

# AGENDA FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL 3 May, 2022

**Meeting 1**  
**2022**

**Date:** Tuesday 03.05.2022 @ 7.30pm

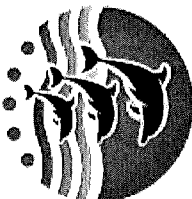
**Location:** staff room

<b>Time:</b>	<b>Item:</b>	<b>Minutes: Meeting Four</b>		<b>Pointers and Actions</b>
7.30pm	1.0	<b>Welcome</b> <ul style="list-style-type: none"> <li>Acknowledgement of Country</li> <li>Acknowledgement of Board Collaborative Norms</li> </ul>	Prachi	Trevor Mitchell (Staff Representative) Kristie Pring (Staff Representative) Samantha Horne (Staff Representative) Linda Scott (Staff Representative) Denise Dewing (Staff Representative) Marisha Kemp (Staff Representative) Prachi Agarwai (Parent Representative) Kasey Chittick (Parent Representative) Jackie Lock (Parent Representative) Dannon Bunting (Parent Representative)
		<b>Apologies/Absentees</b>	Prachi	
	1.2	<b>Confirmation of Agenda</b>	Prachi	Kristie Pring (AP) – Secretary – new secretary to be voted in Marisha Kemp voted in – motioned - Prachi
	1.3	<b>Disclosure of Conflict of Interests</b>	Prachi	Noted, nothing to add
	2.0	<b>Minutes of the previous meeting</b>	Prachi	Noted, nothing to add Sam and Kasey moved
	2.1	<b>Review and confirmation of previous meeting minutes and actions</b>	Prachi	Update Supporting Strategic Intention document

3.0	<b>Agenda Item #1</b> <ul style="list-style-type: none"> <li>• 2022 Financial Planning</li> <li>• 2022 One-line budget</li> </ul>	Trevor / Janene	<ul style="list-style-type: none"> <li>• An overview of the approved one-line budget</li> <li>• This needs to be tabled – no meeting endorsement is required</li> <li>• Funding Agreement for 2022 is to be signed by the Board Chairperson</li> <li>• Suggested reminder for Fees and Contributions to parents (boost money coming in)</li> <li>• Budget has been tabled</li> <li>• Prachi signed funding agreement and cash budget at meeting – witnessed by board members</li> </ul>
3.1	<b>Agenda Item #2</b> <b>2021 Annual Report</b>  <b>2022-2023 Behaviour Policy</b>	Denise Dewing	<ul style="list-style-type: none"> <li>• Pre-reading item – Board member review prior to meeting and raise questions, queries or publishing edits for consideration</li> <li>• A typo, music/arts written in 1<sup>st</sup> person, consider changing for consistency</li> <li>• Page 15, change terminology “binned”</li> <li>• Changes picked up from Jenene – DD to fix</li> <li>• Policy accepted with amendments - Prachi</li> <li>• Discussion, review and endorse the Annual Report in readiness for Schools Online upload in early Term 2</li> <li>• A documented motion is required</li> <li>• DD outlined reason for policy to board members</li> <li>• Language is positive, promoting and supporting behaviour in students</li> <li>• Relined to Zones with Regulations, self-assessment</li> <li>• Restorative practices in the school</li> <li>• Updated forms for reflection (younger years can draw rather than write)</li> <li>• Parent feedback – expectations</li> <li>• Aligns with Dept policies</li> <li>• Add appendix with triangle tier on back page to show support</li> <li>• Endorsed by Jackie</li> </ul>
3.2	<b>Agenda Item #3</b> <b>Rebuild Project</b>	Trevor	<ul style="list-style-type: none"> <li>• Redevelopment update</li> <li>• Correspondence in and out – re: Traffic</li> </ul>

