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| **Subject:** | **Leeming ESC School Board Meeting** |
| Time: | 1:00pm – 3:00pm |
| Date: | Monday 14 June 2021 |
| Location: | Conference Room |
| Chair: | Digby Claydon |
| Apologies: | (LSL) K Houghton, T. Matulich, F Robb |
| Attendees: | Keran Davies, E Riley, C Houden, Joss Morgan, B McCarthy, D Claydon, D. Barker |

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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**   * Evelyn for her great leadership while Keran was on LSL * Joss Morgan for her thoughts and ideas on community representatives |  |
| **Community Report:**   * Report from Vangi – lots of donations have been coming in -particularly uniforms. * Donations needed: cheese, muesli bars, crackers, margarine, * Donations needed: uniforms – long navy pants and jackets, girls underwear | * Digby will write an update for the newsletter * Fran to update parents on Facebook |
| * **Board roles and responsibilities** * With our School Review coming up in 2022, Digby discussed the roles and responsibilities of the Board * It was discussed, with new members and changing community members it would be good for all the Board to refresh on the roles and responsibilities * There is online training available; Keran will look into booking everyone in. * Governance v Management of a school. Keran gave a Governance Tree visual to see how school the Board, leadership teams and committees play a role in the governing of a school * Board Review – survey attached, please complete and bring to the next meeting * Promotion of the Board – more visible in the school community. Suggested ideas, photo in the Administration area, | Keran will enrol Board members for the online training  Governance Tree attached  Board self –Assessment survey attached  Keran will organise Tarryn to get a group photo for the administration area |
| **Community Representative:**   * Tanya Matulich has left GSE, we have not heard from her since moving * Joss read a letter outlining her thoughts and ideas for community representatives and a framework for the long term. Thinking strategically about the stakeholders involved and how the representative can value add to our school Business Plan directions and how our expertise and school model can value add to people with disabilities in the broader community. Please see Joss’s letter attached * Dawn Barker plays an important role as a community representative, giving her perspective of what happens to our students post school and maintaining connections with families * Keran met with Yaz local MP and he recommended, Karen Wheatland Melville City Council Mayor <https://www.melvillecity.com.au/our-city/our-council/mayor-and-elected-members/councillor-karen-wheatland> * Sanja Tesic, Melville City Council HR Business Partner also recommended by the WPL and VET team. Sania has since replied that she is not able to be on the Board, however would like to present on what Melville City Council can offer and how we can facilitate a partnership. * Dawn Barker recommended Candy from GSE * Inclusion WA - Tammy | Please see attached letter from Joss  Digby will follow up and contact Karen Wheatland  Board members to think about and source community members, discuss at next meeting  Keran to book Sania for next Board meeting to discuss what partnerships we can develop with Melville  Keran to investigate GSE or Activ representatives |
| **Parent FaceBook**   * FaceBook page – 49 members have joined the FaceBook group * There is a coffee and catch up being organised next week * Hoping to make this a monthly event * Fran has been canvassing opinions of parents for a social outing, approximately 10 parents indicated they are keen for a social event involving the children | Fran organising parent coffee and catch up  Fran to follow up social event |
| **Business plan USTAR Values**   * Levi gave a presentation on how points will be allocated to students for the USTAR Values, we can calculate data on what values students are receiving points for, develop a bank of comments * Prizes and awards for students and classes | Levi will have the system ready for the start of Term 3 |
| **School Website**   * Tarryn gave an update on quotes from 2 website designers * Finance Committee originally budgeted $15,000, this will need to be increased to $22,000 to include drone footage and set up the website how we would like it. * Board liked the example websites shown * Tarryn outlined changes that would be included on website including better accessibility functions | Submission to Finance Committee to increase website budget |
| **School Review 2022**   * Keran gave Board members a copy of Public School Review – The Standard * Discussed role of the Board in the School Review process * Discussed some of the evidence that could be presented:  1. Parent and carer satisfaction feedback is sought and acted on: 2. The Board fulfils its role in supporting school governance 3. Board kept informed of financial management and strategic planning 4. Links between budget and Business plan  * Parent surveys – communication, school survey, NDIS, EXPO * Board agenda and minutes * Parent FaceBook * Parent Network meetings * Community project * Capital works and Minor works * Enrolments / transportable * Business Plan progress reports and presentations * Annual Public meetings   Timelines:  Term 3 2021 - Collating information  Term 4 2021 – Uploading information ready for Term 1 2022 school Review | Further |
| **Finance**  Budget Revisions: Reported no adjustments  Keran went through school Targeted initiatives:  VET and WPL  School Chaplain  Graduate Teacher – funding for resources and Module training | Targeted initiatives attached |
| **Community Events**  Keran went through a calendar of upcoming events in semester 2. | Please see Calendar attached  Fran can share calendar on parent FaceBook |
| **Capital and Minor Works**  No further updates |  |
| **Enrolments**  Year 7 for 2022, currently 27 students enrolled or going through the process  Our numbers will continue to be large in 2022  Lakelands and Canning Vale due to open in 2023 |  |
| **Meeting Closed: 3:00pm** |  |
| **Next Meeting: Monday 2nd August 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_