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**School Board Meeting Minutes  
Tuesday 16th May 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	Amanda Joseph
<b>Manager Corporate Services:</b> Kathy Bullock	Luke Williamson
<b>Executive Officer:</b> Mishelle DelCaro	
<b>Teacher Representatives:</b> Deborah Parker, Sue Block	<b>P&amp;C: Representatives:</b> Andrea Cassar
<b>Apologies:</b> Amanda Joseph, Luke Williamson	

	<b>Item</b>	<b>Notes</b>
<b>1</b>	Welcome: Alex D	Alex welcomed the Board members to the meeting
<b>2</b>	Previous Minutes: Alex D	Previous Minutes were passed and signed.
<b>3</b>	Financial Report: Kathy B	<p><b>Financial Report for May 2022</b></p> <p>In our draft budget for 2022, we had anticipated we would have the capacity to move \$350,000 from our SFSA to our working cash budget.</p> <p>At the time of drafting the budget in 2021 this did seem feasible but when the figure, as provided via resourcing on the 14 Feb 2022 was available, it became apparent that we were not able to move that amount of cash over to our working budget as we did not have enough to cover the cash budget without implicating current salaries. Our approved amount to request was \$180, 225.</p> <p>This change of available funds resulted in a requirement to adjust budgets. Department Resourcing Consultants advised us on the best way to manage this process. As we have healthy reserves the impact on reducing them was minimal.</p> <p>Class and Learning Area budgets were not required to be adjusted. Instead, adjustments were made in Admin, Utilities and Facilities, Equipment, PD, Student Services, IT Consumables and Reserves.</p> <p>Regular additional funding comes through as cash gateways and will be added to this amount i.e. Sporting Schools, cleaning equipment allocations, Graduate grants, COVID safety equipment: amounting to \$26 755 until the end of Term 1.</p> <p>We expect to receive our SFSA grant of \$180,225 <b>in total</b> by the end of July and have already received part amounts of that figure.</p> <p>The reasoning behind the reduced availability of funds is multi factored: the majority of the funding that schools receive is used in salaries and our historical records show a yearly decline on average of 30 or more students a year, as shown in the Power Point.</p> <p>Whilst we can accommodate reduced numbers of students with teachers and our class structure, at the time of our 2022 February Census, we did not have as many funded students (with disability) as we had planned.</p> <p>Parents of some of our students with disabilities made decisions to enrol their</p>

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		<p>children at other schools due to the availability of specialised resources. This was a difficult decision as they were reluctant to leave Carramar. In some instances, to assist with family arrangements, families also decided to enrol siblings at nearby mainstream schools. This had a significant impact on our planning.</p> <p>As we were not aware of this when our planning was done in 2021, our 2022 budget (salaries) was greatly impacted, and we have a surplus of Education Assistants. We must have the capacity to pay the salaries of all Permanent Staff attached to our school. If they reduce their fraction temporarily, we need to ensure we have the capacity to pay their salary if they return to full time.</p> <p>All staff have been advised of the school's financial position and we have started a redeployment process. All permanent staff have submitted their requests for 2023 and Mrs James and Ms DelCaro have also met with our Education Assistants to advise them of the redeployment process. The decision was made to utilise our existing EAs rather than backfill with relief staff when EAs were on leave.</p> <p>Staff have submitted requests for temporary and permanent FTE changes for 2023. Processes have also been implemented for backfilling staff on leave for the remainder of this year, in an effort to further reduce 'casual salary payments'.</p> <p>Department Resourcing Consultants have been kept informed of the actions we are taking and have complimented us on being proactive in addressing the financial position of the school, in light of declining enrolments.</p> <p>Ourr application for solar panels has been approved.</p>
<p><b>4</b></p>	<p>Principal's Report: Maree J</p> <p>School Operations</p> <ul style="list-style-type: none"> <li>• COVID Update</li> <li>• Business Plan Edited</li> <li>• Annual Report</li> <li>• Year 6 Camp Feedback</li> <li>• Assessment Schedule</li> </ul>	<p><b>Term 2 Operating Guidelines:</b></p> <p><b>COVID Update</b> Staff and parents welcome the opportunity for face to face meetings and classroom assistance.</p> <p>Assemblies will be presented to the year level cohort only and the parents of the class holding the assembly will be invited to attend. The assembly will be live streamed to classes on assembly morning.</p> <p>Merit certificates will be the first item and parents of certificate winners will be invited to attend and leave immediately after the presentation. The merit certificate winners will be asked to the assembly as special guests. Arrangements will be communicated via Class Connect messages</p> <p><b>Attendance</b> We have had significant student absences this term reaching as low as 64% across the school. Many staff have also been impacted which has created difficulty in providing relief staff and modifications to teaching arrangements have been required. This has been experienced in schools across the state.</p> <p>COVID cleaning in the middle of the day has also been impacted and cans of Glen 20 have been distributed to all rooms.</p> <p><b>Business Plan</b> The updated Business Plan was presented with the changes suggested at the last meeting. It is planned to have some printed professionally for the front office, send the plan to parents via Connect and put it on the website.</p>

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		<p><b>Annual Report</b> The draft 2021 Annual Report was tabled and discussed. Alex and Simone will send their information for the report to Maree by Friday for the School Board and P&amp;C sections respectively.</p> <p><b>Year 6 Camp</b> Sue Block (Year 6 teacher) presented a summary of the camp proceedings and feedback from the students. The Power Point can be revisited in the Connect Library. Overall, the camp is considered by staff, students and parents as a valuable and rewarding experience for this year level.</p> <p><b>Assessment Schedule</b> Mishelle DeCaro (AP) presented the school's Assessment Schedule and discussed the types of assessments and the reasons why we engage in them. Maree discussed targets that corresponded to the business plan and the feedback regarding the ABE data. The school surveys will be added to the schedule.</p>
5	Board Member Vacancy: Maree J	Maree advised the Board of the communication received from Christina Byrne at the end of Term 1. Christina advised Maree that she needed to withdraw from her current position on the Board due to work commitments. Information regarding this vacancy has been placed in this week's newsletter and the school will be asking for 2 new members to join the Board.
6	School Board Calendar: Maree J	The Term 2- 4 Parent Planners were presented and discussion was had regarding School Board Members' commitments to school events. It was suggested that we refine the existing calendars and create one planner instead of two.
7	End of Year Concert Proposal: Maree J	<p>Maree advised the Board of a recent proposal received from a parent for an end of year concert for Yr 1-2 &amp; Yr 3-5 due to a perceived void of performance events in these year levels.</p> <p>The proposal was discussed and it was agreed the concept had merit and was a possibility for 2023. Planning a year in advance is a necessity, as well as the consideration for existing commitments and other planned whole school events. The concert may coincide with a market evening or another event.</p>
8	Next Meeting Date	Term 3: Monday 20 <sup>th</sup> June

Thank you