

# School Board Meeting Minutes



Date: 24<sup>th</sup> March 2021

Time: 3.20pm

Present: Jamie Dadd, Peter Hackett, Chris Hennessy, Brittney Haigh, Bryn Allan, Julie Frantom, Joseph Smart, Ashlee Craig

Apologies: Robyn Jackson-Stegner

Agenda Item	Discussion Points	Action
<p>Welcome &amp; Review Outstanding Items</p>	<ul style="list-style-type: none"> <li>Chris - Discussion of DoE Connect platform and where to find content and Board resources.</li> <li>Welcome to new Board Members Joseph Smart and Ashlee Craig.</li> <li>Discussion of infographic with new statement words as agreed at last meeting. Bryn-suggests terms of reference from infographic could be the foundation/structure of an action plan to build on school aims of engaging the community. (see notes Engaging and Working with the Community Toolkit)</li> <li>Peter – where any families affected by the Wooroloo Fires? Assistance available from Bendigo Bank if required.</li> </ul>	<ul style="list-style-type: none"> <li>Chris to order badges for new members.</li> <li>Updated infographic to be used in School Planning docs.</li> </ul>
<p>Principal’s Report</p>	<ul style="list-style-type: none"> <li>Future school numbers and reasons behind this. Chris - numbers will stay low until larger junior class numbers will come through. Number usually stay constant and in comparison with other HEC schools’ numbers have remained the comparable over 9 years. Brittney – Playgroup numbers are good so positive signs in coming years. Population at</li> </ul>	<ul style="list-style-type: none"> <li>ECE playground in construction soon.</li> <li>Funding for project from Jessica Shaw MP and P&amp;C.</li> <li>Finance Report to be delivered next meeting.</li> <li>Bryn to look at social media options to promote school.</li> <li>Peter to look at Mundaring Facebook page as possible platform for CPS news and PR.</li> </ul>

	<p>Chidlow defined by housing availability and factors such as low numbers of rentals. Chris – High Schools offer specialist programs not so much primary students example of Sawyers Valley School with high Special Needs numbers. Current year groups about 15-17 students per year. CPS disability funding will reduce at end of 2021 with 3 Year 6 students leaving. Aim to promote CPS as lead STEM school with STEM projects and competitions planned.</p> <ul style="list-style-type: none"> <li>• Peter – suggests that promotion via social media / good news stories may support school enrolments. Bryn- could also be a side benefit of community engagement. Lots of good activities and events are happening @ CPS. These should be sent out via social media, Facebook. Joseph – Can we use student photographs? Chris- photo permission gained via media policy signed parental forms. Peter- suggest CPS also joins Mundaring Facebook page.</li> </ul>	
<p><b>Statement of Expectation</b></p>	<ul style="list-style-type: none"> <li>• Members have read document.</li> <li>• Bryn – many of the pointers are reliant on the Principal. Chris -The Statement of Expectation replaces the previous document Delivery and Performance Agreement.</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of Expectations is endorsed by board.</li> </ul>
<p><b>School Board Organisation and Training</b></p>	<ul style="list-style-type: none"> <li>• Bryn outlined training required for Board Members.</li> <li>• Bryn - Induction of new Members includes completion of Modules 1&amp;2, 3&amp;4. Modules are found on Connect site. Brit to share a summary of the Modules next meeting.</li> <li>• Chris - Police clearance documents to be sighted for all Board Members / should be a register on file.</li> </ul>	<ul style="list-style-type: none"> <li>• Brit to share summary of Modules 3&amp;4 next meeting.</li> <li>• Julie to find or create register of Police Clearance docs of Board Members.</li> <li>• Bryn to introduce induction process.</li> <li>• New members to read through Modules and information on Connect.</li> </ul>

	<ul style="list-style-type: none"> <li>• Bryn will cover board member induction process next meeting. Could new members look at Modules on Connect?</li> </ul>	
<p><b>Precious Plastics Program</b></p>	<ul style="list-style-type: none"> <li>• Bryn – Filament machine almost completed awaiting parts from eastern states. Practice filaments have been produced. Peter- has small gauge drill bit if required. Bryn- PP Subcommittee to plan process for caps collection. Plans to show recycling plastics to filament process to classes in near future. Chris-suggests that cap collections could be washed and sorted by students in Sustainable Schools program classes Room 6 &amp; 8.</li> <li>• Jamie – plastics may not need washing as will be treated at high temps in process but quality and colour will be more consistent if washed. Caps will need to have white inserts removed / possible tool for this?</li> <li>• Chris- could Bryn check the plastic lid collection that is in the SS Shed?</li> <li>• Jamie – plan to make filament by trial and error.</li> <li>• Bryn- after trials the machines can be calibrated to make various types of plastic.</li> </ul>	<ul style="list-style-type: none"> <li>• Subcommittee to be formed to consolidate Precious Plastics activities – Bryn, Jamie, Joseph and interested others.</li> <li>• Bryn to check collections of plastic lids and recyclables in Sustainable Schools shed.</li> </ul>
<p><b>CPS School Report 2020</b></p>	<ul style="list-style-type: none"> <li>• Chris - Could Board members review document CPS School Report 2020 and provide feedback regarding the text i.e. is the data section too dry / long?</li> </ul>	<ul style="list-style-type: none"> <li>• Board to provide feedback on CPS School Report 2020.</li> <li>• Board to endorse CPS School Report 2020 next meeting.</li> </ul>

<p><b>Engaging and Working with the Community Toolkit</b></p>	<ul style="list-style-type: none"> <li>• Chris introduces toolkit which outlines strategies to develop community involvement and engagement with schools. The headings on each element are: <i>Partnerships with Parents, Community Collaboration, Decision making, Communication with the Wider Community</i>. The Board Members were asked to read the toolkit prompts and rate the CPS on each criteria on the Partnerships with Parents sheet.</li> <li>• Discussion – Ashley – Some relief teachers not so friendly. Bryn – Experience positive with teachers from the younger years. Ashley – positive or negative experiences could make school harder to access for parents. COVID now less people coming in to assist with reading in the mornings and similar.</li> <li>• Bryn – suggests Board Members read Partnerships with Parents and consider some strategies we could implement from areas raised by the tool.</li> <li>• Chris – possible extension to use Infographic to structure/sort ideas. Whole toolbox document to be placed in Connect for Board Members to utilise.</li> <li>• Joseph – example of community partnership Fire Truck incursion with Room 8 students.</li> </ul> <p>Close of meeting 4.50 pm</p>	<ul style="list-style-type: none"> <li>• Board Members to bring Partnerships with Parents toolkit docs for further discussion and planning next meeting.</li> <li>• Chris to place all toolbox document on Connect for Board Members to read and review if interested.</li> </ul>
<p><b>Other Business</b></p>	<ul style="list-style-type: none"> <li>• Short Bios of Board Members required with photographs. Bryn, Robyn and Brittney have completed theirs.</li> </ul>	<ul style="list-style-type: none"> <li>• All other Board Members to complete Bios and send Photographs.</li> </ul>

**Next Meeting** WEDNESDAY 5th May 2021

I declare these minutes to be a true and accurate record of the meeting.

Signed : \_\_\_\_\_

Date: \_\_\_\_\_

Bryn Allan  
School Board Chair