



# WIRRABIRRA SCHOOL BOARD MINUTES

**MONDAY 31 July 2017**

**5.30pm – STAFF ROOM**

**Minutes Taken by: Terri Sommer**

**Open: 5.30 pm**

**Meeting Chaired by: Duncan Carmichael**

Title/Issue	Task/Resolution	Action		
		Who	With Whom	When
<ul style="list-style-type: none"> <li>▪ Present</li> </ul>	Steve Richards, Julie Dawson, Terri Sommer, Ben Knight, Emi-Leigh Edwards, Michael Kimbar, Naomi Stannert, Duncan Carmichael, Sharon Millson, Audrey Turner, Marnie Keogh, Jason Duval			
<ul style="list-style-type: none"> <li>▪ Welcome &amp; Apologies</li> </ul>	Linda Trouchet, Karen Efferille, Ann-Maree Melvin,			
<ul style="list-style-type: none"> <li>▪ Confirmation of Agenda</li> </ul>		<i>Moved: B Knight</i> <i>Seconded: S Millson</i>		
<ul style="list-style-type: none"> <li>▪ Disclosure of Interests</li> </ul>	-	<i>Moved:</i> <i>Seconded:</i>		
<ul style="list-style-type: none"> <li>▪ Minutes of last meeting</li> </ul>		<i>Moved: M Kimbar</i> <i>Seconded: S Millson</i>		
<ul style="list-style-type: none"> <li>▪ Business Arising</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Board members to be screened by Department of Education screening.</li> <li>▪ Link will be sent to parent members – click on cash – DoE to pay.</li> </ul>	<i>J Dawson</i>		
<ul style="list-style-type: none"> <li>▪ Board Nomination and process               <ul style="list-style-type: none"> <li>▪ new members</li> <li>▪ co opting</li> <li>▪ Meeting times and frequency</li> <li>▪ Chairperson – Terms of Reference</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff – 6 nominations presented to staff for voting. – Results from vote - AM Melvin, B Knight and T Sommer to be staff representative for next 12 months.</li> <li>▪ Parents – 2 nominations – Marnie Keogh (3 yr term) and Jason Duval (1 yr term)</li> <li>▪ ESC – Parents – S Skrgic and K Efferille to remain on Board (1 yr terms). S Millson will also remain on Board as ESC staff representative.</li> <li>▪ Meetings will continue twice per term</li> <li>▪ Jason Duval will be provided with Board training and folder.</li> <li>▪ Chairperson position will be filled by a community person. This will be changed in the Terms of Reference.</li> <li>▪ <b>MOTION:</b> The Chairperson be elected from Community representatives annually.</li> </ul> <p>APPROVED</p>	<i>J Dawson</i>		
		<i>Moved: B Knight</i> <i>Seconded: M Keogh</i>		

<ul style="list-style-type: none"> <li>▪ School Logo – final version</li> </ul>	<ul style="list-style-type: none"> <li>▪ Final version has been chosen. Marketing company preparing stationery samples.</li> <li>▪ ESC – individual stationery, letterhead</li> <li>▪ Primary School – individual stationery, letterhead</li> <li>▪ School – generic ‘Wirrabirra School’ logo for uniforms, banners, etc.</li> </ul>	<i>Julie</i>		
<ul style="list-style-type: none"> <li>▪ Update on strategic direction for Business Plan</li> <li>▪ Fogarty Foundation – progress report</li> </ul>	<ul style="list-style-type: none"> <li>▪ S Richards, J Dawson and AM Melvin completed 2 days of Board Training. Good Governance diagram (3 legged stool) presented to each member.</li> <li>▪ Suggested our stool is unbalanced (ie. uneven legs) – the Board has strong relationships. Need to work on developing performance and purpose.</li> <li>▪ Members discussed options to use the 3 Legged Stool concept in other areas to assist in maintaining balance across the school.</li> <li>▪ S Richards explained Fogarty plans and documents will be basis for Business Plan.</li> <li>▪ Objectives briefly shared with members.</li> <li>▪ The Board will look at budget next year – it will need to be in line with resources for Business Plan.</li> </ul>	<i>Julie and Steve</i>		
<ul style="list-style-type: none"> <li>▪ Budgets Updates</li> <li>▪ Primary School</li> <li>▪ ESC</li> </ul>	<ul style="list-style-type: none"> <li>▪ New Budget format presented – more appropriate to share with Board (as suggested at training).</li> <li>▪ Invite Manager Corporate Services to a meeting to explain budgets.</li> <li>▪ Currently reviewing personal requirements lists for 2018. Quotes being obtained from Campion and Ziggies to be presented to Board.</li> </ul>	<i>Steve and Julie</i>		
<ul style="list-style-type: none"> <li>▪ Helping Hands Update</li> </ul>	<ul style="list-style-type: none"> <li>▪ Closing Friday – not enough interest.</li> <li>▪ May review at later date.</li> </ul>	<i>Steve</i>		
<ul style="list-style-type: none"> <li>▪ General Business</li> </ul>	<ul style="list-style-type: none"> <li>▪ Open Board Meeting once per year. Community may request to attend without input at any time.</li> </ul>	<i>Steve and Julie</i>		

Meeting Closed: 6.51pm

Next Meeting: 4 Sept 2017 – 5.30pm

**SIGNATORIES**

<b>S Richards – Principal WPS</b>	<b>Date</b>	<b>J Dawson – Principal – WESC</b>	<b>Date</b>	<b>D Carmichael – Chairperson</b>	<b>Date</b>