			<ul style="list-style-type: none"> <li>• Caitlin Collins raised at the Dept, Christine Hamilton-Prime; has raised at council level</li> <li>• 2 transportables, includes staff room and additional toilet block</li> <li>• Kindy fenced with PP</li> <li>• Nature play, bike track, nature-play and slide is joining two areas</li> <li>• Specialist teachers to take programs from class to class</li> <li>• Year 1 to into transportables – 2/3 new building</li> <li>• Acknowledgement to staff for giving up lunch breaks</li> <li>• Feedback from parents on reduced recess, TM has addressed</li> <li>• Prachi suggested open day to showcase to parents the new classrooms</li> <li>• New ICT approved</li> <li>• Look at traffic wardens for traffic management</li> <li>• Signed up to 'Your Move' program and a traffic plan has already been created</li> </ul>
3.3	<b><u>Agenda Item #4</u></b> <b>Planning / Board Compliance / Meeting Schedule</b>	Prachi / Trevor	<ul style="list-style-type: none"> <li>• Review Meeting schedule for 2022</li> <li>• Tuesdays @ 7:30pm - keep meetings to an hour – all in favour</li> <li>• Review SB Membership Profile for 2022</li> <li>• Vacancies for 2022</li> <li>• 2 positions vacant, advertise now for next meeting – look for good intentions, engagement, knowledge of P&amp;C is favourable</li> <li>• Open Meeting in T2 Week 10, earlier in year instead of later to encourage new members</li> <li>• Sign Code of Conduct for 2022 – everyone has signed</li> <li>• Terms of Reference – TM to distribute</li> <li>• Screening Requirements included in pre-reading package</li> </ul>
3.4	<b><u>Agenda Item #4</u></b> <b>Canteen</b>	Trevor	<ul style="list-style-type: none"> <li>• Update</li> <li>• Great job Megan</li> <li>• Staffing issues in canteen, not profitable – led to the changes</li> <li>• TM provided summary of canteen issues</li> <li>• Must align with Healthy foods and drinks policy and school curriculum</li> </ul>



			<ul style="list-style-type: none"><li>• Business model to show it will break even is required – one employed canteen worker, plus volunteers.</li><li>• Aligned to school operations and processes</li><li>• Survey community and see what parents want/need</li><li>• Suggest parent board member to be a part of the P &amp; C canteen committee</li><li>• Update is to be documented</li></ul>
4.0	<b>Other Business</b>	Chair	<b>Other Business Guideline</b> <ul style="list-style-type: none"><li>• Submitted prior to the meeting and at the time of receiving the initial agenda</li><li>• This process allows for research, pre-reading and or membership follow-up prior to the meeting</li><li>• This process provides the necessary information for the membership for discussion, review and informed decision-making.</li><li>• Nothing further</li></ul>
5.0	<b>Meeting Evaluation:</b>	Chair	<ul style="list-style-type: none"><li>• Informal evaluation is completed at the end of each meeting</li><li>• One formal questionnaire evaluation is completed annually</li></ul>
6.0	<b>Next Meeting:</b>	Chair	<ul style="list-style-type: none"><li>• Term 2</li><li>• Tuesday 28 June @ 7:30 pm - confirmed</li></ul>
7.0	<b>Meeting Closed:</b>	Chair	<ul style="list-style-type: none"><li>• Time – 9:03pm closed</li><li>• Minutes will be provided in the CONNECT library – an email notification will be sent on completion</li></ul>
			<div><div><div>Hillarys</div><div>PRIMARY SCHOOL</div><div>Connected • Engaged • Successful</div></div></div>



