

Minutes of meeting No 4, Tuesday 6th June, 2023

ATTENDEES: Jenny Hess – JH (Chair), Robert Marshall - RM (Principal), Sophie Macqueen – SM, Candice Glass - CG (Staff), Maryann Tsai – MT, Jaylene Flynn – JF, Josh Honsa – JHo, Pascal Elahi – PE, Jo Laufer – LF, Criz Manai – CF (Community)

Priority	1.0	Welcome and apologies	ACTIONS
	1.1	Opening and welcome: The meeting was opened by the JH (Chair), at 1.35pm with a formal acknowledgement of country.	
	1.2	Apologies: Louise McCague – LM, Safiyyah Abdul Aziz – SA	
	1.3	Confirmation of agenda: Confirmed.	
	2.0	Disclosure of interest	
	2.1		
	3.0	Minutes of previous meeting	
	3.1	Review minutes of previous Meeting No. 4 - Attachment 1: SM – Moved JHo – Seconded	Approved
	3.2	Actions arising from the Meeting No. 4 Board members photos for the school’s website.	
	4.0	Principal’s Report	
	4.1	RM presented his Principal’s Report. Semester 1 Reports to be distributed via Connect on Thursday 29 th June. Several Board members have indicated they will be attending Board Training Session. NQS Verification to be undertaken this week. Precocious Program to participate in the Tournament of Minds. Staff undertook professional learning on use of Dept’s SEN Planning platform and reporting on IEP’s. School Website has almost been completed. New promotional photos were taken and have been added to the Website. National School Opinion Survey with staff, students, and community to be undertaken in Week 9 of Term 2. Next EAL/D Parent Get-Together to take place on Thursday 22 nd June.	
	5.0	Finance Report	
	5.1	RM presented the Finance Report which included the One Line Budget and Cash Report. Voluntary Contributions – 80%.	

		Contracts currently under review for water, electricity, gas, OSHClub, Uniforms West.	
6.0 Public School Review Recommendations – Action Response			
	6.1	<p>RM presented in detail the 2022 Public School Review Action Response.</p> <p>RM explained and discussed each of the 7 Domain's – Relationships & Partnerships, Learning Environment, Leadership, Use of Resources, Teaching Quality and Student Achievement & Progress. RM went over the Recommendations made, Action already undertaken and Proposed Future Actions.</p>	
7.0 National School Opinion Survey 2023			
	7.1	<p>RM - The National School Opinion Survey was last carried out in 2022 and will need to be undertaken again this year.</p> <p>All questions are standard however Principal can add questions.</p> <p>Individuals are not identified.</p> <p>Data is not compared with other schools.</p> <p>JH – asked Board members to take away. If Board members would like to add any additional questions, please email RM by the end of this week.</p> <p>RM – the survey will be sent to Parents by the end of Term 2. It will be sent via Connect and the School's Newsletter. RM will approach the P & C for assistance in promoting.</p>	
8.0 Other Business			
	8.1	JH advised the process for the principal's position is continuing. A result should be announced by Week 10 of Term 2.	
9.0 Next Meeting			
	9.1	Tuesday 1 st August 2023	
10.0 Roundtable evaluation			
10.1 Meeting close/adjournment			
	10.2	The meeting was then closed by the Chair at 3.00pm.	

Signed (Chair)

Date

Signed (Principal)

Date

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

