

**AGENDA FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – 04 APRIL 2023**

**Meeting 4**      **Date:** Tuesday 04.04.2023 @ 7.30pm      **Location:** Admin Conference Room

<b>Time:</b>	<b>Item:</b>	<b>Agenda: Meeting One</b>		<b>Agenda Pointers and Actions</b>
7.30pm	1.0	Welcome	Chair	<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>Jenny Baynam (Staff Representative – Acting Principal)</li> <li>Kristie Pring (Staff Representative - Associate Principal)</li> <li>Samantha Home (Staff Representative – Teacher)</li> <li>Linda Scott (Staff Representative – Teacher)</li> <li>Marisha Kemp (Staff Representative – Non-teaching Admin/Library)</li> <li>Prachi Aggarwal (Parent Representative)</li> <li>Megan Philipson (Parent Representative)</li> <li>Jackie Lock (Parent Representative)</li> <li>Dannon Bunting (Parent Representative)</li> <li>Kristy Spencer (Parent Representative) – Welcome new member</li> </ul>
	1.1	Apologies	Chair	<ul style="list-style-type: none"> <li>Dannon Bunting</li> <li>Trevor Mitchell</li> </ul>
	1.2	Confirmation of Agenda	Chair	<ul style="list-style-type: none"> <li>All motioned</li> </ul>
	1.3	Disclosure of Conflict of Interests	Chair	<ul style="list-style-type: none"> <li>None, all motioned</li> </ul>
	1.4	Correspondence In/Out	Secretary	<ul style="list-style-type: none"> <li>None</li> </ul>
	2.0	Minutes of the previous meeting	Chair	<ul style="list-style-type: none"> <li>Passed, seconded Megan and Kristie</li> </ul>
	2.1	Review of previous meeting minutes and actions	Chair / All	<ul style="list-style-type: none"> <li>motioned</li> </ul>
	3.1	Agenda Item #1 2023 One-line Budget Discussion	Jenny/ Marsha	<ul style="list-style-type: none"> <li>Query – Year 6 camp jumped from \$2000 to \$12,000? JH to advise in writing reason for variance then MK to email out.</li> </ul>

				<ul style="list-style-type: none"> <li>• Waiting for 2023 budget to be released/finalised – JH to advise at next Board Meeting.</li> <li>• More enrolments than expected, need to show budget vs actual to board</li> <li>• 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</li> <li>• 23% to date in Vol Con, will send reminders/statements in early Term 2 for vols to be paid</li> <li>• P&amp;C and Front Office will advertise in newsletter and FB page with how funds are being spent around the school/or resources</li> </ul>
3.2	<u>Agenda Item #2</u> <u>2022 Annual Report Endorsement</u>	Jenny/ Kristie	<ul style="list-style-type: none"> <li>• Pre-reading – annual report attached</li> <li>• Query on Page 7, Standardised Testing – how are students selected? 2022 decided to test all Year 1 students – lots of teacher relief/staffing (very labour intensive). Identify students for extension. Decided for 2023 looking at students for extension, gave good comparative data.</li> <li>• JH to check with DD on On-Entry Data graph and Standardised Testing, part missing</li> <li>• Query on English (ECE) – curriculum push on PP learning, helps with transition from early childhood to rest of school learning</li> <li>• Query for attendance comparing to 'like' schools and 'Australian' schools – 'like' schools mean same calibre of students. Revise Attendance comparative data and update report</li> <li>• To be resent tomorrow – majority to endorse via email, then we can publish</li> </ul>	
3.3	<u>Agenda Item #3</u> <u>Redevelopment Update</u>	Jenny	<ul style="list-style-type: none"> <li>• Redevelopment update</li> <li>• Pouring of pad for TB4 (2-storey building) to be finished by the end of this week</li> <li>• Contaminated backfill, need to remove over the holidays</li> <li>• 600 - 1m of soil to be removed</li> <li>• Lots of testing has been done, is safe currently</li> <li>• Building meeting last week – dept, gov, environmentalist, OHS, union – all undertaken under strict conditions</li> <li>• Traffic management letterbox drop of neighbours for holidays work</li> <li>• Approx. 6 weeks behind</li> <li>• Fence update, parent from DFES, liaising with COJ – Mayor is now involved, all supportive, need to wait and see</li> </ul>	
3.3	<u>Agenda Item #4</u> <u>NAPLAN results - 2022</u>	Kristie	<ul style="list-style-type: none"> <li>• Results will be discussed at meeting</li> <li>• Annual report also has some NAPLAN information</li> <li>• 2020 - no NAPLAN (due to COVID) progress data has been affected by that for current Year 6 students</li> <li>• Above like schools for GOOD, looking to push into EXCELLENT</li> <li>• Lighthouse Maths – new program to help students</li> </ul>	

