

MINUTES FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – March 30, 2021

Meeting 1
2021 **Date:** Tuesday 30.03.2021 @ 6.30pm

Location: Conference Room


Time:	Item:	Minutes: Meeting Four		Pointers and Actions
6.30pm	1.0	Welcome	Trevor	Trevor Mitchell Kristie Pring Samantha Home Donna French Libby Carmody Prachi Aggarwai Kasey Chitfick Russell Miln Joanne Jones Jackie Lock Dannon Bunting (Staff Representative - Principal) (Staff Representative - Associate Principal) (Staff Representative – Early Years Teacher) (Staff Representative - Special Needs Assistant) (Staff Representative - Level 3 Teacher) (Parent Representative) (Parent Representative) (Parent Representative) (Parent Representative) (Parent Representative) (Parent Representative)
	1.1	Apologies	Trevor	Joanne Jones Russell Milne Jackie Lock
	1.2	Confirmation of Agenda	Trevor	Kristie Pring (AP) – Secretary
	1.3	Disclosure of Conflict of Interests	Trevor	None
	2.0	Minutes of the previous meeting	Trevor	Approved as an accurate reflection of the meeting- unanimous.
	2.1	Review of previous meeting minutes and actions	All	No actions required

3.1	<p>Agenda Item #1</p> <ul style="list-style-type: none"> • 2021 New Members • Connections • School Board Chairperson 	Trevor - Elected SB Chair	<ul style="list-style-type: none"> • Welcome new members and finalise board chair election process • Prachi elected unanimously as Board chair • Requirements for members – training and screening. See Trevor for further information • Code of Conduct signing for all members- signed by all who were present and collected by Trevor. Jackie and Russell required next term • Collaborative Norms review- all happy with norms as they stand. Copy in the Connect library • Members completed their profile statement for school website by early Term 2 • CONNECT Access for School Board Community- Will be added by the end of the week. This holds all board documents.
3.2	<p>Agenda Item #2</p> <ul style="list-style-type: none"> • 2021 Financial Planning • Table 2021 One- line budget • School Governance 	Chair - Trevor	<ul style="list-style-type: none"> • Principals are required to table the one line budget for the board to view. There is no requirement for the board to approve the budget • Department of Finance audit and oversee school budgets and financial management in schools • An overview of the approved one-line budget was presented. A \$5 million budget that the school is required to manage • Conservative approach is applied with P&C funds and donations as this is very changeable each year. • School and Principal also manages the Hillarys Community Kindy although they receive separate funding. • Very similar budget to last year. Finances in the black. Still getting funding for extra cleaning. Accounts match our priority areas and curriculum areas. There are reserve accounts to save for future expenses (e.g. leasing, server, furniture). • Voluntary contribution rate so far this year – down 6% in 2020. Amount owed is placed on student accounts in the hope it will eventually get paid. • Funding Agreement 2021 - to be signed by board chair and forwarded to Director General's office • Statement of Expectation 2021 – 2024 was signed by board chair.

			<ul style="list-style-type: none"> Question raised about money funds expenditure differences in 2021. Funding changes every year based on student enrolments and the spread of these student numbers across the school. Funding and resourcing is linked to the school priority areas. Expenditure will also vary from year to year, depending on the focus at the time, any additional programs operating under the school's management (such as network funds) and future planning including targeted reserves. The nature of expenditure between salaries and consumables will also vary from year to year, which is a school decision.
3.1	<u>Agenda Item #3</u> Redevelopment	<p>Chair</p> <ul style="list-style-type: none"> Trevor 	<ul style="list-style-type: none"> Redevelopment – progress on the redevelopment has been held back due to COVID-19 Scope of works and the process for redevelopment is being finalised Timeline - will hopefully be sorted soon and a staged construction approach will occur A redevelopment meeting is due during the April holidays. Trevor, Janene and the Education Department representatives. We may still need a demountable classroom in addition to new buildings. Kindy first and plus a new 5 classroom teaching and learning block on the current B block basketball court. Communication will be on the website about the new build for parents and community members. Parking will continue to be challenging but relies on positive parent behaviour around the school zone. Planners have listened to our design thoughts- excellent architect. Construction starts beginning 2022. Completion by start of 2024.
3.2	<u>Agenda Item #4</u> Branding Update and Communications	<p>Chair</p> <ul style="list-style-type: none"> Trevor Kristie 	<ul style="list-style-type: none"> Logo distribution – this is beginning to come through on our stationery items. P&C have asked for consistent templates as well. A school uniform update with the new logo will be aligned with the redevelopment. This is a board function. Casey to be the go-between for the board and the P&C in regards to uniform/ logo. A board subcommittee will manage this process.

