

**MINUTES FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL - 2020**

<b>1</b>		Date: Tuesday 25.02.2020 @ 6:30pm Location: Hillarys Primary School Library		
Time:	Item:	Minutes: Meeting One	Nola Gibson	Rotation of minute taker throughout 2020-Agreed
6:30pm	1.0	Welcome	Pam	Welcome to Trevor Mitchell and board members for 2020 Present- Trevor Mitchell, Pamela Stewart, Prachi Agarwai, Kasey Chittick, Jackie Lock, Russell Milin, Libby Carmody, Donna French, Nola Gibson, Kristie Pring
	1.1	Apologies/Absentees		Nil
	1.2	Confirmation of Agenda	All	Confirmed. Added to agenda-HPS Logo-Trevor, HPS Vision and Mission Statements -Nola
	1.3	Disclosure of Conflict of Interests	All	Nil
	2.0	Minutes of the previous meeting	All	Accepted with follow up on School Board Survey
	2.1	Review of previous meeting minutes	All	School Board Survey was to be conducted in 2019 and compiled by Natasha Couzens. As there were some minor difficulties in compiling the survey, it will now be followed up and completed early 2020.
	3.0	<u>Agenda Item #1</u> Principal's Introduction and Ice Breaker	Trevor	Introduction and outline of previous work and personal background. Discussed celebration of strengths and achievements. Presentation of the HPS Collaboration document.
	3.1	<u>Agenda Item #2</u> Workshop – Collaborative Norms and defining how we work as a board	Trevor/Pam	Brainstorm and feedback session on Collaborative Norms. Post it note activities conducted. Discussion followed activity and chart compiled for future reference. Discussed strengths of members and how we can add value to HPS. Preparation for future school review to be considered.

3.2	<p><u>Agenda Item #3</u>          Succession planning and recruitment to fill current vacancies - what skill set are we looking for?</p>	Pam	<p>Round table discussion re- skill set of current board members and what they bring to the School Board for 2020.          Discussion re- possible skill set of future board members.          Trevor happy to meet anyone interested in vacancy. This may assist them in making an informed decision.</p>
3.3	<p><u>Agenda Item #4</u>          School Board Schedule and Meetings 2020</p>	Trevor	<p>It was suggested that the schedule be reduced to one meeting per term.          Agreed.          Suggested that meetings be conducted on Tuesdays.          Agreed          Operation notes at base of schedule reviewed.          Trevor to adjust schedule accordingly and re issue updated version to board members.          Discussion commenced on possible development and formation of sub committees. Trevor outlined his previous experiences with sub committees.          Agreed to go ahead with sub-committee formation.</p>
4.0	Other Business	Trevor	<p>Discussion re HPS identity and branding. Consideration of future process and plans.          HPS uniform discussed. Jackie outlined changes and future availability of products.          Discussion followed regarding Listen, Learn and Love logo. Clarification sought re current/new uniforms.          Further discussion re- formation of sub committees.          Communication and Branding committees formulated.          Expression of interest sought. Jackie to assist with branding. Pamela/Kasey and Libby to assist with communication. Trevor and Prachi also available.          Sub committees to bring back information to the board meetings.          Trevor to place a call out to community members re vacancy and sub committees. Jackie to assist.</p>
		Nola	<p>Discussion regarding previous School Board and community involvement in the school Vision and Mission statements and supporting documentation. A lot of time and effort was put into this. This process was put in place in response to IPS Review suggestions. Documents and summary of community comments/feedback and surveys to be re-visited and located for future reference.</p>

	5.0	Next Meeting: Monday, 7 <sup>th</sup> April @ 6:30pm	Pam	Pam happy to follow up Google docs access and survey.
8:10pm	6.0	Meeting Closed:		Jackie to take minutes for next meeting.