				<ul style="list-style-type: none"> <li>Year 5's many achieving A's on report, but only receiving GOOD in NAPLAN</li> <li>Style of questions may trick students, affect results</li> <li>Look at NAPLAN style questions and incorporate into daily teaching</li> <li>Year 4 teachers have achievement profiles from Year 3 testing, so they know where to work, there are a lot of intervention programs</li> <li>Literacy Pro into Year 2 for 2023, was Reading Eggs in previous years, have increased book resources, good online resources</li> <li>Early intervention program PP – Year 4, new program for 2023</li> <li>Year 5 and 6 have EA support for reading</li> <li>Big difference between paper tests and online testing. Increasing IT support (i-pads etc) can see on comparison report Year 3 writing, Year 5 typing</li> <li>A lot of writing PL (Seven Steps) teacher focus at beginning of the year</li> <li>Strong network with Duncraig Partnership, can draw some comparisons and learn from their programs/feedback. High school likes to know our plans/results</li> <li>Grammar and punctuation, slight dip, English Team will review of practise</li> <li>Big effort in spelling, year 5's steady, we have improved with Year 3, same with early intervention programs</li> <li>Off Year testing (paper based) for Year 2, 4 and 6, usually in May – use data to track progress</li> <li>Add 2023 NAPLAN results to Term 3 Agenda</li> </ul>
3.5	<p><b>Agenda Item #5</b>  <b>2023 Board Meetings</b>  <b>Code of Conduct</b>  <b>Online Training</b></p>	Prachi	<ul style="list-style-type: none"> <li>Schedule of meetings for 2023</li> <li>2023 Code of Conducts (to be signed by all)</li> <li>Link for School Board Training - <a href="https://www.education.wa.edu.au/school-councils-boards">https://www.education.wa.edu.au/school-councils-boards</a> – HOLIDAY HOMEWORK</li> <li>Reschedule OPEN MEETING for Term 3</li> </ul>	
3.6	<p><b>Agenda Item #6</b>  <b>P&amp;C Overview - 2023</b></p>	Megan	<ul style="list-style-type: none"> <li>Brief overview from last week's AGM and General Meeting</li> <li>Filled all position, new members for exec committee and general committee</li> <li>Positions filled with same parents as 2022</li> <li>\$18K paid out to date, with more to come</li> <li>Volunteers for fundraising events/canteen helpers – very tight, hard to find parent helpers</li> <li>Couple of changes to documenting streamlined, submission document, record keeping process</li> <li>Need to raise funds, looking at online platforms for fundraisers</li> <li>Query on a building funds (Cottesloe/Jolimont/Subiaco PS – look at their websites), need to nominate a project</li> </ul>	
4.0	<b>Other Business</b>	Prachi	<ul style="list-style-type: none"> <li>Dannon voted as Chair</li> <li>Prachi voted as Vice Chair</li> </ul>	

			<ul style="list-style-type: none"> <li>Uniforms raised – nothing until end of rebuild, parent consultation/feedback and school board endorsement all need to be done first</li> <li>Need to look at excess stock (consideration)</li> </ul>
5.0	<u>Next Meeting:</u>	Prachi	<ul style="list-style-type: none"> <li>Term 2, Week 10 27 June 2023</li> <li>730pm Admin Conference Room</li> </ul>
6.0	<u>Meeting Evaluation:</u>	Prachi	<ul style="list-style-type: none"> <li>no feedback</li> </ul>
7.0	<u>Meeting Closed:</u>	Prachi	<ul style="list-style-type: none"> <li>20:50PM meeting closed</li> </ul>