				<ul style="list-style-type: none"> • Some concerns with quality of the new school shirts and dresses were raised. Feedback from some parents about the quality of the material supplied by Lowes. • ACTION - School to make contact with Lowes about uniform quality. • A template for coordinating the refresh process is being developed in readiness for sub-committee input. • CONNECT / ICT Team- Teachers have been receiving ongoing training to get them up to speed with using Connect as our main form of communication between teachers and parents. We have moved away from Class Dojo as it was initially not approved by the department for use. Connect is the preferred program of the Education Department and is deemed very safe. Class teachers are trialling Seesaw for use by students to show work samples to parents. Distributive leadership model implemented across school with several staff trained to support the implementation of ICT/ digital technologies across the school. New staff were checked for their tech savviness as part of the recruitment process.
3.3		<p>Agenda Item #5</p> <p>Surveys</p>	<p>Chair</p> <ul style="list-style-type: none"> • Trevor 	<ul style="list-style-type: none"> • Community survey distributed this term • Staff surveys have also been distributed • Student surveys are being finalised in Week 9. 3/4s- 3 stars and a wish. 5/6s- normal survey and 3 stars and a wish. • Lord's Prayer inclusion at school assemblies. See separate documents about review - in Connect library. • Survey results indicate the Lords Prayer to be removed from assemblies. • The data also indicates the same outcome when separating the staff and parent survey results • Motion: The Lord's Prayer will be removed from school assemblies and commencing Term 2. Carried. • This will be managed in a sensitive and low key manner • The school will continue with Acknowledge of Country and the National Anthem.

				<ul style="list-style-type: none"> School song and or school creed will be developed over time Generic and anecdotal survey data to be collated in Term 2 Linked to Annual Report and new business plan
3.4	<u>Agenda Item #6</u> 2020 Annual Report	Chair <ul style="list-style-type: none"> Libby 	<ul style="list-style-type: none"> Discussion, review and endorse the Annual Report in readiness for Schools Online upload in early Term 2. Libby explained the Annual Report to the board. Almost completed in its entirety. Less tables in 2020 as NAPLAN data not available. Some of our own paper testing was conducted but this is used for school use and planning. Suspension data was questioned why it was high. There is a clear line with violence in schools which we need to follow. The requirement to apply this sanction as applied as per DOE policy and procedures. Motion: Annual Report approved by Board. Carried. 2020 Annual Report will be uploaded to schools online and the school website 	
3.5	<u>Agenda Item #7</u> Business Plan 2021 – 2024	Chair <ul style="list-style-type: none"> Trevor Kristie 	<ul style="list-style-type: none"> Week 11 Term 2 is the planned completion and endorsement timeline Document presentation and link to Annual Report discussed Public School Review in Term 4 – Date TBC – Board involvement Business Plan will be professionally published. Business Plan will be titled ‘School Strategic Plan’, moving away from the clinical and corporate perception of a ‘business’. There are significant and distinctive differences between schools and businesses, their culture, operations and management Trevor presented our ‘vision’ of what the new plan will look like and how it will be structured. Focus areas and targets will be confirmed following self-assessment 	
3.6	<u>Agenda Item #8</u> Planning / Meeting Schedule	Chair	<ul style="list-style-type: none"> Review Meeting schedule for 2021 - confirmed Review SB Membership Profile- confirmed Trevor and Prachi will confirm the meeting agenda prior to each meeting as per stated guidelines on the board schedule. 	