**MINUTES FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – June 30, 2020**

<b>1</b>		Date: Tuesday 30.06.2020 @ 6:30pm Location: Hillarys Primary School Library	
Time:	Item:	Minutes: Meeting One	Nola Gibson
6:30pm	1.0	Welcome Joanne Jones new member	Pam
	1.1	Apologies/Absentees	Nil
	1.2	Confirmation of Agenda	All Confirmed. Added to agenda-HPS Logo-Trevor, HPS Vision and Mission Statements -Nola
	1.3	Disclosure of Conflict of Interests	All Nil
	2.0	Minutes of the previous meeting	All
	2.1	Review of previous meeting minutes and actions	All Discussion followed regarding Listen, Learn and Love logo. Clarification sought re current/new uniforms. HPS Vision and Mission Statements to be located –Nola Collaborative norms updated
	3.0	<u>Agenda Item #1</u> Principal's Introduction and Ice Breaker Update on Grounds and Facilities	Trevor

3.1	<u>Agenda Item #2</u> Parent Survey Feedback Workshop – Directions	Pam	
3.2	<u>Agenda Item #3</u> Policy Updates Facebook Guidelines Anti-bullying	Pam	New member
3.3	<u>Agenda Item #4</u> Following parent and staff feedback processes <ul style="list-style-type: none"> <li>• Sub-committee focus areas</li> <li>• Communications and Branding</li> <li>• Other</li> </ul>	Trevor	Sub committees to bring back information to the board meetings.
4.0	Other Business	Trevor	
5.0	Next Meeting: Tuesday 2 July @ 6:30pm	Pam	Discussion regarding previous School Board and community involvement in the school Vision and Mission statements and supporting documentation. A lot of time and effort was put into this. This process was put in place in response to IPS Review suggestions. Documents and summary of community comments/feedback and surveys to be re-visited and located for future reference.

8.10pm	6.0	Meeting Closed:		Jackie to take minutes for next meeting.
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**MINUTES FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – September 22, 2020**

<b>1</b>		<b>Date: Tuesday 22.09.2020 @ 6.30pm</b>	
		<b>Location: Staffroom</b>	
<b>Time:</b>	<b>Item:</b>	<b>Minutes: Meeting Three</b>	
6:30pm	1.0	<b>Welcome</b>	Pam
	1.1	<b>Apologies/Absentees</b> Joanne Jones – is on school camp Elizabeth Carmody is on leave Donna French- unable to attend Jackie Lock- away	Present- Trevor Mitchell, Pamela Stewart, Prachi Agarwal, Kasey Chittick, Russell Miln, Nola Gibson, Kristie Pring
	1.2	<b>Confirmation of Agenda</b>	No additions
	1.3	<b>Disclosure of Conflict of Interests</b>	None
	2.0	<b>Minutes of the previous meeting</b>	None – computer malfunction
	2.1	<b>Review of previous meeting minutes and actions</b>	All <b>Facebook Guidelines</b> – on hold due to workload and critical incident <b>Secretary</b> – Kristy Pring will be the ongoing minute taker from this point. This will assist with using Connect and storing documents and communications in the Connect library. <b>Approved.</b>
	3.0	<b>Agenda Item #1 - 2021 Planning</b> Languages, Booklists,	Trevor <b>Discuss and approve in preparation for 2021</b> Languages program will be French from 2021. <b>Approved</b> Booklists- Kristie explained how the booklists are formulated. Question- P&C money goes into their account. But what happens if no P&C?