**AGENDA FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – Monday 26 June 2023**

**Meeting 2**  
**2023**  
**Date: Monday 26.06.2023 @ 7.00pm**

**Location: ADMIN CONFERENCE ROOM**

**Time:** 7.00pm

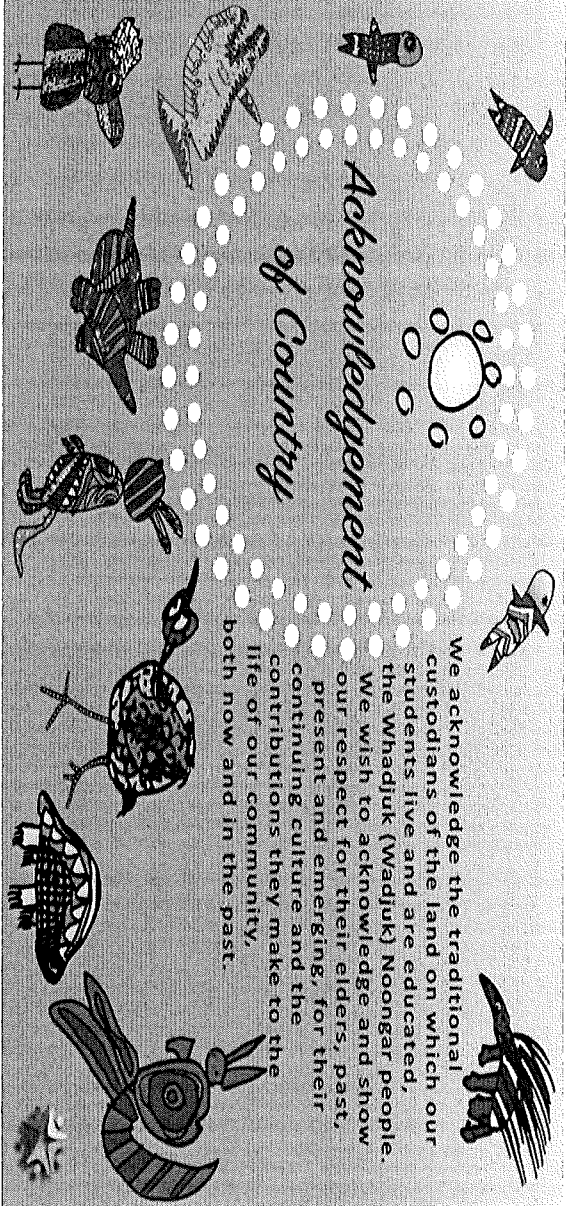
**Item:** 1.0

**Agenda: Meeting One**

**Agenda Pointers and Actions**

Members	Chair
Trevor Mitchell Kristie Pring Samantha Home Linda Scott Marisha Kemp Prachi Aggarwal Megan Phillipson Jackie Lock Dannon Bunting Kristy Spencer Vacancy	(Principal) (Staff Representative - Associate Principal) (Staff Representative – Teacher) (Staff Representative – Teacher) (Staff Representative – Non-Teaching Admin/Library) (Parent Representative) (Parent Representative) (Parent Representative) (Parent Representative) (Parent Representative)

**Welcome and Acknowledgement of Country**



*Acknowledgement of Country*

We acknowledge the traditional custodians of the land on which our students live and are educated, the Whadjuk (Wadjuk) Noongar people. We wish to acknowledge and show our respect for their elders, past, present and emerging, for their contributions they make to the life of our community, both now and in the past.

