



<b>Meeting</b> <b>Week 7 – Term 1 – 2024</b> <b>12 March</b> <b>North Cottesloe Primary School – Staff Room</b>		
Item	Agenda	Minutes
<b>1.0</b>	<b>Welcome and apologies</b>	
1.1	Opening and welcome  <b>Acknowledgement to Country</b>	<i>Board chair, James Fitzpatrick, opened the meeting at 6:04pm with an Acknowledgement of country.</i>
1.2	Apologies and absentees	<i>In attendance – Jenn Allsop, James Fitzpatrick, Helen Knowles, Morgan Shaw, Cameron Pether, Justin Edwards, John Livingston, Simon Lamplough Executive Member [minutes] – Paula Hartley</i>
1.3	Confirmation of agenda	<i>Agenda confirmed by Jeanette Williams</i>
<b>2.0</b>	<b>Disclosure of Interests</b>	
2.1	Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the Chairperson prior to the meeting to determine appropriate way to manage the conflict.	<i>nil</i>
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	Review of Previous Meeting	<i>Point 1.2 Justin Edwards not an apology. Confirmation of the minutes from the previous meeting: Moved: Jeanette Williams Seconded: Helen Knowles</i>
3.2	Actions Arising from the previous meeting.	<i>Nil</i>
<b>4.0</b>	<b>Correspondence In and Out</b>	
4.1	Letters to and from Regional Office re half day alternate close for parent interviews Term 1	<i>Letter from Regional Office re request for half day close – Parent Interviews</i>

5.0	<b>Reports and Operational Matters</b>	
5.1	Board Chair 2024 – spill and fill	<i>Nominations open for Board Chair – Justin Edwards nominated, with James Fitzpatrick nominating to back up</i>
5.2	Board Code of Conduct – read and sign [Exec Officer to file]	<i>Code of Conduct and Role Statements for Board were distributed, to be signed by each member and returned.</i>
5.3	Business Plan and Public School Review Standards	<i>Board received an explanation of what is required and how the review works</i>
5.4	Board Terms of Reference	<i>Noting there is a Terms of Reference and what the composition is</i>
5.5	Finance Reports 2023 and Funding Agreement 2024 *School Budgets not open as at 12 March 2024*	<i>Funding Agreement is not available yet through the One-line budget. The Annual Report is due this year. The budgets aren't available yet until our Census data is confirmed.</i>
5.6	Statement of Expectation 2024	<i>Principal explained how the document works and the expectations, roles and responsibilities of a Principal and how they're reviewed. Board needs to be aware of this document. Discussion on current Union impacts</i>
5.7	Annual Report 2023 *By email Week 9 of Term 1*	<i>Annual report is under construction, an explanation was shared on what's included</i>
5.8	Board Self-assessment 2023 – Review data National School Opinion Survey 2023 – Review data	<i>Conversation regarding the data , background- 6 people completed the survey, the timeframe was tight, the survey was huge with many difference domains. Discussion about what the data means and what we should focus on moving forward. People don't have a solid understanding of the school finances and how they work. Every 2 years schools survey their students, their parents and staff. The number of responses was low, particularly from staff and parents.</i>
5.9	Social Media and Marketing Guidelines – Review current guidelines	<i>From the last meeting we were going to come back with an action on what to focus on from the survey. Social media and marketing guidelines – a greater presence in the wider community. Schools are encouraged to have social media platforms. The plan is to market the school to the wider community. We use it to celebrate the things that are happening and the successes of our students. We market events that are happening in our school. Focus for the year – social media</i>
5.9A	Configuration of the school day – Review/Discuss	<i>Discussion/preload – the school revisited the structure of the school day with Doug Cook, to bring a greater block on non-interruption time for core business and learning. Do we have an appetite to review this to eliminate lessons split with lunch breaks, starting earlier, finishing earlier. It's not something done lightly, the discussion seemed to be that the Board is happy to entertain a conversation regarding the current structure of the school day.</i>

<b>6.0</b>	<b>Board Box</b>	
	School newsletter – Board contribution *Topic *Author	<i>Justin Edwards volunteered to write the Board Box following this meeting</i>
<b>7.0</b>	<b>Next Meeting</b>	
	Next meeting – Week 4 – Term 2 Agenda out by 30 April 2024 Date 7 May 2024, 7-8:30am in Rm 8	<i>Pushed back one week due to Year 6 Canberra Camp</i>
8.0	Meeting close	<i>Meeting closed 7:42pm</i>

**Ngany kaaditj waangkiny koora burdiya nidja boodja yanginy nganyang yira koora yey koorliny noongar moorf. Ngany djoorabiny mandja nyin kaadatjiny Noongar boodja.**

*I acknowledge the traditional owners of this land and pay my respects to past, present and emerging elders. It is a privilege to meet, live and learn on Noongar land.*

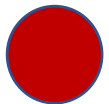
Understand	<b>Understand decisions</b> made by the principal and others
Inform	<b>Inform decisions</b> made by the principal and others
Make	<b>Make decisions</b> with the principal and others



Meeting



Working Towards



Not meeting

Judgement – How are we going?  
Evidence – How do we know how we are going?  
Improvement – What are we doing next, determined by our judgement and evidence?