

INDEPENDENT PUBLIC SCHOOL



Minutes of Meeting No: 8
Harmony Primary School
Date: 24th October 2017
Commenced: 6.07pm

ATTENDEES:

Principal – Lea Hadley (Chair)
Staff – David Geijsman, Leanne O'Kane, Louise Legerstee, Donna Connors and Laura Fox-Woodford
Parents – Jason Pearce, Berry Johnston, Samantha Joseph, Brett Hovingh, Sheree Martin, Stuart Tarrant, Rachel Shave and Erin Swarbrick

| 1.0 | Welcome and apologies | Actions |
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| 1.1 | The meeting was opened by Jason Pearce. Apologies: Fred Yasso and Simon Berry | |
| 1.2 | Confirmation of Agenda | |
| 2.0 | Disclosure of Interests | |
| 2.1 | Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the chair before the meeting to determine the appropriate way to manage the conflict. | There were no conflicts of interest determined. |
| 3.0 | Minutes of Previous Meeting | |
| 3.1 | The minutes from meeting 19 th September 2017 <i>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record.</i> <i>Moved: Sheree Martin</i> <i>Seconded: Rachel Shave</i> <i>Carried</i> | |
| 4.0 | General Business | |
| 4.1 | Harvest Lakes Residents Association Change to residents not residence. Donna advised that she had made written contact with all the local CCEN (Cockburn Central Education Network) to see if they were having problems with ravens on site, only one school (Success Primary School) responded saying no at this stage. Thank you for arranging the skip bin. Donna made contact with the bin company, who were more than happy to arrange for replacement bins. They were installed today. Donna to request that cleaners will ensure bin lids are closed when they leave school site. Oval damage - white 4x4 Friday and Saturday night. Lea re-iterated that the oval is the property of the | |

council and out of school issues can be reported to the council, the City of Cockburn knew about this damage and were looking into it.

Meeting tomorrow - Lea asked Rachel to advertise our upcoming fete and alert residents that there will be an increased amount of vehicle traffic e.g. Parking. Fete is Saturday 5th November 10-3.

Asked for feedback on Cameras - Donna stated that we have not heard back from contractors we have reached out to.

4.2

Finance

Financial Reports emailed:

1. Cash Analysis Detail Report – September 2017
2. Cash Report – September 2017
3. Comparative Budget Statement – September 2017
4. Consolidated Financial Report – September 2017
5. Minimum Expenditure Requirement Report – September 2017
6. Payment Rates Received @ 24th October 2017

Contributions and Charges 2018 Document- Donna has altered the format to booklet style in an attempt to entice parents to read it and provide parents with more information on the programs being used (handed out to board for approval), Donna advised that this was in DRAFT format only as it had only just been done this afternoon.

Questions:

- Stuart - can we provide full name of LOTE
- Lea - Camp to be amended to include both Year 5 Camp and Year 6 Camp
- Sheree - queried the cost of leavers shirts and the change from \$40 to \$50 Donna clarified that this is to allow for inflation as it is relevant to parents of year 5 at the end of 2018 (and we have no idea what the cost will be then)
- Brett - can we amend the title of Leavers shirt to Leaver's as this is correct grammar and use of apostrophe Donna - Canberra camp, suggested we should amend the estimated costs of the camp to allow for the increased price with less children attending - downwards trend. This year students dropped out and we had a shortfall. Brett feels that the board cannot give an approval of an estimated (capped out) amount as there has been no context provided on historical costs to the board. A copy of the 2017 Charges and Contributions was given, so members could see what had been the maximum prices set for this year and to see that not much has been changed. DET Finance Policy states that we cannot charge any additional costs or charges over and above what is listed on the Charges and Contributions and as costs may change we need to account for these. Lea advised the Board that costs from QANTAS have increased - approx. 20%, seats are held by QANTAS. Erin asked for figures on how many children attend Canberra camp - this year was low 1/3 of the cohort - Lea advised the board that if numbers are low again next year then it may be time to reassess the relevance of it to the school community and if it is a viable option. The costs this year were set early in the year based on over 40 students participating, once we have set the charge then we can't alter it, for the first time since the implementation of this excursion we had students dropping out on a regular basis, this then meant that the costs to the school increased with each drop out. Refunds were given to those that dropped out by the cut-off date, but any after that were unable to receive the refund due to the cost increases. (The more that travel the cheaper the cost of tickets, bus hire etc.)