# AGENDA FOR GENERAL BOARD MEETING

28 June 2022



Meeting 2 2022		Date: Tuesday 28.06.2022 @ 7.30pm		Location: Staff Room	
Time:	Item:	Minutes: Meeting Four		Pointers and Actions	
7.30pm 1.0	<b>Welcome</b>	<ul style="list-style-type: none"> <li>Acknowledgement of Country <i>We acknowledge and pay respect to the past, present and future Traditional Custodians and Elders of the land on which we work and learn together</i></li> <li>Acknowledgement of Board Collaborative Norms</li> </ul>	Dannon	Trevor Mitchell (Staff Representative) Kristie Pring (Staff Representative) Samantha Horne (Staff Representative) Linda Scott (Staff Representative) Marisha Kemp (Staff Representative) Prachi Aggarwal (Parent Representative) Kasey Chittick (Parent Representative) Jackie Lock (Parent Representative) Dannon Bunting (Parent Representative)	
1.1	<b>Apologies/Absentees</b>		Dannon	Prachi Aggarwal	
1.2	<b>Confirmation of Agenda</b>		Dannon	Correspondence In – outcome of SBRC Moved - all	
1.3	<b>Disclosure of Conflict of Interests</b>		Dannon	None – moved, all	
2.0	<b>Minutes of the previous meeting</b>		Dannon	True and accurate - Kasey and Jackie	

2.1	<b>Review and confirmation of previous meeting minutes and actions</b>	Dannon	<ul style="list-style-type: none"> <li>• Terms of Reference included in pre-reading – Trevor, acknowledged change that P&amp;C must go through same process as other parents to be on the board – acknowledged by all</li> <li>• Open Day to review new classes - discussion and link into end of year event - P &amp; C? – Trevor – TBC with changes with rebuild</li> <li>• Correspondence out - student letters, board letters/requests, Board summary for Annual Report, Newsletter summary - Trevor/Marisha – Denise Dewing class extension writers have written letters to Mr Goodenough, COJ, Ms Collins etc about how they can support the school during the rebuild. Capital Works also aware of letters, End of this year chairperson writes report about what board has done, supported the school with projects/funding etc . This is included in the Annual Report. School Board summary included in the newsletter following a meeting.</li> <li>• Adjustments were made to the ANNUAL REPORT 2021 and uploaded to schools online - Kristie</li> <li>• Parent Board member as part of the Canteen Committee - update – Trevor – 1 nomination (Megan Philipson) and 1 pending nomination</li> <li>• Roles and responsibilities of the School Board - linked to the Canteen – Trevor – ensure connection to healthy food and drinks policy which P&amp;C operate, P&amp;C to be involved with special days within school calendar, board agreed</li> </ul>
3.0	<b>Agenda Item #1 School Fencing Proposal, Discussion and Endorsement</b>	Trevor	<ul style="list-style-type: none"> <li>• Pre-reading Fencing Proposal (Trevor to send through to board members)</li> <li>• Trevor asked members to read and supply feedback</li> <li>• School has 3 options which support school pedagogy and school operations.</li> <li>• These will be presented to Capital Works and Infrastructure on request</li> <li>• Dannon suggested to document incidents on oval (dogs etc) to push fencing</li> </ul>

3.1	<b>Agenda Item #2 Rebuild Update</b>	Trevor	<ul style="list-style-type: none"> <li>• Pre-reading Traffic Warden Application – Janene handled application, awaiting signature from COJ then will be submitted, applying for a paid warden. Timeline - TBA</li> <li>• Pre-reading Rebuild Project Feedback – Trevor recommending a review is done once a year over a period of years with feedback etc (rather than after mid-2024 - independent review)</li> <li>• Budget is currently in the red, increased DP by one day and MCS by one day, sent application to budget review committee – they have responded and we are awaiting further feedback and approval. Confirmed budgeting/forecasting has not been overstated</li> <li>• Dannon asked for further feedback for next board meeting</li> </ul>
3.2	<b>Agenda Item #3 School Strategic Plan Update on Progress</b>	Kristie	<p>No pre-reading</p> <ul style="list-style-type: none"> <li>• Core strategies provided to members</li> <li>• Most processes underway, a lot of parent involvement to start 2023, due to setbacks this year (covid/rebuild etc)</li> <li>• School is on track – next update with be with evidence, to show best practice, common assessment tasks and review/snapshot of where we are – what did we achieve? – tie in with next school review</li> <li>• Next board meeting may have some evidence to show members</li> </ul>
3.3	<b>Agenda Item #4 Policy Review Update</b>	Kristie	<ul style="list-style-type: none"> <li>• Pre-reading: Mobile Phone / Smart Devices</li> <li>• In line with new DoE guidelines, updated to include smart watches</li> <li>• Induction with students in T3, info for staff on PD day then update parents and save on website</li> <li>• Focus in T3 for parents to have access to cyber safety workshops, resources online etc</li> <li>• DB suggested checking with Duncraig Partnership on transition from Primary School to High School in regard to online content etc</li> <li>• Check with P&amp;C from their last meeting on arranging cyber safety talk for parents – were going to put out parent survey to check interest</li> <li>• Involve parent and child for talks</li> <li>• Police liaison officer from central office – TM to check if we have one</li> <li>• Student contract (online devices) - KP and TM to check and update</li> </ul>



