





Spearwood Primary School School Board February 2023 MINUTES

DATE:	Monday 13 th February 2023	CHAIRPERSON:	Janine Griffiths
TIME:	3.15 pm	Minute SECRETARY:	Carol Derbyshire
ATTENDEES:	Marta Rotondella, Carol Derbyshire, Melinda Nelson, Janine Griffiths, Jodie Bridges, Sarah Hayward, Rachel Kemp, Sonia Nelson and Katherine Wood.		
APOLOGIES	Crystal Pierce, Renee Smith		

ITEM	LED BY	DISCUSSION/ PROGRESS REPORT	ACTION/TIMELINE
Welcome		<p>Kaya ngalak djoorabiny noonook djinanginy Kij Boorn (Spearwood) kaadadjiny miya-p. Ngalak dandjoo Wadjak Noongar boodja-k. Ngalak kaadatj Noongar Birdiya koora koora, yeyi wer boordakan. Kij Boorn (Spearwood) kaadadjiny miya-p baal yengkalang kwobidak djerap, dek wer moort.</p> <p>Hello, I'm happy to see you at Spearwood Primary School. We come together on Wadjak Noongar country. We acknowledge Noongar elders long ago, now and in the future. Spearwood Primary School is surrounded by beautiful birds, plants, and families.</p> <p>Spearwood acknowledgement was created as part of the Aboriginal Language project.</p>	
1. Apologies, Previous Minutes & Business Arising	Marta	<p>1.1 For this item Principal will act in Chair and Carol Derbyshire will act as secretary. Formal election for these positions to take place as item two.</p> <p>1.2 Apologies – Crystal Pierce has put in apologies for this and the next meeting. She does want to remain on board and will be good for other meetings in the year.</p> <p>1.3 Previous Minutes tabled - any Business arising.</p>	Minutes are compiled by Secretary and signed by Principal and Board Chair.
2. Composition and Roles of School Board	Marta	<p>2.1 Discuss Board membership 2023 Principal: Marta Rotondella: Compulsory Member Staff Members: Carol Derbyshire, Manager of Corporate Services, Carol is at the end of her tenure. Melinda Nelson, teacher, elected to the position on Monday 30th January 2023. Community Member: Janine Griffiths – Janine is officially at the end of her tenure. This position scan be nominated and approved by Board members.</p>	<p>All school board members and school council members must have a criminal history check through the Screening Unit before they can start their role.</p> <p>This is in accordance with the Criminal History Screening Policy¹.</p>

			<p>Parent Members: Spearwood Primary School has encouraged optimal parent membership. If there comes a time where nominations exceed the terms of reference a parent vote needs to be held. Previously as the board felt the increase was a positive outcome for the school and student the Board has voted to change number of parent members in the terms of reference. Jodie Bridges, Sarah Hayward, Rachel Kemp Sonia Nelson, Crystal Pierce, Renee Smith Katherine Wood.</p> <p>2.2 Discuss Membership. We are good. Our current terms of reference has 4-8 parents listed and a total of 7-12 membership. We are at 7 parents and 11 members</p> <p>2.3 An Invitation to this meeting was made in first newsletter.</p> <p>2.3 Review of Terms of Reference – Everyone should have copy of this in file – copy also on website. Read website copy on Electronic Whiteboard for this Review.</p> <p>2.4 Vote on 2023 Board Chair and Secretary</p> <ul style="list-style-type: none"> • Chair: Janine Griffiths • Secretary: Carol Derbyshire <p>2.4.1 Secretary to maintain the register of members' phone numbers and email addresses. <i>It may be useful to regularly update the register with current information.</i> <i>N.B. Please note that it is advisable to obtain consent first, as Boards may be in breach of the (Commonwealth) Privacy Act 1988 by keeping phone numbers on the register without consent.</i></p>	<p>To get the check completed the member must follow the process on the Screening Unit website?</p> <ul style="list-style-type: none"> • Community Member: Janine • Nominated by Marta • Second by Jodie • Vote: Unanimous • Secretary: Carol • Nominated by Marta • Seconded by Katherine • Vote: Unanimous • Chair: Janine • Nominated by Katherine • Second by Carol • Vote: Unanimous
3.	Financial Review: Budget, Finance Committee Minutes.	Carol	<p>Pre-Reading Financial Reports</p> <p>3.1 2023 Budget tabled (version 4 and version 6) and Discussion to be endorsed via email once it becomes operational. - Census 131 (as on 09.02.2022) students.</p> <p>3.2 One Line Budget Summary, Cash Report, Minimum Expenditure Requirement</p> <p>3.3 Comparative Budgets tabled: Period 12 2022 - 2 Jan 2023 and Period 1 2023 – 2 Feb 2023.</p> <p>3.4 Finance Committee Minutes tabled 09/12/22.</p> <p>3.5 Voluntary Contributions and Charges Period 1 2023.</p>	<p>The Board 'notes' the 2023 budget as presented and approved by the finance committee on 9.12.2022 Moved: Carol Second: Katherine Vote: Unanimous</p>

Pre-Reading – Unbranded Annual Report 2022			
4.	Principal's Report including School Structure	Marta	<p>4.1 Principal's Report Tabled and Discussed.</p> <p>4.2 Annual report 2022 draft is complete. There have been a couple of small corrections since this was printed. This will be sent soon to be branded.</p>
6.	2022 Attendance Data	Marta	<p>2021 Semester Two Summary - 2022 was an again unusual year which impacted greatly on attendance at all schools. It was particularly bad for Spearwood Primary School and we dropped in caparison to 'like schools'. We will refocus on this now.</p> <p>One of the roles of School Board each year is to set policy for advertising.</p> <p>Previously the decision was:</p> <ul style="list-style-type: none"> ➢ Community events to be placed in newsletter free of charge that are of benefit to the school community. ➢ Newsletter advertising including flyers to be managed by Schoolzine in co-operation with the school. Breaches or conflicts of interest to be addressed immediately by admin staff. ➢ Judgement of benefit to be made at school on case by case and where any issues arise the advertisement issue will be brought to the next school board meeting. <p>Advertising Policy: remain as is Vote: Unanimous</p>
8.	Advertising and Sponsorship	Marta	<p>Religious Instruction</p> <p>Youth Care have been able to supply trained volunteers for an 'opt-in' 'Treasure Hunters' Program. This ran successfully in 2022.</p> <p>With Board Approval to be discussed - It will be running Thursdays at Lunchtime and if there are any concerns it will be brought to the Board.</p> <p>Chaplain</p> <p>The school Chaplain is supplied by Youth Care and paid for by a grant. She does not give Religious Instruction and her services are 'opt out'. This means she will be used to support families and students as needed. Parents can opt out of this for their children.</p>
10.	Religious Instruction	Marta	<p>Religious Instruction: continue Vote: Unanimous</p>
11.	General Business	Janine	<p>Nil</p>
Next Meeting	Term One Monday 21 st March 3.05 pm	 Janine Griffiths - Chair	 Marta Rotondella - Principal
			<p>3:56 PM</p> <p>Meeting Closed</p>

