

**A school of happy children and a dedicated staff.  
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**School Board Meeting Minutes  
Monday 14th March 2022  
3.15pm Conference Room**

<b>Board Membership</b>	
<b>Board Chair:</b> Alex Dunster	<b>Parent Representatives:</b> Simone West
<b>Principal:</b> Maree James	Christina Byrne
<b>Manager Corporate Services:</b> Kathy Bullock	Amanda Joseph
<b>Executive Officer:</b> Mishelle DelCaro	Luke Williamson
<b>Teacher Representatives:</b> Deborah Parker, Sue Block	<b>P&amp;C: Representatives:</b> Andrea Cassar
<b>Apologies:</b> Simone West	

<b>Item</b>		<b>Notes</b>
<b>1</b>	Welcome: Alex D	Alex welcomed Luke Williamson to the School Board.
<b>2</b>	Previous Minutes: Alex D	Previous minutes were accepted.
<b>3</b>	Financial Report: Kathy B	<p><b>Finance Report</b> Feb finance has been verified and March finance closes early on the 23 March.</p> <p>The School Resourcing System (SRS) Operational Reporting and Operational Planning is unavailable from Wednesday 9 March through to Tuesday 22 March 2022 due to the preparation of school budgets using the Feb census figures.</p> <p>The One-line budget and Cash report documents that were handed out (also in the CONNECT library) are actual figures that we have imputed from our draft budget tabled to the School Board in November 2021. The salary rollover for 2022 is \$249,595 but if you were to look at salaries on the SRS you would see them in the red as they are still in preparation.</p> <p>Our Finance Committee will meet post 22 March to readjust the budget. We had a very good response to Voluntary Contributions &amp; Charges through the booklists.</p> <p>A February Cash Gateway was paid on 18 February 2022 being \$45,056 but budgets were still set using our carry over cash amount of \$223,248. The gateway is calculated on 25% of our 'Cash Gateway Amount', being \$350 000 in our Preliminary Planning module of the SRS as of on 14 February. A further 25% will be paid in the March Cash Gateway and the remaining 50% in the July Cash Gateway.</p> <p>After the 2022 school budgets are released, we will have the opportunity to change the proportion of our budget to be received as cash if we want to. We need to put any changes into the School Allocation Module (SAM) by Monday 28 March to receive payment in the cash gateway on Thursday 31 March.</p> <p><b>Other Business</b> One of our new leases ordered in 2021 has arrived and up and running. Our next lease is due in Term 2. You may have noticed some works on the school</p>

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		<p>over the summer break: painting of kindy poles, guttering to match the new fence, weatherproofing the gaps in the verandah that separate the kindy rooms.</p> <p>Deb P has arranged weather proofing blinds that will assist in the winter months with financial support from P&amp;C.</p>
<p><b>4</b></p>	<p>Principal's Report: Maree J</p> <p>School Operations</p> <ul style="list-style-type: none"> <li>• Start to School Year</li> <li>• Staffing</li> <li>• COVID Update</li> <li>• Focus 2022</li> <li>• Business Plan Update</li> <li>• Draft Annual Report</li> </ul>	<p><b>START to SCHOOL YEAR</b></p> <p>We have had a relatively smooth start to the school year, with everyone responding well to the required operational guidelines with COVID.</p> <p>Whilst it was disappointing that the Parent Information Afternoon/Evenings were cancelled, we have received very good feedback regarding how well informed the community is being kept.</p> <p>Assembly arrangements are going well with the third presentation assembly this due this week.</p> <p>Before and after school extra-curricular activities: cricket and music have been well attended and all staff are to be applauded for their efforts in ensuring these activities continue for our students.</p> <p>On Entry Assessments for PP(compulsory) &amp; Y1 (optional) were completed last week. Results will be shared at our next meeting.</p> <p>Harmony Day will occur next Monday – all students are invited to come to school dressed in National Costume or Orange-colour of Harmony.</p> <p>Year 6, 3-Day Camp at Kerem Adventure Camp has been arranged on the existing dates (in light of all camps being cancelled/postponed). Sincere thanks to Mrs Block and Year 6 staff for their prompt action in securing this event. The children are very much looking forward to attending.</p> <p>Playgroup has not yet recommenced. Whilst we have parents interested in coordinating, we are awaiting update/advice from WA Health/Dept.</p> <p><b>Staffing</b></p> <ol style="list-style-type: none"> <li>1. Mrs Andrews (S6) remains on Sick Leave until the end of Term – Ms Heyes will continue in this role. Ms Heyes is to be commended on her outstanding work in collaboration with Mrs Holden.</li> <li>2. Mrs Phatouros requested to withdraw from her contract effective Wednesday 9<sup>th</sup> March, citing family reasons related to COVID-19. We thank Mrs Phatouros for her dedicated commitment to the learning program of the students in T12 and her role as part of the Year 3 teaching team.</li> </ol> <p>We welcome Michelle Scott to our staff. Ms Scott has met with our Admin Team and Mrs Myers. She has previously done relief work at our school and completed a thorough handover with Mrs Phatouros. Ms Scott is very excited to be part of the CPS team.</p> <p><b>COVID Update</b></p> <p>The school community, staff, parents and students are to be commended for the manner in which they are responding and adapting to the changes:</p>