				<ul style="list-style-type: none"><li>Dannon, Jackie approved and motioned updated policy - seconded</li></ul>
3.4	<b>Agenda Item #5</b> <b>New Membership - Training Availability in Term 3, Screening Compliance, Induction</b>	Marisha / Trevor		<ul style="list-style-type: none"><li>Pre-reading</li><li>Megan P – nomination in, Trevor to liaise with Prachi</li><li>Dannon and Kasey to send through police clearance</li><li>Jackie to send off application</li><li>Prachi – Marisha to follow up</li><li>SPS school board induction coming up – Trevor to advise of date and recommended board members to attend</li></ul>
4.0	<b><u>Other Business</u></b>	Chair		<b>Other Business; Guidelines</b> <ul style="list-style-type: none"><li>Submitted prior to the meeting and at the time of receiving the initial agenda</li><li>This process allows for research, pre-reading and or membership follow-up prior to the meeting</li><li>This process provides the necessary information for the membership for discussion, review and informed decision-making.</li><li>Nothing further</li><li>Dannon raised e-mobility (e-scooters) and engaging students/parents on use and dangers – find out via parent survey if they use them. Does the DoE have a policy or do the High Schools?</li></ul>
5.0	<b><u>Meeting Evaluation:</u></b>	Chair		<ul style="list-style-type: none"><li>Informal evaluation is completed at the end of each meeting</li><li>One formal questionnaire evaluation is completed annually</li><li>All happy with proceedings of meeting – no questions Dannon motioned</li><li>Open meeting in new classroom/new board member/s T3</li><li>Invite P&amp;C members to join School Board Open Meeting to encourage them to join</li></ul>

	6.0	<b><u>Next Meeting:</u></b>	Chair	<ul style="list-style-type: none"> <li>• Term 3</li> <li>• Tuesday 20 September @ 7:30 pm</li> </ul>
	7.0	<b><u>Meeting Closed:</u></b>	Chair	Meeting closed @ 920pm

# MINUTES FOR GENERAL BOARD MEETING 20 September 2022



Meeting 3 2022		Date: Tuesday 20.09.2022 @ 7.30pm		Location: Conference Room	
Time:	Item:	Minutes: Meeting Four		Pointers and Actions	
7.30pm 1.0		<b>Welcome</b> <ul style="list-style-type: none"> <li>Acknowledgement of Country</li> <li>Acknowledgement of Board Collaborative Norms</li> </ul>	Prachi	Trevor Mitchell (Staff Representative) Kristie Pring (Staff Representative) Samantha Horne (Staff Representative) Linda Scott (Staff Representative) Marisha Kemp (Staff Representative) Prachi Agarwal (Parent Representative) Kasey Chittick (Parent Representative) Jackie Lock (Parent Representative) Dannon Bunting (Parent Representative) Megan Phillipson (Parent Representative)	
	1.1	<b>Apologies/Absentees</b>	Prachi	<ul style="list-style-type: none"> <li>Dannon</li> <li>Samantha</li> <li>Trevor</li> <li>Jackie</li> </ul>	
	1.2	<b>Confirmation of Agenda</b>	Prachi	<ul style="list-style-type: none"> <li>Correspondence In –</li> <li>Application Acknowledgement for Children's Crossing</li> <li>Welcome new member Megan Phillipson</li> <li>Strategic Meeting to be sent for next meeting</li> <li>E-scooters, follow up requested – next meeting</li> <li>Follow up SPPS School Board Induction – TBC</li> <li>Look up school board online training – forward link to all members</li> </ul>	

