



SCHOOLS BOARD OPEN MEETING MINUTES (TERM 3, 2022)

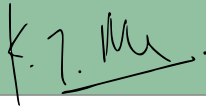
Held in The Harbeck Centre

On 17 August 2022 at 7 00 PM

INVITEES

Chair	Katharine Nash KN
Principals	Leon Wilson (MHPS) LM and Alison Harman (ESC) AH
Staff Representatives	Melanie Cross MC , Kylie Grace KG , Jennifer Meyer JM , Thomas Norman TN , Cailie Spencer CS
Parent Representatives	Jools Spon-Smith JS , Brandon Munro BM , Julia Wilcox JW
Community Representatives	-
Guests	Ailsa Moore AM
Apologies	Belinda Owen BO , Glenn Savage GS , Scott Yelland SY

SUPPORTING DOCUMENTATION Located in Dropbox / Schools Board / Meetings / 2022 / 3. 17 AUG 2022

SIGNED on 22 AUG 2022:  **Katharine Nash, Board Chair**

MEETING CALLED TO ORDER AT 7.00pm

		Documents to Review
1	Welcome	
1.1	Opening and Welcome	
1.2	Acknowledgement of Country , A personal Acknowledgement of Country was offered by JS.	
1.3	Confirmation of Agenda: <i>Agenda Schools Board Open Meeting Term 3, version 3</i>	
1.4	Conflicts of Interest Recorded: None recorded	
1.5	Correspondence: ANZAC Cottage Letter of Support for Heritage Council of WA award	
2	Previous Meeting Minutes	
2.1	Meeting minutes of 25 MAY 2022 were circulated, approved and signed on 22 JUL 2022	

2.1	<p>Actions arising from meeting of 25 MAY 2022</p> <ul style="list-style-type: none"> • Ensure that the “Marjorie Williams’ ANZAC Cottage Bursary” is correctly referenced at graduation ceremony: Ongoing • Board Chair input to recruitment of ESC Principal: Ongoing • Update Business Plan Strategy Statement to reflect Board input: Completed • Tehani Dellar-Pratt Commendation: Completed • Acknowledge P&C in creation of Cultural Garden: Completed 	
3	Board Governance: Updated Governance Documents	
3.1	Updated Terms of Reference , led by Julia Wilcox: Reviewed and Approved - JW, CS	
3.2	Updated Code of Conduct , led by Jools Spon-Smith: Reviewed and Approved – JS, KN	
4	MHESC Principal Update, Financial Update and Board Business , Alison Harman and Ailsa Moore	
4.1	<ul style="list-style-type: none"> • General Comments, per ESC Principal Report <ul style="list-style-type: none"> - Staffing difficulties <ul style="list-style-type: none"> - Two staff members absent with covid - One staff member off for several weeks with an injury inflicted at work - Education assistants on strike - Acting Principal attendance delayed with illness - Buddy class relationship and Hale relationship back in operation - Integration going well with many children in mainstream classrooms - Some feelings of disconnect with main school. Example given was P&C meeting <p>Action: ESC and MHPS to define vision for schools partnership, and articulate to school community, and increase visibility of MHESC (eg. Showcase in newsletter).</p> 	
4.2	• MHESC School Review on TUE 23 AUG: <i>Information Only</i>	
4.3	• ESC Professional Development Days 2023: Reviewed and Noted: KN, BM	
4.4	<ul style="list-style-type: none"> • MHESC Operational One Line Budget and Cash Report: Reviewed and Noted, KN, BM <ul style="list-style-type: none"> - \$35,196 unallocated in cash - Over budget in salaries - \$192,497 	
5	MHPS Principal Update, Performance Review and Board Business , Leon Wilson, Jen Meyer, Cailie Spencer	

