

**A school of happy children and a dedicated staff.  
Providing opportunities for your child.**



**School Board Meeting Agenda  
Monday 4th December 2023  
3.15pm Conference Room**

<b>Board Membership</b>	
<b>Board Chair:</b> Alex Dunster	<b>Parent Representatives:</b> Ryan Graham
<b>Principal:</b> Maree James	Luke Williamson
<b>Manager Corporate Services:</b> Kathy Bullock	Claire Mastalerz
<b>Executive Officer:</b> Mishelle DelCaro	Simone West
<b>Teacher Representatives:</b> Lesley McCarthy, Rebecca Atkinson	Amanda Joseph
	<b>P&amp;C: Representative:</b> Andrea Cassar
<b>Apologies:</b> Ryan Graham	

<b>Item</b>		<b>Notes</b>
<b>1</b>	Welcome: Alex D	Alex welcomed the Board members and thanked all for their engagement and contributions this year. In particular, Alex sincerely thanked outgoing members, Amanda Joseph and Andrea Cassar for their outstanding contributions to the board and P&C. Alex and Simone will continue on the board for another term in 2024. Alex will chair the first meeting. Alex is willing to continue as Board Chair. The position will be decided at the first meeting.
<b>2</b>	Previous Minutes: Alex D	The previous meeting's minutes were accepted by the Board members.
<b>3</b>	Financial Report: Kathy B <ul style="list-style-type: none"> <li>Budget draft for 2024</li> <li>General financial business</li> </ul>	<p><b>Budget draft for 2024</b> Kathy discussed the One Line Budget with the Finance Committee Meeting inclusive of current enrolments for 2024 as the basis for funding. Submissions have been received for 2024 and inputted into the draft budget, as of Sept verification we had \$148 404 variance. The final grant was received in October for end of year trading. We anticipate a \$130 000 rollover of salary into 2024. A cash rollover of \$60K is estimated, both amounts will be monitored and adjusted in the budget through the remainder of this term. The budget was approved and endorsed by the Board. (Amanda Joseph, Andrea Cassar)</p> <p><b>General Financial Business</b> In the buy vs lease discussion, it was determined that the school would be better off leasing rather than paying for items outright. New photocopy machines are to be installed in Middle Collab, North Block and Junior Block.  When the contract comes up for renewal, we will investigate the possibility of reducing computer repair time via WINTHROP to fortnightly after Term 2, 2024. School is looking at ways to reduce paper wastage and increase student's digital capacity as per Focus 2024.  Admin have asked cost centre managers to provide more detail regarding their requested salary days. H&amp;PE will engage support from parents at events to reduce costs. 100 days have been allocated for teachers in the budget for 2024.</p>
<b>4</b>	Principal's Report: Maree J <ul style="list-style-type: none"> <li>Current enrolments, class structures and staffing</li> </ul>	<p><b>Current enrolments, class structures and staffing</b> Current enrolments for 2024 equal 583. Maree applied under special projects in the budget to enable smaller class sizes to assist with challenging behaviours in particular cohorts. Maree discussed with the Board; split year levels, staff work fractions and turnover.</p>

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	<ul style="list-style-type: none"> <li>Surveys</li> </ul>	<p><b>Surveys</b></p> <p>The CPS School Survey for parents will go out at the end of this term. Maree will discuss results at the first meeting. One of goals was to increase the profile of the Board and its role. It was suggested a brochure be created and posted on the website, and to include a section in the newsletter after each meeting. Maree discussed the results of the What Goes on at Carramar Survey and recent behavioural challenges in the school. We will be investigating a suitable whole school social and emotional program to be run in 2024.</p> <p>First day for students in 2024 is Wednesday 31<sup>st</sup> January. Teachers will have 2 Staff Development Days on the Monday and Tuesday. Term 1, 2024 is a shorter 9-week term and Term 2 is 11 weeks. The school's ANZAC service will be held on Wednesday 24<sup>th</sup> April – Term 2/Week 2.</p>
<b>7</b>	P&C Report: Andrea C	Andrea gave a report on P&C fundraising ventures this term. P&C raised \$6 200 from the Lapathon and the Movie Night was a success and enjoyed by families attending. The tea-towels were very well received. Andrea will remain engaged with the P&C in 2024.
	First Meeting for 2023	Term 1: Week 7 – Monday 11 <sup>th</sup> March

Thankyou

Board Chair: \_\_\_\_\_

Principal: \_\_\_\_\_