			<ul style="list-style-type: none"> • Board members can add items to general business a week prior to the meeting to allow time for Trevor/staff or appropriate board member to formulate response • Term 3 to be the open meeting - attendees can be observers but not participants.
4.0	Other Business	Chair	<ul style="list-style-type: none"> • Guideline - Other or General Business is to be submitted prior to the meeting and at the time of receiving the initial agenda. • This process allows for research, pre-reading and or membership follow-up prior to the meeting. • This process provides the necessary information for the membership for discussion, review and informed/objective decision-making.
5.0	Next Meeting:	Chair	<ul style="list-style-type: none"> • Term 2 • Tuesday 29 June @ 6:30 pm – Week 11
6.0	Meeting Evaluation:	Chair	<ul style="list-style-type: none"> • Informal evaluation should be conducted at the end of each meeting. • One formal questionnaire evaluation is completed annually • Action: Trevor to send a school board survey template to Prachi and to complete at the next meeting.
7.0	Meeting Closed:	Chair	<ul style="list-style-type: none"> • Minutes will be saved in the CONNECT library – an email notification will be sent on completion
	<p style="text-align: center;">Have a wonderful Easter break everyone and stay safe!</p>		

AGENDA FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – June 29, 2021

Meeting 2
2021
Date: Tuesday 29.06.2021 @ 6.30pm

Location: Staff Room

Time:	Item:	Minutes: Meeting Four		Pointers and Actions
6.30pm	1.0	Welcome	Prachi	Membership Trevor Mitchell Kristie Pring Samantha Horne Donna French Libby Carmody Prachi Aggarwai Kasey Chittick Russell Miln Joanne Jones Jackie Lock Dannon Bunting (Staff Representative - Principal) (Staff Representative - Associate Principal) (Staff Representative – Early Years Teacher) (Staff Representative - Special Needs Assistant) (Staff Representative - Level 3 Teacher) (Parent Representative) (Parent Representative) (Parent Representative) (Parent Representative) (Parent Representative) (Parent Representative)
	1.1	Apologies	Prachi	
	1.2	Confirmation of Agenda	Prachi	Kristie Pring (AP) – Secretary
	1.3	Disclosure of Conflict of Interests	Prachi	None
	2.0	Minutes of the previous meeting	Prachi	Approval / Seconded
	2.1	Review of previous meeting minutes and actions	All	<ul style="list-style-type: none"> • Planning / Meeting Schedule updated • Membership Schedule updated • School Board Evaluation Questionnaire

				<ul style="list-style-type: none"> Some concerns with quality of the new school shirts and dresses were raised. Feedback from some parents about the quality of the material supplied by Lowes. ACTION - School has made contact with Lowes about uniform quality.
3.1	<p><u>Agenda Item #1</u></p> <ul style="list-style-type: none"> Membership and Training Modules Membership Screening Processes 	Prachi and Trevor	<ul style="list-style-type: none"> Requirements for members – training and screening. See Trevor for further information Code of Conduct signing for all members- to be finalised. Jackie and Russell required. 	
3.2	<p><u>Agenda Item #2</u></p> <ul style="list-style-type: none"> Surveys 	Sam and Donna	<ul style="list-style-type: none"> Survey data review in groups 	
3.1	<p><u>Agenda Item #3</u></p> <ul style="list-style-type: none"> Redevelopment Update 	Trevor	<ul style="list-style-type: none"> Redevelopment Update Stages of construction, plans, timelines, scope of works Q and A 	
3.2	<p><u>Agenda Item #4</u></p> <ul style="list-style-type: none"> School Banking Inquiry 	Prachi and Trevor	<ul style="list-style-type: none"> Sharing information and discussion 	
3.3	<p><u>Agenda Item #5</u></p> <ul style="list-style-type: none"> Business Plan 2022 – 2025 	Kristie	<ul style="list-style-type: none"> Overview of progress – strategic documents 	

4.0	<u>Other Business</u>	Prachi	
5.0	<u>Next Meeting:</u>	Prachi	<ul style="list-style-type: none"> • Term 3 • Tuesday 21 September @ 6:30 pm – Week 10
6.0	<u>Meeting Evaluation:</u>	Prachi	<ul style="list-style-type: none"> • Informal evaluation should be conducted at the end of each meeting. • One formal questionnaire evaluation is completed annually
7.0	<u>Meeting Closed:</u>	Prachi	<ul style="list-style-type: none"> • Minutes will be saved in the CONNECT library – an email notification will be sent on completion

