

INDEPENDENT PUBLIC SCHOOL



PARTICIPANTS:

Principal – Craig Anderson
 Staff – Carly Williams, Megan Rollins, Teneille Elrik
 Parents - Berry Johnston, Leah Vagel, Jenelle Whitehead, Kirsty de Blanken, Karolyn Ward, Jessica Stockwell, Sarah van der Zanden.
 Community –
 Apologies: Brett Treeby
 Absent – Vassil Balakrishnan, Rachel Shave

Minutes - Meeting No: 1
 Harmony Primary School
 Date: 14 February 2023

1.0	Welcome and apologies	Actions
1.1	The meeting was opened by Berry Johnston at 5 pm, including Acknowledgment of Country.	
1.2	<p>Board Member Review</p> <ul style="list-style-type: none"> • New staff have been elected to the School Board for 2023 <ul style="list-style-type: none"> ○ Megan Rollins ○ Teneille Elrick ○ Carly Williams ○ Still one staff member position to be filled. • The following parents vacate their position after tonight’s meeting and we thank them for their commitment over their tenure <ul style="list-style-type: none"> ○ Leah Vagel ○ Jennifer Parker • The following parents were duly elected at the end of 2022 to two-year tenures, commencing with tonight’s meeting: <ul style="list-style-type: none"> ○ Karolyn Ward ○ Kirsty de Blanken ○ Jessica Stockwell ○ Janelle Whitehead ○ Sarah van der Zanden 	
1.3	Apologies: Brett Treeby.	
1.4	Confirmation of agenda.	
2.0	Disclosure of Interests & Agenda Additions	
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.	
3.0	Minutes of Previous Meeting	
3.1	Business Arising from the Minutes of 22 November 2022.	

	<ul style="list-style-type: none"> • Business Plan is now finalised and being enacted. <p>Motion: That the Minutes of the Previous Meeting be accepted as a true and accurate record. Moved: Jenelle Whitehead Seconded: Leah Vogel Carried: Previous minutes were endorsed by all members present. Berry to sign copy for school file and school to upload to website now confirmed.</p>	
4.0	Standing Items	
4.1	Harvest Lakes Residents Association (HLRA) <ul style="list-style-type: none"> • Movie Night 18th March. • Calling for lake volunteers. • Seeking ideas to recruit youth volunteers. 	
4.2	Harmony P&C <ul style="list-style-type: none"> • AGM 8th March • Dad's of Harmony Ride to School breakfast 24th March • Update on the resurfacing of the basketball/tennis courts. Delays due to underlaying tree root damage, which has cost an extra \$4,500 to address prior to re-laying the asphalt. Work is now underway. 	
4.3	Financial Update <ul style="list-style-type: none"> • We are still a long way from being able to accurately finalise our one line budget for 2023. At this stage, with the information we have available, we anticipate a surplus somewhere in the vicinity of \$60 000 - \$80 000. • Student Census is on Friday, with per student funding calculated from the information provided at this time. • At the next meeting Craig hopes to be able to provide the Board a copy of our Annual Funding Agreement • A copy of Comparative Budget has been provided to be noted by the Board, highlighting the budget is not in deficit. <ul style="list-style-type: none"> ○ The current budget has unallocated funds of \$33 636, which will be allocated to our reserve accounts once the one line budget is confirmed. Unallocated funds would normally sit at around 2-3% of the total cash budget. ○ From Meeting 2, Financial Reports will be provided to members attached to the agenda with any questions or queries required to be submitted a minimum 24 hours prior to the Board Meeting to allow time to address them in a timely manner during our meetings. • Financial update confirmed by the Board. 	
5.0	General Business	
5.1	Election of Board Chair <ul style="list-style-type: none"> • Craig welcomed all new Board Members to their first meeting and thanked ongoing Board Members for their commitment and support. • Craig asked Berry if she was prepared to continue in the role of Board Chairperson for 2023 and Berry confirmed she was. • Craig then asked if any other parent/community member of the board would like to be considered for the position of Chairperson, no one else elected to be considered. • Berry was re-elected to the Chairperson position unopposed. 	
5.2	Review – Terms of Reference <ul style="list-style-type: none"> • A copy of the Terms of Reference (2022 Version) document was provided to all members prior to our meeting to give Board members an opportunity to consider its contents. • Berry ran through the outline of the document and Craig asked board members if they had any questions. • The Terms of Reference were endorsed. 	

5.3	<p>Review – Code of Conduct</p> <ul style="list-style-type: none"> • A copy of the Code of Conduct for Harmony Primary School Board Members (2022 Version) was provided to all members prior to meeting. • The Code of Conduct was endorsed. 	
5.4	<p>2023 Board Calendar</p> <ul style="list-style-type: none"> • A Yearly Planner covering a six meeting schedule was distributed to members. • In 2022 it was agreed to hold one board meeting in Term 2 and 3, while continuing with two meetings in Term 1 and 4. • Craig asked Board Members if there were any areas of school operations they felt were not being addressed in the planner. Remembering, additional items relevant at the time can always be added to a School Board Agenda. • Question from a parent representative regarding changing the booklist the stationary supplier: this issue can be raised by the Board and the best time is prior to the Term 3 meeting when the admin team begins negotiating with suppliers. 	
5.5	<p>Staffing Update 2023</p> <ul style="list-style-type: none"> • While we have tried to limit the changeover of staff at Harmony in 2023, we have started the year with a number of new and returning faces: <ul style="list-style-type: none"> ○ Jen Robinson and Leanne O’Kane – Deputy Principals ○ Brooke Ramsay – School Psychologist (Commenced Term 4, 2022) ○ Lukose George – Network Support Officer (New Position Created for 2023) ○ Erin Taylor - LA 2 (Kindy) ○ Alisha Hospital - LA 6 (PP/1) ○ Liana Jedras – LA 10 (1/2) ○ Claire Stewart – LA16 (3) ○ Hannah Gray – LA 21 (4) ○ Amanda Ginty – LA 22 (4) (Commenced with us in Term 4, 2022) • Question from a parent representative as to why staff turnover has been high, especially mid-year. Craig answered with several reasons, including some leaving education all together, teacher shortages which means teachers can choose the schools they would like to work at which may be, for example, closer to home. Teachers can leave mid-contract. Craig and the admin team are working on making Harmony a school where teachers want to stay. Staff representative mentioned improvements in workplace culture recently. 	
5.6	<p>Early close for parent interviews</p> <ul style="list-style-type: none"> • The school would like to contact the Regional Education Office seeking approval to close for instruction early on Thursday 30 March (week 9) for the purpose of conducting Parent – Teacher Interviews as part of Reporting to Parents in 2023. • School will finish at 11:30am on this day with interviews running from 12.30pm – 5.30pm. The Department approves up to two early finishes for this purpose annually, with the provision that teachers must provide the same amount of time gained by early close after hours. • Any students not picked up at 11:30am will be supervised until they are collected, up until normal close time at 2.45pm. OSH usually also chooses to operate for the additional time. • Parents/Carers will be able to book 10-minute interviews with the classroom teacher and indicate their preference for a face to face or phone interview. • These interviews are tightly scripted to cover progress in English, Mathematics and Behaviour. Additional interviews, if required, will need to be arranged at another time. • Early close was approved by the Board. 	

6.0	Other Items/Comments	
6.1	Parent question regarding the lack of a crossing guard at Fellowship Link. Craig fed back that he has liaised with WA Police who coordinate the Traffic Warden program and there is no current person for the position. The job description could be circulated if parents are keen to get this position filled.	
6.2	Next Meeting – Tuesday 14 March 2023.	
7.0	Meeting Closed:	