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**School Board Meeting Minutes
Monday 13th March 2023
3.15pm Conference Room**

Board Membership	
Board Chair: Alex Dunster	Parent Representatives: Amanda Joseph
Principal: Maree James	Luke Williamson
Manager Corporate Services: Kathy Bullock	Ryan Graham
Executive Officer: Mishelle DelCaro	P&C: Representative: Andrea Cassar
Teacher Representatives: Lesley McCarthy, Rebecca Atkinson	
Apologies: Maree James	

Item		Notes
1	Welcome - Alex D	Alex welcomed the members to the meeting. Lesley McCarthy and Rebecca Atkinson accepted as Teaching Reps Two parent nominations were received: Simone West and Claire Mastalerz. Simone has just completed a tenure and Claire nominated last year. The Board discussed the process and accepted both nominations.
2	Previous Minutes – Alex D	The previous Board minutes were accepted.
3	Financial Report: Kathy B	<p>One Line Budget – February verified data The carryover from 2022 cash was \$76,303 and from Salaries \$278,399. Our locally raised funds which are a combination of Voluntary Contributions, facility hire, fundraising and other revenue amounted to \$201,810 for the 2023 budget.</p> <p>The SFSA allocation (Code C3205) is not in this amount. \$235,000 was requested in the draft budget which was submitted to resourcing however, the Chaplaincy amount is subtracted, and we will receive \$211,788 over the year in gateways.</p> <p>The total variance is in red as a negative, as funding is still being calculated since census in the second week of February.</p> <p>The salaries amount is calculated by what is on HRMIS, our paying system for the Department. It is consistently updated due to any FTE changes. Our expenditure is \$513,113 which was approved in draft form by the Board in Term 4 2022 and was passed in our Finance Meeting on March 7, 2023.</p> <p>Cash Report The Cash report is a breakdown of budget spending at the time it was verified in February. There is a negative of \$23,211 which is the chaplaincy amount as discussed previously. In March, Kathy will adjust the budget to show our SFSA at \$211,788 and not \$235,000, the difference of these two being \$23,211.</p> <p>Student Centred Funding Report There is little on the report due as we are waiting on the calculations of Census. At Census we had 619 funded students. In our planning late 2022, we anticipated more students so have had to adjust this in our SFSA rollover from 2022. We also have two full fee-paying students and payments are sent to us from TIWA post the attendance reports. At our next meeting there will be a more descriptive report with up-to-date data.</p>

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		<p>We will continue to have funding changes in disabilities as new students arrive and others leave. Certain characteristics are used to determine funding, Aboriginality, English as an Additional Language and Social Disadvantage. As in previous years, we are required to spend 96% of our budget within the year.</p> <p>Levies</p> <p>We received \$14,246 dollars in a mix of contributions and P&C contributions. The majority being School Contributions and \$300 in P&C contributions. Recently, Kathy posted on CONNECT that if parents had not made a payment for the P&C that we were happy to take payment via the bank and EFTPOS.</p> <p>There was a technical issue in WINC's accounting and when parents ticked the Voluntary Contributions and voluntary P&C contribution, a small number of parents were charged \$54.55 instead of \$60 and \$9.09, instead of \$10 for the P&C payment. The difference of approximately \$340 did not flow onto the school. The account manager, Marie Campbell has been trying to get the amount paid to the school. Maree and Kathy are having a video conference to provide feedback to the WINC Manager regarding the voluntary contributions and the booklist process for parents for this year.</p>
4	Principal's Report School Operations <ul style="list-style-type: none"> NAPLAN Business Plan Update English Maths Science CPS Leadership Structure Draft Annual Report 	<p>Maree reported a very smooth start to the year. Thank you to all involved: staff and CPS community. Enrolments are down by 20 from what we anticipated. This will impact the SFSA. Once funding is finalised, we will be able to advise a more accurate figure.</p> <p>Updates on the Student Learning and Staff Development pillars of the Business Plan were presented by Rebecca Atkinson (English) Lesley McCarthy (Science) and Mishelle DelCaro (Maths).</p> <p>The CPS Leadership Structure (Admin) is currently under review. The previous the Admin structure was 1 x L6 Principal, 1 x L4 AP and 2 x L3 DP. With declining enrolments, we are reviewing the school's financial capacity to maintain this structure. The L4 AP position has been 'suspended' for 5 months. Advise is being sought from the Department and Principals in L6 schools in similar circumstances. A decision will be made by early T2 and staff have been advised.</p> <p>The draft Annual Report 2022 was provided for members to peruse.</p>
5	P&C Report	<p>Andrea talked about slight changes to P&C admin at the AGM and upcoming fundraising, Easter Egg Raffle and Mother's Day Stall. The Carramar Dads have planned to meet for an Easter Egg Hunt and sausage sizzle. They are sourcing a new micro-fibre jacket and sun-smart faction shirts.</p>
6	Meeting Dates proposed for 2023	<p>Term 1: Week 7 – Mon 13th Mar</p> <p>Term 2: Week 4 - Mon 15th May Week 9 – Mon 19th June</p> <p>Term 3: Week 4 - Mon 7th Aug Week 9 – Mon 11th Sept</p> <p>Term 4: Week 2 – Mon 16th Oct Week 7 - Mon 20th Nov</p>

Thank you