AGENDA FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – September 21, 2021			
Meeting 3 2021	Date: Tuesday 21.09.2021 @ 6.30pm		Location: <u>Staff Room/Library</u>
Time:	Item:	Minutes: Meeting Four	Pointers and Actions
6.30pm	1.0	Welcome	Prachi Membership Trevor Mitchell (Staff Representative - Principal) Kristie Pring (Staff Representative - Associate Principal) Samantha Horne (Staff Representative – Early Years Teacher) Donna French (Staff Representative - Special Needs Assistant) Libby Carmody (Staff Representative - Level 3 Teacher) Prachi Aggarwal (Parent Representative) Kasey Chittick (Parent Representative) Russell Miln (Parent Representative) Joanne Jones (Parent Representative) Jackie Lock (Parent Representative) Dannon Bunting (Parent Representative)
	1.1	Apologies	Prachi Libby Carmody
	1.2	Confirmation of Agenda	Prachi Kristie Pring (AP) – Secretary
	1.3	Disclosure of Conflict of Interests	Prachi None
	2.0	Minutes of the previous meeting	Prachi Approval / Seconded
	2.1	Review of previous meeting minutes and actions	All <ul style="list-style-type: none"> • School Board Evaluation Questionnaire • Code of Conduct signing for all members - to be finalised. Russell required. • Open Meeting will be advertised for Term

3.1	<u>Agenda Item #1</u> Business Plan 2022 – 2025	Kristie Pring	<ul style="list-style-type: none"> • Question and Answer – provided in advance for pre-reading • Endorsement
3.2	<u>Agenda Item #2</u> ESAT – Public School Review Tuesday 19 October	Prachi and Trevor	<ul style="list-style-type: none"> • Training and screening completed • Briefing notes for the review
3.3	<u>Agenda Item #3</u> 2022 Charges and Contributions Schedule Endorsement	Prachi and Trevor	<ul style="list-style-type: none"> • Question and Answer – provided in advance for pre-reading • Endorsement
3.4	<u>Agenda Item #4</u> Redevelopment Presentation	Prachi, Kasey and Trevor	<ul style="list-style-type: none"> • Redevelopment Update • Evaluation - School Board Presentation to Project stakeholders
3.5	<u>Agenda Item #5</u> School Board Evaluation	Prachi	<ul style="list-style-type: none"> • Complete School Board Review
3.4	<u>Succession Planning #6</u>	Prachi and Trevor	<ul style="list-style-type: none"> • Future vacancies
4.0	<u>Other Business</u>	Prachi	
5.0	<u>Next Meeting:</u>	Prachi	<ul style="list-style-type: none"> • Term 4 • Tuesday 14 December @ 6:30 pm – Week 10
6.0	<u>Meeting Evaluation:</u>	Prachi	<ul style="list-style-type: none"> • Informal evaluation should be conducted at the end of each meeting.
7.0	<u>Meeting Closed:</u>	Prachi	<ul style="list-style-type: none"> • Minutes will be saved in the CONNECT library – an email notification will be sent on completion

AGENDA FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – DECEMBER 14, 2021

Meeting 4 **Date:** Tuesday 14.12.2021 @ 6.30pm

Location: Staff Room/Conference Room

Time:	Item:	Agenda : Meeting Four		Agenda Pointers and Actions
6.30pm	1.0	Welcome	Chair	<p>Membership Trevor Mitchell (Staff Representative - Principal) Kristie Pring (Staff Representative - Associate Principal) Samantha Horne (Staff Representative – Early Years Teacher) Donna French (Staff Representative - Special Needs Assistant) Libby Carmody (Staff Representative - Level 3 Teacher) Prachi Aggarwai (Parent Representative) Kasey Chittick (Parent Representative) Russell Miln (Parent Representative) Joanne Jones (Parent Representative) Jackie Lock (Parent Representative) Dannon Bunting (Parent Representative)</p>
	1.1	Apologies	Chair	Libby Carmody Jo Jones Welcome to Mrs Phillipson Outgoing Members this year – Donna French and Russell Miln
	1.2	Confirmation of Agenda	Chair	yes
	1.3	Disclosure of Conflict of Interests	Chair	none
	1.4	Correspondence In	Secretary	Public school review- see agenda
	2.0	Minutes of the previous meeting	Chair	Approval / Seconded – Donna and Sam