	1.1	<b>Apologies</b>	Chair	<ul style="list-style-type: none"> <li>Kristie Pring (LSL), Samantha Home (sick), Prachi Aggarwal (late) Jackie Lock (NP)</li> </ul>
	1.2	<b>Confirmation of Agenda</b>	Chair DB	<ul style="list-style-type: none"> <li>Re-visit roles and responsibilities of the board</li> <li>Revise school governance and supporting school leadership</li> <li>DB happy to receive feedback/ideas (via email/text) prior to board meetings</li> </ul>
	1.3	<b>Disclosure of Conflict of Interests</b>	Chair DB	<ul style="list-style-type: none"> <li>None – all motioned</li> </ul>
	1.4	<b>Correspondence In/Out</b>	Secretary MK	<ul style="list-style-type: none"> <li>Fencing response from City of Joondalup – (send with minutes)</li> <li>Response is to keep oval open for community use</li> <li>School will get a fence however unsure of boundaries/positioning</li> <li>In due course, board to have input for Dept/COJ on proposed fencing</li> </ul>
	2.0	<b>Minutes of the previous meeting</b>	Chair DB	<ul style="list-style-type: none"> <li>Confirmed as true and accurate – confirmed, all motioned</li> </ul>
	2.1	<b>Review of previous meeting minutes and actions</b>	Chair / All	<ul style="list-style-type: none"> <li>Promoting the voluntary contributions - distribution update (see pre-reading)</li> <li>Check 2022 vol cons % and revisit in T3, next meeting</li> <li>Camp monies – processing error – wrong code, should not have been on spreadsheet</li> </ul>
7:10 pm	3.1	<b>Agenda Item #1 Schools Resourcing</b>	Trevor	<ul style="list-style-type: none"> <li>See comparative budget review - tabled and Trevor to unpack</li> <li>School is in a good position</li> <li>TM checking on some variances</li> <li>MP looking into building funds – TBC</li> </ul>
7:25 pm	3.2	<b>Agenda Item #2 Policy Review</b>	Trevor	<ul style="list-style-type: none"> <li>Homework Policy – currently under review</li> <li>School Assessment Framework is under review this year (why and how using current testing)</li> <li>Sunsmart Policy is under review this year – review applying sunscreen (all students)</li> <li>DoE Behaviour Management is under review this year with recent DoE update – next term and term 4, policies will be updated</li> <li>Workforce safety and Wellbeing is under review this year with DoE update</li> </ul>
7:45 pm	3.3	<b>Agenda Item #3 Redevelopment Update</b>	Trevor	<ul style="list-style-type: none"> <li>Redevelopment update – project meeting last week, works finished in early/mid Dec. By end of year old furniture out, get new items in, removalist in. start of 2024 students in new classrooms</li> <li>Fence update – Communication from the Project Team</li> <li>Science Retrofit Project Update – applied and won, turning Science Room into multi-purpose room, project happening over the Christmas holidays</li> <li>ECE Facility Upgrade – show board members new PP buildings at next meeting</li> </ul>


7:55 pm	3.3	<u>Agenda Item #4</u> <b>School Board Compliance Check</b>	Trevor	<ul style="list-style-type: none"> <li>• Online training modules – send link again to all members, check on refresher course links</li> <li>• Code of Conduct – all received</li> <li>• WWCC – all received</li> </ul>
8:00 pm	3.5	<u>Agenda Item #5</u> <b>Uniform Update</b>	Dannon	<ul style="list-style-type: none"> <li>• Discussion – embracing the redevelopment branding – moving forward with student uniforms – discussion only – staff are looking at new branding polos and jackets, soft roll out. School Community feedback/vote/involvement. Board to agree on timeline – for student uniforms</li> <li>• Feedback – to wear plain navy shirts, then start purchasing the new uniforms. Looking at Faction shirts. Discussions about factions in the background, ideas on sub-committee on uniforms etc</li> <li>• All agree to form a sub-committee, suggested rotating members to bring ideas to meetings, parent input from early years, middle and upper years.</li> <li>• Get parents to send in their feedback and questions</li> <li>• Lowes to be contacted again to run 2024 order – Keen to keep our business, offer discounts/specials on a regular basis, agreed to place order for 2024</li> </ul>
8:25 pm	3.6	<u>Agenda Item #6</u> <b>P&amp;C Connection - 2023</b>	Megan	<ul style="list-style-type: none"> <li>• Funding Submission Process – updated</li> <li>• Formal submission request process to streamline requests</li> <li>• Easy for staff and for P&amp;C members to process</li> <li>• Parents wanting to submit, can do, using a different form for them to complete for the P&amp;C</li> <li>• P&amp;C Submissions File, copies kept on record, we can tick off once received, invoicing etc</li> <li>• Submissions, once approved go onto P&amp;C FB page and Newsletters for community to see where funds have gone</li> <li>• Finance Committee to also check and approve P&amp;C submissions before they are processed</li> </ul>
	4.0	<u>Other Business</u>	Chair DB	<ul style="list-style-type: none"> <li>• Hillarys Electorate Education Forum – Principal and Board Chair or Parent Representative. August 3 – Belridge SC: 10 – 11am – Caitlin Collins and Minister for Education HON Dr. Tony Buti – Attendees: Trevor and ?</li> <li>• Prachi attended the last event, advice was to go pre-prepared with questions</li> <li>• Dannon is available to attend, Trevor to attend also (MK to RSVP on their behalf)</li> <li>• Parliament House invite, inc lunch, tour with Caitlin Collins – MONDAY preferred, Dannon to confirm with office (times etc) MK to send out to board</li> </ul>
	5.0	<u>Next Meeting:</u>	Chair DB	<ul style="list-style-type: none"> <li>• Monday September 18 - 7:00 pm – OPEN MEETING</li> <li>• At PP area, new collegiate space and shed</li> </ul>
	6.0	<u>Meeting Evaluation:</u>	Chair DB	<ul style="list-style-type: none"> <li>• No feedback – all happy with meeting</li> </ul>
	7.0	<u>Meeting Closed:</u>	Chair DB	<ul style="list-style-type: none"> <li>• Meeting closed 8:30pm</li> </ul>

