr Stanley has left. We probably won't have a Science specialist next year either, more likely to go with Technologies. 	discuss next meeting
4.3	Finance – Endorse the Contingency Budget	Dianne	<ul style="list-style-type: none"> Dianne explained the Contingency Budget – cash budget. Pool of funds allocated based on student numbers. Funds pay for cash budgets. Finance Committee approved on 15th February. Cash budget is for curriculum purchases, utilities, equipment etc. Reports given to members to go through. Extra days for Chaplain (\$11,000) and OT (\$12,500) Programs. We will be having 4th year Curtin Uni OT students in Term 2 & 3. Up to school to decide what is the best way to utilise them. This will be a fantastic resource for school. They are prepared to work across all year groups. Louise asked who will pay for any related resources that may be needed. Lyn said we will look at this as it arises. Will keep prompting parents to pay voluntary contributions through statements, newsletter etc. Prue already has a grant of \$1,700, which will cover specific Phys Ed resources. She also intends for apply for more grants. Commissions from booklist - \$3,000, plus 4 free booklist to parents. Willetton Uniforms also give a small amount of commission. Reserve account - \$15,000 for computers, plus money already set aside for specific projects. 2016 Roll-over is quite high because some things like the Aboriginal seasons trail still to be paid for. Schrole is saving lots of time with getting relief staff. <p>Contingency Budget Endorsed - unanimous</p>	
4.4	Finance – Endorse the Student Centred Funding Budget	Dianne	<ul style="list-style-type: none"> Di explained Student Centred funding to members (\$4.8m – incoming funds). 	

			<ul style="list-style-type: none"> • This is a Preliminary report only – we will receive the funds at the end of March, based on the census data from 17/2/17. • Additional funding for Aboriginality, Students with Disability, EAL/D, Social Disadvantage and an Educational Adjustment based on NAPLAN results. • Targeted Initiatives funding – NQS, Psych, Kindy & IPS admin allocation. • One Line budget – (Student Centred funding, plus locally raised funds of \$147,922 & other revenues) • \$5.1 to spend. \$4.5 into salaries, \$500,000 cash. Variance of \$113,000 to roll-over next year. • At least \$60,000 needed to cover costs at beginning of year such as electricity, resources etc. <p>Endorsed - unanimous</p>	
5.0	Reports and Operational Matters			
5.1	Principal's Report	Lyn	<ul style="list-style-type: none"> • We have 550 funded students, 2 unfunded (fee paying). • Classes are close to capacity. We have 3 kindy classes, have enrolled all on wait list. It would cost \$90,000 for 0.6FTE teacher & EA, so didn't get enough enrolments to cover costs for 4th class. • Year 1/2 class caused lots of queries. We have very good teachers in split classes. This year, we have straight Year 5 & 6 classes. • We are focusing on communication across the school. Staff processes – maintain open communication at all levels. Collab teams reporting back to all staff, good structure within the school. • Teaching support – we are continuing peer observation and support. • Students to be aware of the levels they are expected to achieve. • We are committed to putting extra funding into teaching resources – Cheryl, Rana & Sue provide extra support for students. We also have a partnership 	

			<p>with Murdoch Uni. 4th Year teaching students here throughout the year. This is a fantastic model for them and our school. They were amazed at the intense work at the beginning of the year.</p> <ul style="list-style-type: none"> • Specialist teachers this year – Music, Chinese, Phys Ed & Art. Ms Hurae is already doing some great art work with students. A banner has been made for the Harmony family picnic. • Grounds – The Noongar seasons trail is a great opportunity for outdoor classroom. When we had the new parent school tour, one class was out with clipboards. We will look at trying for a grant for funding. ECE play area - should be finished by beginning of 2018. Seeking support from the P&C. Year 3/4's are very keen on cubbies – Fathering Project to assist. The Men's Shed was also suggested. • Helping Hands ongoing – this is a great asset. • After school activities – Auskick, kidz n sport, basketball, gymnastics, dance group. Need to check Friday pupil free day. 	<p>Seek P&C support for funding ECE play area</p> <p>Check Fri 3/3 re after school activities</p>
5.2	Board Priorities/Strategic Plan for 2017	Mark	<ul style="list-style-type: none"> • Priorities for this year – we would like one project that the Board can focus on. Suggestions - Permanent kiss and ride bay, seasons trail, ECE play area, cover over basketball courts or garden area. Mark has discussed some of these with Lyn. • Linda would like to put together a PR campaign. • ECE playground – hoping P&C will support. Total cost of quote was \$70,000, spent \$17,000 so far. There is \$20,000 in the budget, plus lapathon fundraising to come. • I would be good for the Board to promote a fundraising event, but we can't actually raise funds. It could be run by the P&C and endorsed by the Board. Mark will bring back more research to next meeting. 	<p>Members to think about which project they would like to support</p> <p>Mark to bring more research to next meeting</p>

5.3	Board Member Terms	Mark	<ul style="list-style-type: none"> • It would be preferable to stagger parent board members' terms, as they all finish at the same time presently – possibly amend Terms of Reference. • Amy will finish this year too but hopefully the next President of the play group will continue in her place. • Discuss at next meeting. 	Discuss at next meeting
5.4	Aboriginal Member		<ul style="list-style-type: none"> • Trish Hill-Wall, a grandparent of one of our students, expressed an interest in being a member of the School Board. She is co-ordinator of Mundaring Hills Discovery Centre and would bring a lot of knowledge to the group. Definitely worth looking into. Request Trish to provide a bio for the next meeting. However, that would mean 15 members, which is the maximum. • It was agreed to get a bio from her, then bring back to next meeting for a decision. . 	Lyn to get a bio from Trish Discuss at next meeting
6.0	Other Business			
6.1	SIMS update	Kailee	<ul style="list-style-type: none"> • Letter from Kailee – re private music tuition in the school. Last year, we had PMI and one of their teachers was a 17year old who lacked experience with young students and it was very disruptive. • We would like to run a similar program ourselves. Kailee sourcing possible teachers. 32 students already interested. • We can apply for an instrumental package by Yamaha, for developing a school band, Kailee is very keen to apply. • The Board is happy for the school to continue with this process. 	

6.2	Calendar of Events	Lyn	<ul style="list-style-type: none"> • Members given term planners • Aussie of the Month could be presented by a Board member. • Leadership Award was also suggested. Could be given on alternate week to Aussie of the Month. Would be for students across all year groups, for any leadership skills displayed e.g. taking the initiative to sit with students sitting on buddy bench. • Come up with definition and name at next meeting. Teachers to nominate recipients, one award only. • Guidelines next meeting, introduce next term. 	Discuss Leadership Award at next meeting
6.3	Noongar Seasons Trail Walk	Lyn	Members had a walk around the Noongar Seasons Trail after meeting concluded.	

Next Meeting:	20 th March 2017 3.15pm		
Meeting Closed:	4.40pm	Signature of Chair Person	Date