

**CANNING VALE PRIMARY SCHOOL  
SCHOOL BOARD MINUTES FOR MEETING 8<sup>th</sup> June 2017**

DATE:	8.6.17	MEETING NO:	3.17		
TIME:	19:00 – 20.30	MEETING LOCATION:	Staffroom	Scribe	Kathryn Aitken

ITEM REF	ITEM	LED BY	
1.1	Opening and Welcome Attendees and apologies	Chair – Rebekah	Attendees: Kathryn Aitken, Jackie Lange, Michelle Kershaw, Jane Hannay, Jodie Higginson, Vanessa Hahn, Babu Avurapalli, Julie Head, Karen Johnson, Erica Garner, Glen Innis, Rebekah Milnes, Phillippa Berkhout  Apologies: Laura Taylor, Graham Styles, Natasha Ouma
1.3	Conflicts of Interest		No conflicts
<b>2</b>	<b>Previous minutes and Business Arising</b>		
2.1	Approval of previous minutes  Business arising Update about Community Membership	Rebekah  Phillippa  Rebekah	With discussed amendments;  Motion to endorse previous minutes as a true and accurate record; Moved: Babu, Seconded Vanessa. Passed unanimously  Phillippa updated the board about Emeritus Professor David Leech: Grandfather at the school, Clinical Psychologist. Would provide the board with excellent advice.  Rebekah discussed Margaret Ward – City of Canning  The board approved both proposals;  ACTION: Both Phillippa and Rebekah to approach the prospective members and offer a place on the board

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2.2	Criminal Screening	Glen	Glen reminded the board of their commitment at the last meeting to action obtaining criminal screening.  ACTION: All members who need to do so meet the deadline of the next meeting
2.3	School Survey	Phillippa	As this is not to be sent until Term 4 2017, item deferred
2.4	NAPLAN Online	Phillippa	Phillippa advised that the whole process of NAPLAN Online 2017 had been postponed until 2018 due to technical difficulties across the state.  With this in mind, the Executive team had made the decision to defer the school's involvement until 2019.
<b>3 Standing Order: School budgets</b>			
3.1	SCF (Student centred funding) update	Karen	Financial report presented and explained.  Items addressed included 2017 surplus and allocation, voluntary contribution return rates, minimum spending on track.  Motion to endorse Erica, Seconded Julie.  Passed unanimously
<b>4 Standing order: Business Plan/DPA</b>			
4.1	Business Plan/DPA Board effectiveness	Rebekah	As current Business Plan is due for renewal, it is timely to ask the question: is the Board effective? This discussion continued in the next agenda item 5.1.

5 New Business			
5.1	On Board For Education training report	Glen, Rebekah, Jackie and Phillippa	<p>Findings following the School Board Effectiveness training were presented. Rebekah explained there were 5 online modules together with 2 full days of training.</p> <p>Board effectiveness was discussed. Please see below (agenda item 5.7).</p>
5.2	Terms of Reference	Rebekah and Glen	<p>As all board members were asked to pre-read the Terms of Reference attached to the agenda, discussion centred about 1.2.1 and 6.5.2. It was decided that the Principal should be able to have a delegate</p> <p>ACTION: TOR to be amended</p> <p>6.5 and 8.3 – The P&amp;C <u>will</u> and <u>may</u> have a rep on the board wording difference questioned</p> <p>ACTION: Glen to seek advice from Matthew Osborne about the conflicting wording</p> <p>Motion to endorse TOR delayed until the next meeting</p>
5.3	Code of Conduct	Rebekah and Glen	<p>Glen discussed the current Code of Conduct. After making one change to the Code (Discrimination on any grounds is prohibited), it was passed by the board and each member signed to accept the Code as the board's mode of operation. This will be discussed further at the next meeting.</p> <p>ACTION: Code of Conduct to be an agenda item</p>

5.4	Board Communication – establishing board email	Rebekah	<p>Discussion centred about how to fully engage the CVPS community with the board.</p> <p>ACTION: Glen to establish a gmail account and communicate this with other board members once established.</p> <p>Phillippa discussed the concept of Celebrating the Board. She invited the board members to the school’s first assembly on July 19<sup>th</sup> and advised the board that invitations would follow.</p> <p>ACTION: Phillippa to invite board members to assembly. Board members to RSVP</p> <p>Board section on the website</p> <p>ACTION: Continue discussion at next meeting</p>
5.5	Targets for the Chairs	Rebekah and Glen	<p>Rebekah advised that she and Glen had met to discuss their role in the future direction of the board. The driver is the Delivery and Performance Agreement together with the Business Plan.</p> <p>The meetings must continue to be robust.</p> <p>ACTION: Board members to email the chairs with agenda items</p> <p>ACTION: Aim for minutes to be sent 1 week after the meeting. Then call out for agenda items and the development of the agenda well in advance of the meeting. Agenda to be sent to members together with relevant readings.</p>
5.6	Board initiation and training	Rebekah	<p>Discussion and call for sub-committee</p> <p>Nominations received from Julie, Jane, Jackie, Rebekah, Glen and Phillippa</p> <p>ACTION: Committee to meet</p>

5.7	Self-reflection survey	Glen	Glen distributed a survey (from the training) that he asked to be completed by every board member (even new members). The results will guide future directions and assist the development of a comprehensive induction document.  ACTION: All board members to complete the survey and return either to Phillippa, Glen or Rebekah in time for analysis to be presented at the next meeting.
5.8	Nomination of Secretary	Rebekah	Discussion was about finding a non-board member to accept this role.  ACTION: Phillippa and Karen to accept this action and report success at the next meeting.
5.9	Next meeting	Rebekah	27 <sup>th</sup> July
27 <sup>th</sup> July 2017	SIGNED:		
		CHAIRPERSON	PRINCIPAL