

**Minutes of meeting No 3, Tuesday 9<sup>th</sup> May, 2023**

**ATTENDEES:** Jenny Hess – JH (Chair), Robert Marshall - RM (Principal), Louise McCague – LM, Sophie Macqueen – SM, Candice Glass - CG (Staff), Maryann Tsai (MT), Jaylene Flynn – JF, Josh Honsa (JHo), Safiyah Abdul Aziz (SA) (Community)

<b>Priority</b>	<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
	1.1	<b>Opening and welcome:</b> The meeting was opened by the JH (Chair), at 1.32pm with a formal acknowledgement of country.	
	1.2	<b>Apologies:</b> Pascal Elahi – PE, Jo Laufer – LF, Criz Manai – CF	
	1.3	<b>Confirmation of agenda:</b> Confirmed.	
	<b>2.0</b>	<b>Disclosure of interest</b>	
	2.1	RM advised Board he would excuse himself from the Board Meeting from Point 6.	
	<b>3.0</b>	<b>Minutes of previous meeting</b>	
	3.1	<b>Review minutes of previous Meeting No. 3 - Attachment 1:</b> JHo – Moved MS – Seconded	Approved
	3.2	<b>Actions arising from the Meeting No. 3</b> Board member photos still required for some Board Members.  PE – asked JH to discuss the opportunity for the school to run a Free Breakfast Club. RM advised need had not been flagged by Staff, plus investigation of need and suitability would need to be undertaken.  The school to provide a Premium Youtube Account. RM also advised would need to investigate need and suitability of this educational expense or if alternate may be of better use.	
	<b>4.0</b>	<b>Principal's Report</b>	
	4.1	RM presented his Principal's Report.  The appointment process for the new Principal has commenced.  Staffing changes to PP1. Amanda Desmond is taking leave for the rest of the year with Shanay Coote coming in.  Semester 1 Reports will be sent home via Connect on the last week of Term 2.  NAPLAN results to be discussed when received. Expected by next Board meeting.  The school will be participating in an independent NQS verification in Week 7. This is undertaken by the Department upon request from the school.  Jack Collard to present the Indigenous Culture Incursion to PP-Yr 6 in Week 4.	

		<p>Website is complete however waiting on photos of some Board Members.</p> <p>National School Survey to be undertaken by Staff, Students and Community later this Term.</p> <p>Harmony Day was recognised in Week 8, Term 1. Our EAL/D Parent Afternoon Tea was a great success.</p>	
<b>5.0 Finance Report</b>			
	5.1	<p>RM presented the 2023 Funding Agreement</p> <p>RM advised Board of how the funds are received and then spent on this years cohort.</p> <p>The school is expected to spend 96% of the schools funding and 10% from the previous years rollover funds.</p> <p>Finance committee meets twice a Term, a week before each Board Meeting.</p> <p>We currently have 437 students.</p> <p>79% of Voluntary Contributions have been received.</p> <p>New Chaplain will commence in Week 5 for 2 days per week.</p>	
	5.2	<p>RM presented the Finance Report for May 2023.</p> <p>JHo requested some clarification on the Goods &amp; Services Budget.</p>	
<b>6.0 Principal Appointment Process</b>			
	6.1	<p>RM left the Board meeting at 2.17pm.</p> <p>JH advised the recruitment process for the new Principal has commenced. As the Board Chair, JH is on the selection panel.</p> <p>The Board Chair requested feedback from Board Members as to what their expectations of the new Principal are.</p> <p>JH to take feedback as part of selection panel discussions.</p>	
<b>7.0 Other Business</b>			
	7.1	Nil	
<b>8.0 Next Meeting</b>			
	8.1	Tuesday, 6 <sup>th</sup> June, 2023 at 1.30pm.	
<b>9.0 Rutable evaluation</b>			
<b>10.0 Meeting Close/adjournment</b>			
	10.1	The meeting was then closed by the Chair at 2.51pm.	

---

Signed (Chair)

Date

---

Signed (Principal)

Date

Priority – For Decision(D), For Action (A), For Information (I)