

**Minutes of meeting No 7, Tuesday 24<sup>th</sup> October, 2023**

**ATTENDEES:** Robert Marshall - RM (Principal), Louise McCague – LM, Sophie Macqueen – SM, Candice Glass - CG (Staff), Josh Honsa (JHo), Maryann Tsai – MT, Criz Manai – CF (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 SM (Deputy Chair), at 1.39pm with a formal acknowledgement of country.	
	1.2	<b>Apologies:</b> Jenni Hess, Jaylene Flynn, Safiyyah Abdul Aziz, Pascal Elahi, Jo Laufer	
	1.3	<b>Confirmation of agenda:</b> Confirmed.	
	<b>2.0</b>	<b>Disclosure of interest</b>	
	2.1	Nil	
	<b>3.0</b>	<b>Minutes of previous meeting</b>	
	3.1	<b>Review minutes of previous Meeting No. 6 - Attachment 1:</b> CG – Moved MT – Seconded	Approved
	3.2	<b>Actions arising from the Meeting No. 6</b> Nil	
	<b>4.0</b>	<b>Principal's Report</b>	
	4.1	RM presented his Principal's Report. <ul style="list-style-type: none"> <li>• The 2024 staffing pool has now been finalised and appointments for next year have commenced.</li> <li>• 2024 projected enrolments is 442 students. Class structure is to run 18 classes (2 Kindergarten classes and 16 PP – Year 6).</li> <li>• Department released the 2024 Focus for Principals. Staff to received tomorrow.</li> <li>• WA public schools received federal funding to support student mental health and wellbeing. The school have targeted the years 4-6 and have been running sessions with a positive response so far.</li> <li>• 2024 Prefect Elections are taking place this Thursday.</li> <li>• Speech Night to be held on the 6<sup>th</sup> December. There will be 2 assemblies held.</li> <li>• Year 6 Camp – 6-8 November.</li> </ul>	
	<b>5.0</b>	<b>Finance Report</b>	
	5.1	RM presented the Finance Report. Finance Committee met to finalise Contributions and Charges 2024 for the Board to approve.  RM will present the School Financial Summary report at future Board meetings.	

<b>6.0 School Approvals for 2024</b>		
6.1	RM advised of the Staff Development days for 2024. There will be 6 scheduled days, 3 of which are mandated. <i>29/30 January, 13 Dec (mandated)</i> <i>15 April, 15 July, 7 October (school nominated)</i> Dates approved by the Board.	Approved
6.2	RM presented the proposed Contributions and Charges for 2024. RM discussed the estimated maximum costs for families. Board approved.	Approved
<b>7.0 Strategic Plan 2024-2026</b>		
7.1	RM presented the draft Strategic Plan for 2024-2026. There has been a few changes since the initial draft previously presented at our Board meeting. Board members are encouraged to give feedback if any in the next week to enable the final draft to be completed by next Board meeting in Week 7. The completed Strategic Plan is to be completed and handed to all families at the beginning of the 2024 school year.	
<b>8.0 Other Business</b>		
8.1	Nil	
<b>9.0 Next Meeting</b>		
9.1	Tuesday, 21 <sup>st</sup> November, 2023 at 1.30pm	
<b>10.0 Rountable evaluation</b>		
<b>11.0 Meeting Close/adjournment</b>		
11.1	The meeting was then closed by the Deputy Chair at 2.28pm.	

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Signed (Chair)

Date

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Signed (Principal)

Date

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