**Bayswater Primary School Board**

**Meeting 1/2022**

*Inspiring every student to be responsible, respectful and resilient life-long learners,*

*who engage in and contribute to their world.*

Purpose

* The Board **takes part in** business planning, reviewing policies, performance and forming code of conduct for students.
* The Board **promotes** the school in the community.
* The Board **determines** school dress code in consultation with students, parents and staff.
* The Board **approves** contribution and charges and sponsorship arrangements.
* The Board **provides advice** on special religious education.

Date 6:00-7:30pm, Wednesday 23 March 2022, Online

Attendees

|  |  |  |  |  |  |
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| **Parents** | **Abb** | **Staff** | **Abb** | **Community** | **Abb** |
| Helen Forte (Chair) | HF | Paul Biemmi | PB | Dan Bull  | DB |
| Ben Doyle | BD | Dave Dique | DD | Dr Susan Main  | Dr SM |
| Amy Hollingsworth | AH | Nerina Patroni | NP |  |  |
| Phillip Wass | PW | Darelle Seal | DS |  |  |
| Pia Castelli | PC | Kristy Hamilton | KH |  |  |
| Scott Adams | SA |  |  |  |  |

Abbreviations: DoE – Department of Education; PG – Patrick Gorman Federal Member for Perth;

Agenda

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| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Who** | **Discussion** | **Actions/Decisions** |
| 1 | Welcome and Acknowledgement of Country  | Helen |  |  |
| 2 | Confirm role of Chairperson | Paul | Nominate and agree at the meeting | Helen Forte nominated and accepted the role of Chairperson. |
| 3 | Confirm role of Secretary  | Paul  | Nominate and agree at the meeting  | Scott Adams nominated and accepted the role of Secretary. |
| 4 | Role of the School Board and Code of Conduct | Chair/Paul | * Overview of BPS Board key functions
* Reaffirm commitment to Code of Conduct

PB and HF gave a high-level overview, the “Governance” document was tabled and discussed. Highlighted P&C and Board roles. Also discussed that may be able to go through the DoE for training on the roles.  | Note: Code of conduct was tabled and agreed by allpresent. |
| 5  | Determine appointment term eg 1 year or 2 years for parent and staff board members.  | Chair  | The appointment terms were determined by PB drawing names at random.  | One year term: SA, BD, PC, KH, DS and Two year term: HF, AH, PW, DD, NP. Note that tenure of community members not subject to one and two year terms. |
| 6 | Confirm minutes from previous meeting and review action log | Chair | Action 2.3/2021: Consider face-to-face Board training/induction at meeting end 2021, to reset for 2022. CARRYOVER TO 2022  | Action item 2.3/2021 is closed. Board members who would like face to face training are asked to contact HF and PB. |
| Action 5.3/2021: CS to bring Business Plan back to Board in Term 1 2022. CARRYOVER TO 2022 | Action5.3/2021 is closed. |
| Action 5.5/2021: LB, HF to contact Kyilla, Highgate, Inglewood PS re strategy for Master Plan funding. Report back in Term 1 2022. CARRYOVER TO 2022 * It was noted that BD and DB met with the DoE towards end of 2021 and discovered no provision has been made by the department for any increase in student numbers resulting from the development of the Bayswater Town Centre.
 | Action item 5.5/2021 remains open. Also see Action item 11.1/2022 below.  |
| 7 | Principal’s Report | Paul | * PB discussed the Principals report;
* Timing of public schools review process in week 7 of term 2.
 | Noted  |
| 8 | Overview of 2022 Budget  | Paul | Student centred funding and operational funding statements tabled and explained by PB. Funding is dictated by student numbers and enrolment information on socioeconomic circumstances. PB confirmed Bayswater has 419 students for 2022. DD explained that BPS has facilities for up to ~450 and as a result the school has a spare classroom so accepting students out of area is now considered an option. PB confirmed that this spare classroom would not be used for the new science room as funding had already been secured for that. | Action: Funding Agreement for Schools 2022 needs to be signed by the Principal (PB) and noted by the Chair (HF). |
| 9 | Overview of Business Plan 2022-2024  | Paul | PB gave a brief run through of the business plan for 22-24.* There was discussion around targets and goals, noting that spelling will be a focus under “Successful Students” heading of the Business Plan.
* PW asked if we would consider same school data (and other alternates) to the standardised testing goals and offered to help in this area along with implementation of shared leadership model.
 | Action: PB to come back to the Board on targets and goals at the next meeting further to staff review. |
| 10 | Board meeting schedule 2022 | Chair | Overview of Board meetings and topics to be addressedHF ran through the items for each board meeting and how the timetable might be amended to accommodate the 6 meetings required under the terms of reference.  | Note: Agreed to run 2 meetings in term 2 to make the 6 required meetings.Action: PB and HF to agree on amended timetable and pass to board. Note: that annual report needs to be tabled in the first meeting of T2. Paul to pass that through to HF |
|  11 | Other Items | Chair | Item 11.1 Masterplan (Funding) – BD raised that the change in meeting times under item 10 may preclude seeking funds for Masterplan.  | Action: DB to approach PG Office. Action: Board Sub-Committee of HF, BD and SA to meet PB next week to discuss options to secure Masterplan funding |
| Item 11.2 Faction names. SA asked if there was a plan to deal with faction names as it was noted as a 2022 focus for the board in the minutes.  | Note: On hold until the school has a new Principal.  |
| Item 11.3 Meetings required. SA noted there appeared to be a conflict in terms of reference relating to the amount of meetings required (9.1 & 9.2).  | Note: it was agreed that the Board would meet six times a year. |
| 12 | Next Meeting – 15 June 2022 | Chair |  | Note: Subject to item 10 above. |