**AGENDA FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – Monday 18 September 2023**

**Meeting 2**  
**2023**  
**Date: Monday 18.09.2023 @ 7.00pm**

**Location: CONFERENCE ROOM, ADMIN BUILDING**  
**VISIT TO PP COLLEGIATE ROOM**

**Agenda Pointers and Actions**

Time:	Item:	Agenda: Meeting One	
7.00pm	Members	Chair	<p>Trevor Mitchell (Principal)                  Kristie Pring (Staff Representative - Associate Principal)                  Samantha Horne (Staff Representative – Teacher)                  Linda Scott (Staff Representative – Teacher)                  Marsha Kemp (Staff Representative – Non-Teaching Admin/Library)                  Prachi Aggarwal (Parent Representative)                  Megan Phillipson (Parent Representative)                  Jackie Look (Parent Representative)                  Dannon Bunting (Parent Representative)                  Kristy Spencer (Parent Representative)                  Vacancy (Parent Representative)</p>
1.0	Welcome and Acknowledgement of Country		 <p><i>Acknowledgement of Country</i></p> <p>We acknowledge the traditional custodians of the land on which our students live and are educated, the Whadjuk (Wadjuk) Noongar people. We wish to acknowledge and show our respect for their elders, past, present and emerging, for their continuing culture and the contributions they make to the life of our community, both now and in the past.</p>



1.1	Apologies	Chair	<ul style="list-style-type: none"> <li>Kristy Spencer</li> </ul>
1.2	Confirmation of Agenda	Chair DB	<ul style="list-style-type: none"> <li>Welcome Bianca P – observer.</li> <li>Linda and Megan motioned</li> </ul>
1.3	Disclosure of Conflict of Interests	Chair DB	<ul style="list-style-type: none"> <li>Linda and Megan confirmed no conflict</li> </ul>
1.4	Correspondence In/Out	Secretary MK	<ul style="list-style-type: none"> <li>Response from COJ in relation to issues in Nature Play (2 emails)</li> <li>COJ claimed nature play is private land, DOE is responsible, will monitor</li> </ul>
2.0	Minutes of the previous meeting	Chair DB	<ul style="list-style-type: none"> <li>Trevor moved, Megan approved</li> </ul>
2.1	Review of previous meeting minutes and actions	Chair / All	<ul style="list-style-type: none"> <li>Trevor moved, all approved</li> </ul>
3.1	Agenda Item #1 Schools Resourcing	Trevor	<ul style="list-style-type: none"> <li>Overview of school position</li> <li>\$48,000 in front YTD</li> <li>School is in good position</li> <li>Money put aside for electronic sign at end of rebuild</li> <li>Looking at leasing (ipads and laptops for students)</li> <li>Retro-fit furniture for PP, still pending</li> <li>Trevor looking now at 2024 teaching and non-teaching plan, how many classes will operate</li> </ul>
3.2	Agenda Item #2 2024 Contributions and Costs Charter	Trevor	<ul style="list-style-type: none"> <li>Overview</li> <li>Endorsement</li> <li>Publication mid-term 4</li> <li>Anticipated vol cons to be rec'd 55% for 2024, put on one-line budget</li> <li>Parent feedback, they want hard copy forms sent home, they don't look at the newsletter, they don't look online</li> <li>Signs around the school to show where money is going, more visual for parents</li> <li>Specific events, show targets</li> <li>2024 Vol Cons – breakdown of where money is going, report back to school community</li> <li>Consistency across booklists, retain across years</li> <li>Prachi raised why Year 2 was \$250 when the others were less</li> <li>Trevor moved to ratify, will investigate query. Megan to second</li> <li>Advertise Compass ability to pay fees in instalments, not one lump sum</li> <li>Advised board of trial from Champion of Bundled Stationery List</li> <li>Will add response to Minutes when they come out</li> </ul>