5.1	<ul style="list-style-type: none"> Present Annual Board Public Statement: Reviewed and Noted: KN, JW 	
5.2	<ul style="list-style-type: none"> Student academic data review: <i>Information Only</i> <ul style="list-style-type: none"> LW confirmed focus on improving academic performance relative to like-schools. Spelling results used as example to highlighted opportunity for whole-school evidence-based strategy. CS spoke about Shaping Minds professional development, including the associated strategies of Daily Review and checks for understanding. A larger cohort of teachers will participate in the Shaping Minds professional development in 2023. Training will occur on Professional development days. Student attendance review: <i>Information Only</i> 	
5.3	<ul style="list-style-type: none"> JM presented attendance data. There has been an increase in absenteeism. Majority is illness but also significant increase in vacation days. Regular attendance (9 out of 10 days) decreased from 82.0% in 2021 to 57.4% in 2022. General discussion about whether we will return to pre-covid attendance rates given change of habits and reduced tolerance of illness at school. <p>Action – Board to continue to monitor overall attendance rates</p> <p>Action - Board to consider appropriateness of students taking whole day absences for appointments</p>	
5.4	<ul style="list-style-type: none"> MHPS Professional Development Days 2023: Endorsed: KN, BM <ul style="list-style-type: none"> Thu and Fri 28-29 Jan Fri 3 Mar Thu 6 Apr Fri 2 Jun Fri 15 Dec 	
5.5	<ul style="list-style-type: none"> MHPS School Contributions and Charges: \$60 amount reviewed and approved: KN, BM <p>Action – Document to be updated to be more meaningful for parents</p> <ul style="list-style-type: none"> MHPS Booklist 2023: Not ready to be approved at this meeting. Will be distributed to Board Members by CS prior to next Board Meeting. 	
6	MHPS Financial Update, Leon Wilson	
6.1	<ul style="list-style-type: none"> MHPS Operational One Line Budget and Cash Report: Reviewed and Noted: BM, KN <ul style="list-style-type: none"> Projected variance expected to be approx. \$239,000 One fewer class will be required next year Financial reporting error related to Covid leave pay Charges and fees tracking behind due to events late in year such as camp <p>Action: Targeted communication to year 3 parents transitioning to much larger class sizes in 2022</p>	
7	Business Plan Update, Katharine Nash	
	<ul style="list-style-type: none"> Summarise staff consultative process and feedback in Business Plan development Review current Business Plan content and provide Board input. Board members split into groups to consider draft business plan. Feedback advised: <ul style="list-style-type: none"> intent of the content is sound. Opportunity to improve readability by reducing number of words in “what you will see” column. recommendation to limit to single page per strategic priority area recommendation to improve accessibility of language for parents 	
8	Board Sub-Committee Reports, None	

	<ul style="list-style-type: none"> • <i>Sub-Committees have not convened in 2022 in order to first establish school strategy, business plan priorities and targets, and resourcing.</i> • Relationships: Review 2022 Nominations for Board Commendations, Julia Wilcox Action: JW to distribute current list of nominated parents and list of outgoing parents. Board members to review and provide additional nominees and justification. 	
9	School Board Priority Summary, per Term 2 Board Meeting	
	<ul style="list-style-type: none"> • Business Plan, <i>facilitated by Katharine Nash (in progress)</i> • Music Guild Governance, <i>facilitated by Belinda Owen (in progress)</i> • Neurodiverse Student Strategy (Stage 2), <i>facilitated by Cailie Spencer</i> • Update faction names and colours with students, <i>facilitated by Tom Norman and Kylie Grace (reconsider as a 2022 priority)</i> <ul style="list-style-type: none"> - KG advised of complexities. Strong inter-dependencies with RAP. Desire to ensure student voice also included. <p>Action – KG to continue to consider process. Will not be prioritised in 2022.</p> <ul style="list-style-type: none"> • Contribution, Culture and Legacy Mural, <i>facilitated by Tom Norman and Kylie Grace</i> <ul style="list-style-type: none"> - TN obtained quote from artist, Jerome Davenport, \$15,000 or \$16,000 based on two potential sites. Available from 2023 <p>Action – TN to continue to pursue and report back to Board with aim to implement early 2023.</p> <ul style="list-style-type: none"> • Financial Assessment and Reporting, <i>facilitated by Brandon Munro (reconsider as a 2022 priority)</i> • Policy: Third Party Facilities Usage, <i>(reconsider as a 2022 priority)</i> 	
10	P&C Update, Julia Wilcox	
	<ul style="list-style-type: none"> • JW shared the following update provided by Tasha Hawkins, P&C President <ul style="list-style-type: none"> - Event dates planning underway for fundraising 2022 (Junior and senior carnival Bake sale, Lapathon, Halloween themed Disco) - Uniform shop convener resignation - misunderstanding of job roles. Currently looking to fill this position. - Resignation of events (Shari until end of September) who will be replaced by Kira start of October. May not be a permanent solution. - Junior athletics carnival bake sale profited \$1613.25, senior to come. - Yr 6 Custom uniform sizing/ exchanges. The sizes run small, 4 parents came forward wanting to exchange sizing despite being a custom order/no exchange policy. Next year will need to communicate the small sizing if we use the same supplier. • JW also shared that the former P&C Treasurer, who was expelled from the P&C in 2021, is continuing to raise concerns about the conduct of the canteen. She has approached board members and a staff member from the District Office. P&C is confident there is no justification for the concerns and welcomed an audit from WA School Canteen Association earlier in 2022. Results of this have been provided to District Office. 	
11	Forthcoming Meetings	

	<p>Next Meetings</p> <ul style="list-style-type: none"> • WED 9 NOV at 7 00 PM in Harbeck Centre, MHPS <p>Agenda Items for Forthcoming Meetings:</p> <ul style="list-style-type: none"> • Approve Booklists • Approve Business Plan • Approve Commendations • Approve Graduation Award recipient 	
12	Meeting Close	
	<ul style="list-style-type: none"> • Meeting closed 9.25pm 	