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| **Subject:** | **Leeming ESC School Board Meeting** |
| Time: | 1:00pm – 3:00pm |
| Date: | Monday 2nd August 2021 |
| Location: | Conference Room |
| Chair: | Digby Claydon |
| Apologies: | K Houghton, E Riley LSL |
| Attendees: | Keran Davies, C Houden, Joss Morgan, B McCarthy, D Claydon, D. Barker, F Robb |

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| **Item and summary discussion** | **Action** |
| **Welcome**  Meeting opened at 1:00pm. See list of attendees and apologies above  Previous minutes read and accepted by Board. |  |
| **Acknowledgements:** |  |
| **Guest Speaker: Sanja Tesic, Senior Business Partner (HR & Safety)**  **Melville City Council**   * Relationship started in 2020 through workplace learning program with Sarah Lomax. Sanja would like to extend the relationship further. * Melville City Council have a Reconciliation Action Plan and strong connections with Elders in the community * Learning and Development programs * Community Development including Disability * Focus on social responsibility and want to work with schools * There are 4 Business Partners in HR and 30% of staff live in City of Melville * There are over 100 different jobs provided by the Melville Council with an opportunity to explore career pathways. Sanja would like to learn more about School Based Traineeships and is very open to being creative in supporting our students * There are casual part time and full time positions * Melville City Council have a Disability Inclusion Officer * Board discussed supporting other school activities such as EXPO’s, Market Days, Pop Up Shops, selling class enterprise products * Volunteering –subscribe on the Melville City Council website to see what volunteering opportunities are available * Sanja recommended Men’s Shed in Cockburn – Saturday classes for parent and child * A very positive discussion and potential for developing partnerships and relationships. | Sanja can provide position descriptions for the jobs available through Melville City Council – Sarah Lomax will follow up  Sanja will provide answers to questions from the meeting and Keran will forward to Board members |
| **Parent FaceBook**   * 50 members have joined the Parent FaceBook group * Two coffee and catch up’s have been organised and some small connections with parents have started * Fran, Joss and Dawn are posting regularly * Fran will contact Sanja from Melville City Council to see if they can support a family event | Fran will post about the School Development Day on 23rd August  Fran will contact Sanja |
| **School Board Survey**   * School Board survey was emailed and all Board members provided with a hard copy * Please complete and return the survey | Keran will collate results for next meeting |
| **Board roles and responsibilities**   * Tarryn is enrolling parent representatives in the online School Board modules. * Board members will receive an email with information to access the online modules   **Board Composition**  **Community Representative**   * Dawn Barker has renewed her 3 year term on the Board as a Community Representative * Keran met with Yaz Muburakai who suggested Karen Wheatland from Melville City Council, Digby followed up with no response from Karen * Keran, Evelyn and Digby met with Scott Johnson from AYLA. Scott is very passionate and has some great ideas; however, all agreed Scott would be great to develop community partnerships with, but not to be a member of the Board. * Keran followed up with Sanja Tesic from Melville City Council. Sanja declined the offer to be on the School Board, however would like to help continue building partnerships and relationships with Leeming ESC | Please complete online modules by the end of the year  Fran will contact Bob Kucera  Keran will follow up other possible contacts for a community representative |
| **Pandemic Planning**   * With the COVID situation in the Eastern States, the Department of Education has surveyed all schools to make sure Pandemic Plans are in place and schools can transition to Remote Learning * Due to the needs of our students, the Remote Learning Model includes online learning and work packages * Work Packages will be available for pick up or delivered to families who cannot pick them up * Devices are being set up for families who do not have access to online learning at home * Vangi and Dylan have identified families that would require support * Teachers are currently upskilling in online platforms and practising with students in class * Online platforms include Seesaw, Connect and Microsoft Teams | Pandemic Plans attached  Remote Learning Model attached  Communication Tree attached  Example Delivery protocols attached |
| **Business Plan Review**   * Keran provided a Business Plan Review document which tracks the progress of Business Plan milestones and targets over the 3 year cycle * Board members given a copy of the document and can feedback at next meeting * Progress in all priority areas going well and areas for further development identified | Business Plan Review document attached |
| **School Review 2022**   * Keran provided a document outlining what evidence is being collated against the Domains for School Review * The evidence collated will be shown to the Board in Term 4 * Evidence reviewed Term 4 and uploaded for the School Review Term1 2022 | Collation of Evidence in Term 3 |
| **Capital Works and Minor Works**  No further updates |  |
| **Enrolments**   * School visits and profiling has started for incoming year 7’s * Currently 28 students enrolled or going through the enrolment process * Transition for 2022 year 7 students in Term 4 * The Board will be invited to speak with new parents at transition * There has also been enrolment requests for other year groups in 2022 | Year 7 transition term 4. |
| **Finance**  Budget Revisions: Reported no adjustments  Flexi Purchase - Credit Card management   * A new online process for credit card management * Streamlines process * Department approved   Bus conversion   * The 14 seater will be converted to include wheelchair access * This also means with less seats the bus can be driven by more staff * State Fleet can adapt our existing bus (14 seater) at a cost * $1071.26/m – 46 months   Purchasing process for Speech Therapy and OT services   * Application has been approved and signed by Director of Education at South Metropolitan Regional Office, funding will cover 2021 - 2023 * Application is now with the Department of Finance * A Tender process is required before choosing a service provider | Carol organising training for staff responsible for credit cards  Bus conversion booked for October school holidays  Process underway,  Keran following up |
| **Other Business:**   * Bernadette raised communication as a concern for some parents. She has had a couple of parents, particularly year 7 come to her with concerns about communication and not knowing about things like Bush Rangers, canteen and swimming for example. * We discussed how information is provided during transition and enrolment and ways we could support families better * Parents surveyed in 2020 to gather feedback on communication. Majority of parents where happy with communication. The challenge is, parents like a range of communication methods, including text, email, SeeSaw, phone calls, diary etc * We will review the feedback provided by Bernadette, Joss and Fran at the next meeting * Currently reviewing and updating a parent information brochure. Fran, Joss and Bernadette will review and provide feedback at next meeting * Cathy gave the enrolment information pack to Bernadette to review and give suggestions on any further information required for new parents | Bernadette, Fran and Joss will review the parent information booklet and provide feedback at the next meeting  Bernadette will get feedback about the type of information families would like more communication and information  Feedback from parents  Bernadette provide feedback at next meeting |
| **Meeting Closed: 3:10pm** |  |
| **Next Meeting: Monday 6th September 2021 1:00pm – 3:00pm** |  |

**Role Name Signature Date**

Chair D Claydon

Principal K Davies

Teacher Reps E Riley

C Houden

Parent Reps J Morgan

F Robb ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

B McCarthy

Community Reps D Barker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_