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1. **Absentees:** Week 5 & Week 6
2. **Very High Caseload Settings:** 10/3/22 - greatest impact relates to **household contacts** and **asymptomatic close contact** (templates presented to Board Members)
3. **Close Contact Exemption:** If staff/student test positive to COVID-19 and completes isolation, that person cannot be classified as a close contact for 8 weeks following the date they finish isolation. If more than 8 weeks have passed since they finished isolation, they can be classified as a close contact as per the usual criteria.  
[Close Contact Modification \(Schools and Approved Education Facilities\) Directions \(www.wa.gov.au\)](http://www.wa.gov.au).
4. **Critical Worker Guidelines:** The Critical Worker Policy recognises education as an essential industry. Staff who are critical to continued school operations and are a close contact but asymptomatic can continue to carry out their duties. (Critical Worker Operating Guidelines flowchart presented to Board Members).
5. **Rapid Antigen Tests:** Schools have been supplied with an allocation of RATs to be used for staff identified as critical workers. Processes re mutual agreement followed and Critical Worker Consent Form signed.
6. **Staffing and Support**  
Local solutions for staffing will continue to be explored when staff are absent due to COVID-19 reasons. Our CRO - Coordinator Regional Operations will be contacted and a support request to COVID central staffing will be submitted if solutions cannot be found.

**Focus 2022** – copy provided to all Board Members

- striving to achieve success for *Every student, every classroom, every day*
- the moment by moment decisions that all staff make, that make a difference to the learning lives of students
- continued commitment to the Quality Teaching Framework: Dept’s shared understanding of what quality teaching looks like
- focus on “all students belonging” and able to experience success at whatever level they’re at. Students’ learning will have purpose reflected in a desire to follow a calling / pathway.
- committed to creating culturally responsive classrooms and building on the strengths of Aboriginal students; keeping identity, language and culture strong and safe for future generations
- continue commitment to work closely with our families, carers and communities

**Business Plan Update**

Board Members were provided with a one-page flyer representative of the Business Plan goals and targets.

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		<p><b>Draft Annual Report</b></p> <p>The Final copy of the 2021 Annual Report will be tabled at Term 2 Week 4 meeting. It is due in to the Department in Term 2 Week 5.</p> <p>It was suggested that the School Board have a Planner to ensure members are aware of key dates for important events. Mishelle will organise this.</p>
5	P&C Report: Andrea C	<p>At the AGM the P&amp;C positions for 2022 are held by:</p> <p>President – Simone West Vice President – Louise Graham Treasurer – Andrea Cassar Fund Raising Committee – Rachel Woodfield Secretary - Rachel Woodfield Uniforms - Andrea Cassar Canteen – Amanda Joseph P&amp;C/School Board Rep - Andrea Cassar</p> <p>There is approximately \$34 480 in the bank, however, we are aware of the yearly contingencies of Reading Eggs and Mathletics.</p> <p>Fundraising for the year is underway; Krispy Krème and Easter Egg raffle in Term 1, sausage sizzle at sports day events depending upon Covid protocols, and Colourthon in Term 4. P&amp;C are looking for targets so parents can relate fundraising.</p> <p>The uniform shop is thriving and the new jackets and Graduation shirts have been well received. Some parents have asked to buy the music shirts as a memento. This will be discussed but will depend on availability, cost and number of short orders.</p>
6	Dress Code Ratification: Mishelle D	<p>The dress code amendments were agreed upon by the members. The updated Student Dress Code Guidelines will be put on the website and communicated to staff and parents.</p> <p>Refusal to follow guidelines was raised. Admin call the parent to discuss the issues behind the refusal to wear the correct uniform. Options are given as the school P&amp;C can provide clothing to families who cannot afford it.</p>
7	Meeting Dates Proposed for 2022	<p>Term 1 - Monday Week 7 – 14<sup>th</sup> March Term 2 - Monday Week 4 – 16<sup>th</sup> May Monday Week 9 – 20<sup>th</sup> June Term 3 - Monday Week 4 – 8<sup>th</sup> August Monday Week 9 – 12<sup>th</sup> September Term 4 - Monday Week 2 – 17<sup>th</sup> October Monday Week 7 – 21<sup>st</sup> November (if required)</p>

Thank you