3.3	<u>Agenda Item #3</u> Redevelopment Update	Trevor	<ul style="list-style-type: none"> <li>• Overview of possible timelines</li> <li>• Fencing update</li> <li>• Monday 11 Dec. Move Date! Trevor asked to get this finished a week early</li> <li>• Queried level of support with moving. We do get movers and packers, but no extra relief time for staff has been given</li> <li>• DoE Directors' response – any additional support may impact furniture budget</li> <li>• Union branch is quite active; also Principal's Federation getting more involved</li> <li>• Furniture budget is less; as pricing has increased, have compromised on some items, but not budging on classrooms</li> <li>• Using decent, current chairs; to save some money</li> <li>• At this stage staff are not allowed onsite on Friday 15 Dec, school is working on this</li> <li>• We will get a fence, just waiting on boundaries to be established</li> <li>• Basketballs courts is in Stage 3, with admin re-build, start of 2024</li> </ul>
3.3	<u>Agenda Item #4</u> Policy Review	Trevor	<ul style="list-style-type: none"> <li>• Homework Policy – Update</li> <li>• Questioned if its compulsory, maybe also look to include 'study skills' for year 6 as a transition into high school</li> <li>• Add online programs to the policy as guidance for parents</li> <li>• Prachi moved to approve, Samantha seconded</li> <li>• Behaviour Management in Schools – Update</li> <li>• Main change from DoE was the use/prohibiting use of exclusion rooms</li> <li>• Look to re-word last sentence page 5 in regard to Reward Play and loss of Reward Play</li> <li>• Trevor to move,</li> </ul>
3.5	<u>Agenda Item #5</u> Uniform Update	Trevor Dannon	<ul style="list-style-type: none"> <li>• Staff work wear</li> <li>• Feedback</li> <li>• Students have commented they like it</li> <li>• Any board members to join a sub-committee – Megan keen! – planned with strategic framework – parents need to see timeline</li> <li>• Parent surveys / student surveys</li> <li>• Put skeleton plan together for next board meeting</li> </ul>
3.6	<u>Agenda Item #6</u> P&C Connection - 2023	Megan	<ul style="list-style-type: none"> <li>• Overview and how we can assist as a Board</li> <li>• All ok for now!</li> </ul>
4.0	<u>Data Review</u>	All	<ul style="list-style-type: none"> <li>• NAPLAN (KP) – comparative presentation</li> <li>• Showed targets set</li> <li>• Changes to NAPLAN have affected progression data</li> <li>• Can do some comparison, however no data until 2025</li> <li>• Changed to Term 1</li> </ul>

			<ul style="list-style-type: none"> <li>• Trailled NAPLAN Science Year 6 – no individual reports, school report issued, school did as expected</li> <li>• We see results two ways – Schools Online or Student Achievement Information System (SAIS)</li> <li>• Teachers have access to SAIS, can look at individual scores</li> <li>• Teachers can look at specific areas/gaps in teaching in different areas (grammar vs numeracy)</li> <li>• School review due in 2024</li> <li>• Look at Parent Demo for Elastic</li> <li>• Big focus on early intervention</li> <li>• Acknowledgment for great work with intervention with Alison Dalton</li> <li>• Prachi raised about getting Year 7 data, we do get results from government schools via schools online – due to changes, we cannot compare unfortunately</li> <li>• Looking at having laptops available for year 6's at end of rebuild – help with transition to high school</li> </ul>
4.0	<p><u>Other Business</u>  <u>Feedback and Visit from</u>  <u>Parliament House</u></p>	Chair DB	<ul style="list-style-type: none"> <li>• Very nice</li> <li>• Loved lunch</li> <li>• We would love to return</li> <li>• Caitlin was very open, friendly, honest</li> <li>• Asked about the fence, feedback etc</li> <li>• SDD 2024 Calendar – Trevor moved, Prachi all seconded</li> </ul>
5.0	<u>Next Meeting:</u>	Chair DB	<ul style="list-style-type: none"> <li>• Week 9 - Monday 4<sup>th</sup> Dec @ 630pm</li> </ul>
6.0	<u>Meeting Evaluation:</u>	Chair DB	<ul style="list-style-type: none"> <li>• All good</li> <li>• Thanks for coming Bianca</li> </ul>
7.0	<u>Meeting Closed:</u>	Chair DB	<ul style="list-style-type: none"> <li>• Closed at 9:10pm</li> </ul>

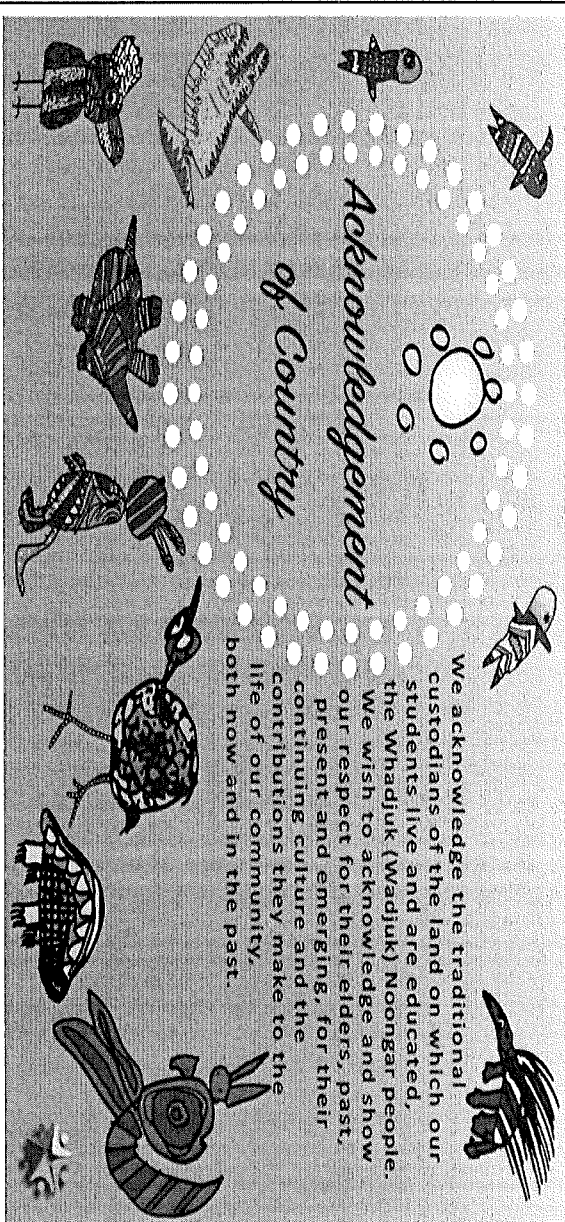
**AGENDA FOR GENERAL BOARD MEETING – HILLARYS PRIMARY SCHOOL – Monday 04 December 2023**

**Meeting 4**

**2023**

**Date:** Monday 04 December 2023 @ 7.00pm – RESCHEDULED Monday 11 December 2023

**Location:** CONFERENCE ROOM, ADMIN BUILDING

<p><b>Time:</b></p>	<p><b>Item:</b></p>	<p><b>Agenda: Meeting One</b></p>	<p><b>Chair</b></p>	<p><b>Agenda Pointers and Actions</b></p>	
<p>7:00pm</p>	<p>1.0</p>	<p><b>Members</b></p>	<p>Trevor Mitchell (Principal)                  Kristie Pring (Staff Representative - Associate Principal)                  Samantha Home (Staff Representative – Teacher)                  Linda Scott (Staff Representative – Teacher)                  Marisha Kemp (Staff Representative – Non-Teaching Admin/Library)                  Prachi Aggarwal (Parent Representative)                  Megan Phillipson (Parent Representative)                  Jackie Lock (Parent Representative)                  Dannon Bunting (Parent Representative)                  Kristy Spencer (Parent Representative)                  Vacancy (Parent Representative)</p>	<p><b>Welcome and Acknowledgement of Country</b></p>	