			<ul style="list-style-type: none"> <li>Nothing else to add – all asked, moved</li> </ul>
1.3	<b>Disclosure of Conflict of Interests</b>	Prachi	<ul style="list-style-type: none"> <li>Nothing, moved</li> </ul>
2.0	<b>Minutes of the previous meeting</b>	Prachi	<ul style="list-style-type: none"> <li>Prachi absent, but acknowledged – follow up items above</li> </ul>
2.1	<b>Review and confirmation of previous meeting minutes and actions</b>	Prachi	<ul style="list-style-type: none"> <li>moved</li> </ul>
3.0	<b>Agenda Item #1 Communicating Student Achievement and Reporting to Parents Policy &amp; Communication Policy</b>	Trevor	<ul style="list-style-type: none"> <li>Pre-reading - Updated policies to be approved by Board Members</li> <li>Update included Compass and removing some online apps (i.e. Class Dojo etc) now using Electronic Student Updates</li> <li>Making communication more streamlined across the school/year</li> <li>Took out group meeting and made it one on one with teacher/parent</li> <li>Moved, passed by Prachi and Kasey</li> <li>Request to be distributed to school community/school website</li> </ul>
3.1	<b>Agenda Item #2 NQS Assessment</b>	Trevor	<ul style="list-style-type: none"> <li>Pre-reading NQS Reflection Tool</li> <li>Collating evidence on how school is meeting the standards ready for auditors. Auditors have been invited in to assess. No mandates but good practice/ Term 4 in 2023 auditors have been invited</li> <li>Linda gave great overview</li> <li>Questions about where areas of concern are or staff movements, Linda/Kristie advised new staff will be trained/advised, main concern is environmental changes – working towards that</li> <li>Update will be provided in due course (requested by Prachi)</li> </ul>
3.2	<b>Agenda Item #3 Rebuild Update</b>	Trevor	<ul style="list-style-type: none"> <li>Fencing – no update, pending</li> <li>Transportable Classrooms – TM applied for additional ones, rejected</li> </ul>



			<ul style="list-style-type: none"> <li>Impacts/Risks – kindly has moved, using old furniture, until rebuild is closer to completion. Dept covered staff on moving day, plus removalists, Yr 2/3's moving this week, waiting on handover to TB3</li> <li>No site access over school holidays – teachers, parents, website communication to community members – asbestos removal. PD Day offsite, will need to wait for clearance to return</li> </ul>
3.3	<b>Agenda Item #4 2023 Fees and Charges and Booklists</b>	Kristie	<ul style="list-style-type: none"> <li>Pre-reading 2023 Charges and Contributions – to be endorsed</li> <li>Already approved by Finance Committee, a few date errors to be amended that were picked up – endorsed by PA, MP, KC</li> <li>Pre-reading 2023 Booklists – to be endorsed</li> <li>Happy with all – endorsed by PA, MP, KC</li> <li>Members asked what % of Fees/Contributions have been paid this year – confirmed with JH 65%. Generally it has been 75% but last 2 years there has been a decline</li> </ul>
3.4	<b>Agenda Item #5 Rebranding Process</b>	Trevor	<ul style="list-style-type: none"> <li>Uniform refresh concept</li> <li>Re-branding the buildings – more modern – watch this space!</li> <li>Request for a parent survey</li> </ul>
4.0	<b><u>Other Business</u></b>	Chair	<b>Other Business; Guidelines</b> <ul style="list-style-type: none"> <li>Submitted prior to the meeting and at the time of receiving the initial agenda</li> <li>This process allows for research, pre-reading and or membership follow-up prior to the meeting</li> <li>This process provides the necessary information for the membership for discussion, review and informed decision-making.</li> <li>Nothing further</li> </ul>
5.0	<b><u>Meeting Evaluation:</u></b>	Chair	<ul style="list-style-type: none"> <li>Informal evaluation is completed at the end of each meeting</li> <li>One formal questionnaire evaluation is completed annually</li> </ul>