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| | <p>Curriculum links in year 6, other schools are doing this, Australia wide, suggested to make the amount \$1900 for Y6 Canberra camp. Stuart - wanted more information on the costs and where they come from before he feels comfortable endorsing it. Erin seconded this concern. Would like to have the costs from last year to compare it to the predicted costs for the 2018 year. Donna provided the 2017 Charges and Contributions parent information document which had the maximum charges for this year and this was provide to those who felt it was necessary.</p> <p>Laura shared with the board that she herself has used this with parents who were surprised with the cost of an excursion; she was able to provide them with the cost handbook for the current year with the estimated costs of excursions for the kindy classes.</p> <p>Board members happy to approve the costs for 2018, it is very similar to the 2017 Erin queried whether we are able to add margins - Lea and Donna reiterated that we are not allowed to make a profit on any charges. Leanne shared that on some programs, e.g. CARS & STARS, we run at a loss and pay extra on top of the parent contributions.</p> <p>We will send out an email or 'do you know' on the FB page to alert that upper limits have not changed from 2017 to 2018.</p> <p>Once amendments and proofing have been finalised, amended Charges and Contributions for 2018 will be forwarded to all Board members for endorsement, there will be a 48 hour feedback or question period, once this has been addressed it will be assumed that full endorsement has been received.</p> <p>Moved: Louise Legerstee Seconded: David Geijsman Carried</p> | |
| 4.3 | <p>Terms of Reference (ToR)</p> <p>Remained the same as copy provided via Connect, Donna altered that the copy on Connect to has Council and board in different places, as an Independent Public School we operate under the umbrella of “Board”, non IPS schools are referred to as “Council”. Stuart will amend for all references to be Board not Council.</p> <p>Donna alerted board to the ToR which states a secretary must be appointed from the elected members which she is not. To be discussed and a secretary appointed in following meeting, it was suggested that members take turns, with the exclusion of the School Principal and Board Chair Person. Board thanked Donna for all her hard work in keeping minutes and agendas to the board thus far.</p> | To be emailed to Board members once finalised, 48 hours for feedback. |
| 4.4 | <p>Website Update</p> <p>Member Profiles have been added, email Jason with an update if you would like yours changed.</p> <p>Links to ToR for the Board, Links to legalisation, the Board overview page, the links to the training manuals that board members undergo, link to confidentiality agreement we all sign.</p> <p>Stuart has provided a FAQ section for the ToR items which may raise questions from parents. Jason has asked if it would be possible for future minutes to be published on the website as a PDF version. Jason will upload the past minutes from the current calendar year to be uploaded and will release the website to the parents who attend the Board Open Evening and will also share the link on the FB page.</p> | To be added as needed. |

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| <p>4.5</p> <p>4.6</p> | <p>Berry asked if we are able to record/track how many 'hits' visits we have had. Suggested we use this data to track if the website is being accessed.</p> <p>E-mails to still be sent out with the minutes and agendas to be endorsed by the Board as this is convenient for members.</p> <p>Parent Open Session</p> <p>Only one parent in attendance - Amon dad of Savannah in LA 5.</p> <p>Other Business</p> <p>Roster for minutes and blurb.</p> <p>Berry to do newsletter blurb.</p> | <p>To be added to next agenda.</p> <p>To be added to next agenda.</p> |
| <p>5.0</p> | <p>Meeting Closed/Adjournment/Next Meeting</p> | <p>Actions</p> |
| | <p>Meeting closed at 7.45pm. Next meeting on Tuesday 21st of November 2017.</p> | |

Signed (Chair)

Date: