



SCHOOL BOARD MEETING

Minutes of Meeting

Term 2 – 13 May 2020

Warnbro Primary School – Via Zoom

Meeting Commenced – 6.30pm

Attendees: Andy Burns (Chair), Rebecca Coslani, Emma Jackson, Betty Riley, Kirsten Wittber, Lorinda Carmen, Allison McBeth and Jools Richardson

1.0	Welcome and Apologies	Actions
1.1	Opening and Welcome <ul style="list-style-type: none"> ▪ The meeting was opened by Andy Burns 	Complete
1.2	Apologies Denis Terrell Amy Tos	Complete
1.3	Confirmation of Agenda <ul style="list-style-type: none"> ▪ The Board confirmed the Agenda. 	Complete
2.0	Disclosure of Interest	
2.1	<ul style="list-style-type: none"> ▪ The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items of the Meeting. 	NIL
3.0	Minutes of Previous Meeting	
3.1	Review of the previous meeting minutes. - Confirmed	Carried Rebecca Seconded Betty
3.2	Actions Arising from the previous meeting. Review progress on actions arising from the previous meeting, including identifying any outstanding actions, date to be completed and who is responsible for ensuring completion). <ul style="list-style-type: none"> • Training to be reviewed at a later date – postponed due to COVID19 	Andy to review at next meeting



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4.0	Priority Item A	
4.1	Discussion on achievements of the School Board over the course of 2019 – Success in becoming an Independent Public School. Andy - Congratulations to everyone involved. It was great to be part of the process.	Complete
4.2	Focus 2020/ Strategic Direction for Public School 2020-2024 Focus – Department of Education Publication (DOE) that is released every year. Strategic Direction – This publication is released every 4 years from the DOE. Please read through both and refer any questions to the school.	Complete
4.3	Homework Policy – Homework is not supposed to be arduous for students. It is supposed to be habit forming to help prepare for High School homework demands. It is not new learning but building on what has been learnt in class.	Complete
5.0	Correspondence	
5.1	IN: None OUT: None	Complete
6.0	Reports and Operational Matters	
6.1	Principal's Report- Report attached Plans throughout the school have changed due to COVID 19. The staff have done an amazing job adapting to the changes. We have 19 students still on learning from home. It is great to see so many children return to school. Next week more are expected to return.	Complete
6.2	DPA-Resourcing and Support Allison advised the Funding Agreement for 2020 is required to be presented and minuted and then noted by Chair and Principal. This agreement outlines that Financial practices within the school are as per Department of Education Policies and Procedures and requirements such as accountability of funds being utilised for intended purposes such as Targeted Initiatives etc. Budget 2020 Allison advised of the attached budget for 2020 that had been recommended by the Finance Committee for approval by the School Board. Allison advised that there will be slight changes to the budget due to COVID 19 effects on different areas within the budget such as voluntary Contributions, charges will be down due to COVID19 and not expected to increase. The budget will increase in other areas such as cleaning due to extra cleaning required and the Department of Education has provided extra funds in staffing and cash to assist. We have saved some money on staffing due to COVID19 which we have and will continue to use for webinar training for staff. We are on track for overall budget for the end of year but it will look a little different from what was initially laid out due to COVID19. It was agreed that an e-mail with the attached school budget would be sent to absent board members due to the school needing to have the budget fixed for the year as soon as possible.	All present Endorsed the budgets. Email to be sent to Denis and Amy regarding School Budget for 2020 approval - Jools



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	The question was asked about opening the school canteen. At present due to COVID19 we are unable to open. We have had a little interest in an independent person coming in to open but this will be put on hold until all restrictions are lifted.	
7.0	Other Business- <i>(Items not on the agenda can be raised for discussion (with the chair's prior permission).</i>	
7.1	Rebecca – Due to COVID19 the pupil free day we had planned this Term on 28 April the Department gave this day to all schools for planning. We therefore have an additional day to add into Term 3 or 4 this year. Rebecca will advise. We are waiting to hear who will be Principal next Term.	
8.0	Next Meeting	
	General Meeting Our next meeting will be held on 3 June at 6.30pm via Zoom.	
9.0	Meeting Closed	
	The meeting was closed by Andy Burns at 7.02pm	

Signed (Principal) _____

Signed Board Chair _____

Date _____