

INDEPENDENT PUBLIC SCHOOL



Minutes - Meeting No: 1
Harmony Primary School
Date: 13/02/2024

PARTICIPANTS:
Principal – Jennifer Robinson
Staff –Megan Rollins, Janelle Mudie, Jen Batten, Hayley Whittaker, Stella McQuade
Parents - Berry Johnston, Jenelle Whitehead, Karolyn Ward, Ferg Inglis, Carly Hartshorn
Community -
Apologies: Craig Anderson, Jen Batten, Kirsty De Blanken, Jessica Stockwell, Sarah Hintz

Absent:

1.0	Welcome and apologies	Actions
1.1	The meeting was opened by Berry Johnston at 5pm, including Acknowledgment of Country.	
1.2	Absentees/apologies:	
1.3	Agenda confirmed	
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. No conflicts of interests identified	
3.0	Minutes of Previous Meeting	
3.1	Business Arising from the Minutes of Tuesday 21 st November 2023 <ul style="list-style-type: none"> • Nil Motion: That the Minutes of the Previous Meeting be amended as a true and accurate record. Moved: Jenelle Whitehead Seconded: Megan Rollins Carried: Previous minutes were endorsed by all members present.	Craig to arrange for uploading as true and accurate.

4.0	Standing Items	
4.1	<p>Welcome to New Board Members</p> <ul style="list-style-type: none"> • Welcome to new parent representatives, Carly and Ferg. • Berry has sent link to online Board Orientation to new members 	
4.2	<p>Harvest Lakes Residents Association (HLRA)</p> <ul style="list-style-type: none"> • Nil update • Will no longer field a community member • Alternate Community member options sought through City of Cockburn representative, however they are unavailable. Board to continue to search for community representative. 	
4.3	<p>Harmony P&C</p> <ul style="list-style-type: none"> • Nil update • First meeting for year held last week • Needing nomination for president • Risk of P& C folding and losing funding if nomination for executive positions not filled 	
4.4	<p>Financial Update</p> <ul style="list-style-type: none"> • Presented by Jennifer Robinson in Craig's absence • Long way from finalising final 2024 budget • Student census to be completed this Friday 16/2 • Craig to provide annual funding agreement at next board meeting • Comparative budget report showing school as not being in deficit • Financial reports will be provided two days before next meeting for members to review and submit any questions before next scheduled board meeting • School has a salary surplus this year, however, noted that this does not occur every year • Jennifer also happy to note that school is not in deficit 	
5.0	General Business	
5.1	<p>Nomination for School Board Chair</p> <ul style="list-style-type: none"> • Jennifer Robinson called for nomination for position of School Board Chair • Berry Johnston was the sole nomination for the role of Chair • Board voted unanimously for Berry Johnston for the role of Chair 	
5.2	<p>Terms of Reference review</p> <ul style="list-style-type: none"> • School Board Terms of Reference reviewed by board members • Parent rep queried length of renewal for WWCC – confirmed by Berry that this was valid for 3 years before renewal required • Board confirmed TOR document as is and would be retained for 2024 	

5.3	<p>Code of Conduct</p> <ul style="list-style-type: none"> Berry shared Code of Conduct document with board members to review, and highlighted reference to point 11 Board members signed and submitted Code of Conduct to Berry 	
5.4	<p>Confidentiality Agreement</p> <ul style="list-style-type: none"> Board members reviewed, signed and submitted Confidentiality agreements to Berry 	Craig, Jen, Jessica and Kirsty to submit signed confidentiality agreements to Berry
5.5	<p>2024 Board Calendar</p> <ul style="list-style-type: none"> 6 Board meetings are scheduled for the 2024 school year: 2 x meetings in Term 1, 1 each in Terms 2 and 3, and 2 x meetings in term 4 Topics to be flagged for discussion with Berry and Craig one week before the scheduled meeting HLRA can be removed from agenda 	
5.6	<p>Parent Teacher Interviews</p> <ul style="list-style-type: none"> Jennifer Robinson, on behalf of Craig, requested Board approval for early closure on Wednesday Week 9 from 11:30am for parent-teacher interviews Students can stay at school and will be supervised if parents unable to collect at 11:30am Interviews will be scheduled and will last for 10 minutes, either face to face or via phone call. Focus will be on maths, English and behaviour. Feedback from 2023 interviews was that there had been a good take up by parents of interview timeslots Parent rep asked if possible for later interview timeslot – school preference that parents reschedule for another day/time to discuss their child with class teacher if unable to make interviews Communications need to be clear that students can stay on school site and will be supervised by specialist teachers and EAs during school hours if unable to be collected at 11:30am Scheduling system does not allow parents to select phone versus in person interview. Parents will need to email teacher if phone interview preferred. Board approved parent-teacher interviews 	
6.0	Other Items/Comments	
6.1	<p>Next meeting:</p> <p>Meeting closed: 17:35</p>	