	1.1	Apologies	Chair	<ul style="list-style-type: none"> <li>Prachi Aggarwal</li> </ul>
	1.2	Confirmation of Agenda	Chair DB	<ul style="list-style-type: none"> <li>motioned</li> </ul>
	1.3	Disclosure of Conflict of Interests	Chair DB	<ul style="list-style-type: none"> <li>None, Kristie motioned, Sam seconded</li> </ul>
	1.4	Correspondence In/Out	Secretary MK	<ul style="list-style-type: none"> <li>None, Marisha motioned</li> </ul>
	2.0	Minutes of the previous meeting	Chair DB	<ul style="list-style-type: none"> <li>motioned</li> </ul>
	2.1	Review of previous meeting minutes and actions	Chair / All	<ul style="list-style-type: none"> <li>All agreed nothing missing</li> </ul>
7:05pm	3.1	<u>Agenda Item #1</u> Finance	Monique	<ul style="list-style-type: none"> <li>Requested budget submissions from all learning areas, collated and added to draft budget</li> <li>Looked at initiatives for 2024, updated enrolment numbers daily, went into planning</li> <li>Draft budget looked at and approved by Finance Committee</li> <li>HPS received Science Room Grant – amount is higher</li> <li>Additional photocopier for 2-storey building</li> <li>Additional equipment for cleaners and gardeners</li> <li>Will provide to Board in Term 1, 2024 once actual figures are given</li> <li>Dannon and Megan noted</li> <li>Operational Budget for November – will have sufficient money to roll over for 2024</li> <li>Solar panels going onto new buildings, hopefully bring down utility costs</li> <li>Waiting on money from the builders for water usage – slow process</li> <li>School has changed from ANZ to COMMONWEALTH bank</li> <li>Lost special needs students, needed to review staffing</li> </ul>
7:15pm	3.2	<u>Agenda Item #2</u> Council/Board Self-Assessment Tool	Trevor	<ul style="list-style-type: none"> <li>TM gave his feedback, how we show our minutes publicly, better communication through newsletter, board chair annual report etc</li> <li>Would be good to acknowledge board members and get to know them better</li> <li>Consider format of board meetings – pre-meetings, times, location ?</li> <li>Raise at parent meeting – that we have a board</li> <li>Better communication with what the board does, maybe each term send reminder</li> </ul>
8:02pm	3.3	<u>Agenda Item #3</u> Terms of Reference updated ready for 2024	Trevor	<ul style="list-style-type: none"> <li>Roll into Term 1, 2024</li> </ul>

8:10pm	3.3	<b>Agenda Item #4 Synopsis for Education Forum</b>	Dannon	<ul style="list-style-type: none"> <li>Main talking points and areas others may want to explore further</li> <li>Good to see other community members and representatives</li> <li>No notes provided – DB happy to share his view</li> <li>Focus on wellbeing and care towards educators – how that is changing</li> <li>All service school – more than just education (look at tutors, OT's, speech therapists)</li> <li>Raised fencing/gate, asked for additional support for staff</li> <li>Regional office to help support schools and parents in regard to expulsion or suspension</li> <li>Funding for special needs students – admin work too much, staffing, funding levels</li> <li>Re-learn how to communicate again after COVID</li> <li>Speak and then follow through with ideas/feedback/representation</li> </ul>
7:36pm	3.5	<b>Agenda Item #5 Hilarys School Board Overview and Engagement for 2024</b>	Dannon	<ul style="list-style-type: none"> <li>"I wish to raise the item and start the conversation and discussion point of where our school board collective would like to take the governance of our school for 2024"</li> <li>Look at how we want to engage with other parts of the school and how we do that</li> <li>School board parent welcome?</li> <li>Open up classroom, bring a picnic, tour the school/classrooms</li> <li>Look at Open Night in 2024 – tie in with Board members</li> <li>Partnership with DSHS school board</li> <li>Send survey with what parents want/expect from a school board</li> <li>Re-look at communication – TEAMS? Different forum?</li> <li>In term 1, engage in social gathering, welcoming new members</li> <li>Term 1 Focus – profiles, send out election info, survey, overview, add Board info to Welcome Pack for new enrolling students</li> <li>Community representative, local member? COJ rep?</li> <li>One Year Timeline for board and then execute once approved</li> <li>2 available positions for 2024 – thank you Jackie (6 years tenure)</li> <li>Run process at end of February – tie in with sundowner (week 7?)</li> <li>Board Schedule for 2024 – all agreed</li> </ul>
8:21pm	3.6	<b>Agenda Item #6 P&amp;C Connection – 2023/24</b>	Megan	<ul style="list-style-type: none"> <li>Her last year in 2024 (son in year 6)</li> <li>Working on documents ready for next person to take over</li> </ul>
8:24pm	4.0	<b>Other Business</b>	Chair DB	<ul style="list-style-type: none"> <li>Thanks to Prachi and Jackie for all their contributions over the years</li> </ul>
8:25pm	5.0	<b>Next Meeting:</b>	Chair DB	<ul style="list-style-type: none"> <li>Term 1, 2024 Monday 25 March @ 630pm</li> </ul>
	6.0	<b>Meeting Evaluation:</b>	Chair DB	<ul style="list-style-type: none"> <li></li> </ul>

8:25pm	7:0	<u>Meeting Closed:</u>	Chair DB	<ul style="list-style-type: none"><li>• DB closed</li></ul>
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