	2.1	Review of previous meeting minutes and actions	Chair / All	<ul style="list-style-type: none"> School Board Evaluation Questionnaire – Survey data: on the agenda 3.5 Open Meeting will be advertised- advertised and 1 in attendance
	3.1	<u>Agenda Item #1</u> 2022 One-line Budget Discussion	Trevor	<ul style="list-style-type: none"> No pre-reading Question and Answer No requirement to approve <p>Trevor explained the one-line budget. Losing \$35-45 thousand from Camp Australia, contributions about 70% (down on last year). Cash \$245 000. Expenditure needs to balance with cash. Putting more money into staffing in 2022. More time in intervention and we have lost numbers. New enrolments equates to more cash approximately \$6000 per student. If students arrive after census we don't get funding for them.</p>
	3.2	<u>Agenda Item #2</u> ESAT – Public School Review Report	Trevor	<ul style="list-style-type: none"> Pre-reading required Board discussion – commendations and recommendations Publication – schools online – school website <p>Report was as expected. It reflects where we want to take the school. A lot of staff contributed to the review. Everything on the report reflects with our new Strategic Plan. Next review in 2024. School Strategic Plan constantly reviewed to reflect the report over the next few years. Already making a K-PP hub to streamline this area. Play-based pedagogy to be strengthened including up to year 1/2. Continuing to strengthen our connection with DSHS- data collection.</p>
	3.3	<u>Agenda Item #3</u> Redevelopment Update	Prachi and Trevor	<ul style="list-style-type: none"> Redevelopment Update - fencing Tender completed – The stage 1 construction area is officially under the builder's ownership in readiness for procurement and site preparation tasks Pre-start process The school is ready. <p>Fence is happening but still working with the project team on where that is going. Trevor fighting to have as much of the school fenced as possible. Two sustainability area at PP planned- to happen before stage 2. Nature play also planned for the hill area. Have reconciled with the neighbour who put in the complaint. Trevor to visit Springfield to have a look at their fence. All vandalism counts are reported. There will be fewer entry points. Pre-start meeting today. \$20 million re-build. Tender awarded. Board did whatever they could to try to get exactly what the school needed. This was acknowledged by the Department. Trevor has asked for extra funding to assist with managing the new build- it would go in staffing. Fence to be put up in the holidays and building commencing on the first day of term 1. Trevor and admin are meeting with the builders in the week before the school go back to sort out the operational changes. This will be communicated to the school community.</p>

3.4	<u>Agenda Item #4</u> Class Placement Policy and Guidelines	Prachi, Kasey and Trevor	<ul style="list-style-type: none"> • Pre-reading required • Questions and Answer • Endorsement <p>Purpose is to provide information to the community about class structures and how students are placed in classes. School board approval is sort but not needed. Feedback from Donna and Sam is that it is clear and easy to understand. There is a process that is followed. Sociograms are used but students change their minds regularly.</p> <p>Motion: The school board endorses the Class Placement Policy</p> <p>Unanimous</p>
3.5	<u>Agenda Item #5</u> School Board Evaluation / survey Data	Prachi	<ul style="list-style-type: none"> • Pre-reading required • Complete School Board Review in groups using the attached survey data • What's Working? What's Not Working? Recommendations <p>What's Working Understanding organisational structure of school and role of Principal</p> <p>What's not working Understanding risk management plan Board committee- defined purpose and vision Attendance at school events and meets with leadership team and other staff members Board induction program</p> <p>Recommendations Presence at school assemblies by Board members Community members to be part of the Board membership</p>
3.4	<u>Succession Planning #6</u>	Prachi and Trevor	<ul style="list-style-type: none"> • Thank you to both Donna, Libby, Jo and Russell for their commitment and contributions to the functions of the board • A future vacancy will be advertised in Term 1 • School Board Chairperson for 2022 <p>Awards presented to Russell and Donna. Also ones for Libby and Jo to be passed on by Trevor.</p> <p>Expression of interest sent to staff- Closing Thursday. Parent positions to be advertised in term 1. Prachi to continue as Chair in 2022. Vice chair- Dannon.</p>
4.0	<u>Other Business</u>	Prachi	<p>Sanitation bins in girls toilets. Has been solved. Was fixed quickly after it was mentioned the Board Chair had raised it. School office staff had tried unsuccessfully for 6 weeks.</p>

				Reinstate Jackie Lock on Connect
	5.0	<u>Next Meeting:</u> Tuesday April 5, 2021	Prachi	<ul style="list-style-type: none"> • Term 1 • Tuesday 5 April @ 6:30 pm – Week 10
	6.0	<u>Meeting Evaluation:</u>	Prachi	<ul style="list-style-type: none"> • Informal evaluation should be conducted at the end of each meeting. • Feedback on our meeting norms and feedback for improvement
	7.0	<u>Meeting Closed:</u>	Prachi	