	6.0	<b><u>Next Meeting:</u></b>	Chair	<ul style="list-style-type: none"> <li>• Term 4</li> <li>• Tuesday 6 December 2022 @ 7:30 pm</li> <li>• TBC – Open Night on 6<sup>th</sup> Dec</li> </ul>
	7.0	<b><u>Meeting Closed:</u></b>	Chair	@ 8:50pm by Prachi

<b>AGENDA FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – DECEMBER 6, 2022</b>			
<b>Meeting 4</b> <b>Date:</b> Tuesday 06.12.2022 @ 7.30pm (Open Meeting) Visitors attend as an observer and do not participate in the meeting. <b>Location:</b> <u>Staff Room</u>			
<b>Time:</b>	<b>Item:</b>	<b>Agenda : Meeting Four</b>	<b>Agenda Pointers and Actions</b>
6.30pm	1.0	<b>Welcome</b>	<b>Membership</b> Trevor Mitchell (Staff Representative - Principal) Kristie Pring (Staff Representative - Associate Principal) Samantha Horne (Staff Representative – Teacher) Linda Scott (Staff Representative – Teacher) Marisha Kemp (Staff Representative – Non-teaching Admin/Library) Prachi Aggarwai (Parent Representative) Kasey Chittick (Parent Representative) Megan Philipson (Parent Representative) Jackie Lock (Parent Representative) Dannon Bunting (Parent Representative)
	1.1	<b>Apologies</b>	Trevor Mitchell Kasey Chittick Jackie Lock - late
	1.2	<b>Confirmation of Agenda</b>	All motioned
	1.3	<b>Disclosure of Conflict of Interests</b>	No conflicts – all motioned
	1.4	<b>Correspondence In/Out</b>	Nothing – all motioned
	2.0	<b>Minutes of the previous meeting</b>	Approval / Seconded Linda approved / Prachi seconded
	2.1	<b>Review of previous meeting minutes and actions</b>	<ul style="list-style-type: none"> <li>Communication Policy Update posted on website?</li> <li>MK to do Wed 7<sup>th</sup> Dec</li> <li>Fencing – TBC – School Board communication needed closer to Stage 2 completion</li> <li>Carry over to next meeting, building meeting this Thursday with TM</li> <li>School Board communication to City of Joondalup and Councillors to support path upgrades within our school network</li> </ul>

				Carry over to next meeting, P&C has spoken briefly with TM - TBC
	3.1	<b>Agenda Item #1</b> <b>2022 One-line Budget Discussion</b>	Kristie	<p>No pre-reading / Document tabled for discussion</p> <ul style="list-style-type: none"> <li>No requirement to approve / table document</li> </ul> <p>JH has provided one line budget, KP discussed: Collegiate space at PP, new shed has been built</p> <p>Funds from reserves for new digital sign</p> <p>New furniture 2024, so budget reduced</p> <p>New block names (Noongar seasons)</p> <p>Purchased new server to account for Compass</p> <p>Enough i-pads for students and new laptops for teachers, some laptops for Year 6's</p> <p>Have not replaced i-pads yet, they are going ok</p> <p>Query – Year 6 camp jumped from \$2000 to \$12,000?</p> <p>Query on Voluntary Contributions – be more transparent with school community on where money is being spent, hoping for better uptake with introduction of Compass. Show parents/community what can we get if we reach XX or XXX on contribution payments – forward planning for what school wants to spend the money on</p>
	3.2	<b>Agenda Item #2</b> <b>2023 School Development Days</b>	Kristie	<p>Discuss / Endorsement</p> <ul style="list-style-type: none"> <li>One day is allocated to curriculum support – half day allocated for teacher preparation in January. Other days for school development / improvement</li> <li>January 30/31 in Term 1 / Mon 24 April in Term 2 / Mon 17 July in Term 3 / Mon 9 October and Fri 15 December in Term 4</li> </ul> <p>Dannon and Megan endorsed, all other members seconded</p>
	3.3	<b>Agenda Item #3</b> <b>Redevelopment Update</b>	Kristie	<p>Pre-reading required/Discuss/Update</p> <ul style="list-style-type: none"> <li>Redevelopment timeline</li> </ul> <p>Meeting on Thursday, build is delayed, issues with asbestos, will restart in holidays</p> <p>Staff not allowed onsite on Friday 16<sup>th</sup> and not allowed back until 30<sup>th</sup> Jan</p> <p>Possible new schedule from next build meeting – TBC</p> <p>Question from Dannon – who prepared the document (for pre-reading?)</p> <p>Query on asbestos – very thorough, very experienced, work with the builders, lots involved (i.e., union rep, OHS school rep, Principal, MCS, environmental agent, dept rep, asbestos rep), communicate with school community at end of Term 4</p> <ul style="list-style-type: none"> <li>Redevelopment Feedback Process – Lessons Learned</li> <li>See above points</li> <li>School Site closed during December / January vacation period</li> </ul>