		Charges and Contributions Schedule, School development Days		<p><b>Approve schedule of voluntary school contributions and charges for 2021 - all agree.</b> Will adjust P&amp;C amount if it disbands. <b>Schedule for 2021 Approved SDD Dates 2021 - 28/1, 29/1, 4/6, 19/7, 11/10, 17/12.</b> Question: if the term 4 one can be at the end of term 3? Staff are more productive at the beginning of the term. Term 2 date is the same as network schools but we will be operating our own day at school in 2021. <b>2021 Dates Approved</b></p>
3.1		<p><b>Agenda Item #2 - Capital Works and Maintenance</b></p> <ul style="list-style-type: none"> <li>• Update</li> <li>• Letter from the board</li> <li>• Visit from the Minister and Caitlin Collins Term 4</li> <li>• Caitlin Collins – meet the School Board</li> <li>• Peter Katsambanis support for a new build</li> </ul>	Board	<p>Summary of events since the last meeting and a plan moving forward. Discussion, plan and delegate to mobilise the school community.</p> <p>Trevor introduced Caitlin Collins – Caitlin has visited the school previously to hear our story and contacted Trevor again last Friday following the ceiling fall in incident.</p> <p><b>Caitlin Collins</b></p> <p>Caitlin is the Labour candidate for Hillarys and is herself a high school teacher. Hillarys in the past has been a safe seat but is now a marginal seat. Unhappy with what happened last Thursday and this shouldn't have happened. Caitlin wants to work with us so she can help our school as a candidate.</p> <p><b>School Board Parent Representatives</b></p> <p>Parent representative priorities - safe facilities, updated facilities, parking issues, crosswalks needed, blind corners on the road, on-going involvement with politicians rather than just at election time, most of buildings outdated (not best learning environment).</p> <p><b>Principal's Report</b></p> <p>Trevor was shocked when he arrived at Hillarys with the facilities, school has used some of their own funds to upgrade facilities in 2020. <b>Interesting</b> - Phase 1 funding was the same as Swanbourne PS (based on numbers), feedback is most schools are quite different, questioned the accuracy of the assessment and quality assurance reports by building maintenance. No time to blame or talk about money/cost when responding to a critical incident - This was a response at the time when we were dealing with the critical incident. HPS has only been mentioned in Parliament previously in 2015 - about parking. Nothing mentioned about capital works, infrastructure and or maintenance.</p>



			<p>Our school is the biggest primary school in this area, enrolments not far under the total enrolment of the 3 schools in the Kallaroo area. Hillarys doesn't have the classroom space to accommodate the current enrolment pressure and need; aside from the current standard of the buildings and its supporting infrastructure.</p> <p><b>Priorities</b></p> <ol style="list-style-type: none"> <li>1. Making our school safe? Address asbestos removal, faults, maintenance, trip hazards and traffic management</li> <li>2. Ensuring that the school has the necessary facilities and infrastructure for 21<sup>st</sup> Century teaching and learning - new school or refurbishment (update) is required</li> <li>3. A funding commitment is required to address the short term and long term facility and infrastructure needs and concerns at Hillarys PS</li> </ol> <p>Asbestos query- no asbestos in the ceiling panels, dust has been assessed and is clear, eaves are getting replaced where broken – all eaves need to be replaced, but this isn't the planned works at this stage.</p> <p><b>Positives</b> (parents) - great programs, teaching models at Hillarys PS</p> <p><b>Future Actions:</b> Do we want to write a letter from the board parent representatives? Yes Can the parent reps of the board just sign it? Yes Trevor has been up-front with the DOE and gone through all the right channels throughout the process of school improvements.</p> <p><b>Action - Agree to send a letter to Minister Sue Ellery, Caitlin Collins, Peter Katsambanis and Ian Goodenough from the board parent representatives.</b> Pamela Stewart will coordinate. Then a letter to parents through the P&amp;C (possibly Facebook pages) will be coordinated.</p> <p><b>Critical Incident</b> Pamela Stewart commented that the communication has been good over critical incident. Next communication will be sent out tomorrow. The school is working through issues, especially the location of classes in the interim and a</p>
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				<p>confirmation from DoE and Department of Finance on restoration and rectification works.</p> <p><b>Ongoing Maintenance Concerns and Developments – Progress Update</b></p> <p>Library is being updated in the holidays where there is reported mould and damp. Carpets will be replaced in the back room, exterior panels replaced, eaves and fascia replaced.</p> <p>Concrete cancer is evident in staff room block foundations – this is being addressed in the school holidays. This is present across all learning blocks. Block eaves are being replaced in the school holidays.</p> <p>July holidays - lino flooring in blocks was removed hence the closure of the site due to an asbestos element. School and stimulus package money funded these works</p> <p>Trevor will not sign the asbestos report until there is an assessment by Environmental Services and some guarantee the buildings are safe.</p> <p>New sports shed has been installed - old ones to be removed.</p>
	3.2	<b>Agenda Item #3 – Branding Update and Communications Update</b>	Trevor and Janene	<p><b>Update</b></p> <p>Communication policy has been updated again. We will share and discuss next meeting.</p> <p>Branding- Janene went to a branding PL. Linked in with a graphic designer to freshen up logo. Will hopefully share with board next meeting. Will be a slow implementation process which the board will be involved in.</p>
	3.3	<b>Agenda Item #4 – P &amp; C</b>	Pam/Trevor	<p><b>Establish and or confirm a support strategy for assisting the continuation of the P &amp; C</b></p> <p>Jackie has stepped down due to work commitments. Keen to stay on the board. A couple of personalities holding people back from joining has been the general feedback. We need people to step up - no office bearers at the moment. Suggestions given to Trevor.</p> <p><b>Trevor to contact WACSSO about their availability to visit the school/ P&amp;C.</b></p> <p>P&amp;C holding a lot of money- no need to fundraise. Could we have a temporary group until AGM next March? Trevor to look at through WACSSO</p>

