

Beenyup Primary School Board Meeting Minutes

Subject: Board Meeting

Location: Beenyup PS Meeting room – Beenyup PS conference room

Time: 3pm – 4.30pm

Chair: Shaye Mack

Secretary: Mel Lipple

Date: Monday, 12 February 2024

Present: Shaye Mack, Chelsea Versaico, Rebecca Instance, Lisa Barns, Donna Covill, Simone Harvey, Leeann Eifler, Michelle Mader

Apologies: Rob Coles



Open:

Time	Item	Documents	Purpose	Led by	Recommendations	Discussion	Actions
	1. Welcome and apologies			Chair		Meeting opened 2:58pm. Apologies – Rob Coales	
	2. Disclosure of interests			Chair		Nil	
	3. Minutes of meeting	Meeting minutes from 27/11/23	Make: (for approval)	Chair	Accept	Accepted: LE Seconded: CV	
	4. Action register		Understand	Chair		Members to confirm approval of updates to Dress Code Policy – confirmed.	
Administration agenda items							
	5. Correspondence		Understand	Chair		29/1/24 Letter from PSA directorate re: confirming Term 3 school visit Follow up Term 3 2024.	
Strategic Agenda Items							
	6. Principal's Report	Principal's Report	Understand	Principal		-Welcome back – 2024 -Staffing and class structures - At this stage restructure, dependent on 2024 enrolment numbers, may need to restructure later in the year. - School Business Plan - On Entry Assessment commenced - Student Leader speeches – voting complete – Leaders will be announced at next assembly on 16/02/24. -Hard copies of Behaviour Management Plan and Communication Overview with families provided for Board files, and updated Self-Assessment Schedule, School Board Report Plan - Transition from Connect to Compass as primary communication with families	
	7. Financial presentation		Understand	Principal		Presentation by MCS, Teena Hind - Student Centred Funding Module	

						<ul style="list-style-type: none"> - 90% staffing salaries, 10% operational budget - Purpose and components of SCFM - Preliminary One Line Budget Statement - Additional income streams for school other than P&C – local grants, OSH Club and Dental onsite - Potential part time canteen trial in T3/T4 2024. Investigating options. - Voluntary Contributions – potential ideas to increase Voluntary Contribution payments 	
	8. Annual Report	Annual Report draft	Understand and Make	Principal	Approve	Reviewed and discussed Annual Report. - Annual Report Approved	
	9. Attendance data	Attendance data	Understand	Principal		Included within the Annual Report.	
	10. Board Chair election	Board Chair responsibilities overview	Make	Chair		Board Chair to present responsibilities and role of Board Chair position prior to nomination and election process. - Shaye Mack elected as Board Chair - Leeann Eifler elected as Deputy Board Chair	
	11. Board membership & composition review		Understand, Inform and Make	Chair		Discussed and understood	
	Information Agenda Items						
	12. Review of DoE key directions and strategic plan	Building on Strength & Focus 2024	Understand	Principal		Discussed Focus 2024 and how this is reflected in the planning and work of the school.	
	13. Review Statement of Expectations	Statement of Expectations & PP	Understand	Principal		Discussed.	
	14. Ongoing induction Module 1	Module 1	Understand	Chair		Discussed in previous Board Meeting.	
	15. Perception Forum		Inform	Chair		-2024 Booklists options - Hot Weather Policy - Beenyup has an extreme weather policy aligned to recently released Dept planning.	
	General Business						
	Next meeting		Understand	Chair		Monday, 18 March 2024 at 3pm.	
	Close			Chair		Meeting closed: 4:25pm.	