3.3	<b>Agenda Item #4 School Board Schedule and Profile</b>	Prachi	<p>Pre-reading required / Discuss / Endorsement</p> <ul style="list-style-type: none"> <li>Meeting Schedule 2023</li> <li>Dannon motioned, Megan seconded</li> <li>School Board Profile and Vacancies</li> </ul> <p>Query on re-introduction discussion of NAPLAN results in relation to 3-year strategic plan – review, address in relation to KPI's, add to next year's agenda/schedule for T3 or T4 depending when data comes in</p> <p>Address 2022 results in T1, 2023, then look at T2/T3 2023 results</p> <p>Prachi endorsed</p>
3.5	<b>Agenda Item #5 Succession Planning 2023 Board Chairperson Vacancies</b>	Prachi	<p>Pre-reading required / Discuss / Endorsement</p> <ul style="list-style-type: none"> <li>School Board Chairperson nominations and election for 2023</li> <li>Prachi - 2023 last year on the board, should someone step up into Chair and Prachi support for 2023? Suggested Dannon - TBC</li> <li>Future vacancy will be advertised in Term 1, 2023</li> <li>2 vacancies, end of 2023 Prachi and Jackie finish up, Kristie to roll over for 2023, happy to stay on, advertise now (newsletter/Connect) out to the community ready for 2023, thank Kasey for her support and tenure. Should we look at a community member, for example Caitlin Collins etc?</li> <li>Need to develop relationship with DSHS more in the future, invite DSHS Board Member to our meeting, feedback on on-entry to DSHS to HPS on students</li> <li>Staff Membership confirmed</li> <li>Link to online training to be included as EOI – understanding the role</li> <li>MK to get the link from TM – send to all current members also as a refresher</li> <li>Endorsed with changes – Prachi</li> </ul>
	<b>Agenda Item #6 Statement of Expectation</b>	Prachi	<p>Pre-reading required / Discussion / Endorsement</p> <ul style="list-style-type: none"> <li>Compliance Procedure</li> <li>All comfortable with statement</li> <li>Sign-off</li> <li>Prachi endorsed/signed</li> </ul>
4.0	<b>Other Business</b>	Prachi	<p>Confirmed prior to meeting and included on the Meeting Agenda</p> <p>No other business</p>
5.0	<b>Next Meeting:</b>	Prachi	<ul style="list-style-type: none"> <li>Term 1, 2023 - Tuesday 4 April @ 7:30 pm – Week 10 agreed</li> </ul>
6.0	<b>Meeting Evaluation:</b>	Prachi	<ul style="list-style-type: none"> <li>Informal evaluation should be conducted at the end of each meeting</li> <li>All endorsed and agreed with meeting and conduct</li> <li>3 Stars and a Wish – Reflection process</li> <li>Thanks for the feedback</li> </ul>

	7.0	<u>Meeting Closed:</u>	Prachi	Thank you, and best wishes for the Christmas and the New Year. Meeting closed – 8:50pm
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