	4.0	<b>Other Business</b> Succession Planning	Pam	Pam and Nola to finish their term at the end of the year. Trevor would like to keep some membership continuity. Will need someone to step up to chairperson. Commitment not much more than you do now, with a meeting with Trevor prior to general meetings. Decision on new chairperson by next meeting. <b>Pam to send a note out to the board parents.</b>
	5.0	<b>Next Meeting:</b> Term 3 Tuesday 15 December @ 6:30pm	Pam	Kristie to do the minutes next meeting. Pam to put archived docs onto a thumb drive for placing in the Connect community. Wine and cheese to finish the evening at our final meeting of the year.
	6.0	<b>Meeting Evaluation:</b>	Pam	
	7.0	<b>Meeting Closed:</b>	Pam	7:50pm

**AGENDA FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – DECEMBER 15, 2020**

<b>4</b>		<b>Date: Tuesday 15.12.2020 @ 6.30pm</b>	
		<b>Location: Staffroom</b>	
<b>Time:</b>	<b>Item:</b>	<b>Minutes: Meeting Four</b>	
6.30 pm	1.0	<b>Welcome</b>	Pam
	1.1	<b>Apologies/Absentees</b> Elizabeth Carmody is on leave	
	1.2	<b>Confirmation of Agenda</b>	
	1.3	<b>Disclosure of Conflict of Interests</b>	
	2.0	<b>Minutes of the previous meeting</b>	
	2.1	<b>Review of previous meeting minutes and actions</b>	All
	3.0	<b>Agenda Item #1</b> <b>2021 Financial Planning – Table Draft Budget</b>	Trevor
	3.1	<b>Agenda Item #2 - Capital Works and Maintenance</b> <ul style="list-style-type: none"> <li>• Update</li> </ul>	Trevor
			Distributed for pre-reading and stored in CONNECT library
			Pam to put archived docs onto a thumb drive for placing in the Connect community. Kristie Pring – Secretary – ongoing basis Update - Support strategy for assisting the continuation of the P & C
			Trevor will discuss main elements of the draft budget. This will be reviewed once again in Term 1 following the February census.
			Congratulations on an outstanding outcome everyone. Trevor will provide an update. Special acknowledgements to Janene, Prachi and Pam.

3.2	<b><u>Agenda Item #3 – Business Plan 2021 – 2024</u></b>	Kristie	Share the proposed timeline and discussion – Pre-reading
3.3	<b><u>Agenda Item #4 – Branding Update and Communications Update</u></b>	Trevor and Janene	Update, timeline and logo refresh approval
3.4	<b><u>Agenda Item #4 – Community Survey - Questions</u></b>	Trevor	Distribution of community survey – Feedback on the Lord's Prayer inclusion and survey validity for public school – Parent feedback and Regional Office contacted by parents
3.5	<b><u>Agenda Item #5 – Positive Schools</u></b>	Trevor	Feedback and discussion regarding school acknowledgement and reward systems
3.6	<b><u>Agenda Item #6 – Succession Planning</u></b>	Pam/Trevor	Board chair nomination and election process
4.0	<b><u>Other Business</u></b>	Pam	Beverage and cheese to finish the evening
5.0	<b>Next Meeting: Term 1 Tuesday 30 March @ 6:30pm</b>	Pam	
6.0	<b>Meeting Evaluation:</b>	Pam	
7.0	<b>Meeting Closed:</b>	Pam	

