

**Rockingham Lakes Primary School
School Board Meeting Minutes**

2nd September 2021 at 1:30pm

Present: James Matters, Tammy Bolton, Narelle Smirke, Dane Franklin, Erica Clarke, Heather Christy & Emma Woodall

Apologies: Daniel Whelan, Jane Ann Blair

Minutes of Previous meeting (Appendix A): The minutes of the meeting held on the 3rd of June were motioned by James Matters and seconded by Narelle Smirke.

Business Arising: None

Correspondence: None

AGENDA

1. **Welcome** – James welcomed everyone to the meeting
2. **Board Chair Voting** – James informed the Board that due to commitments he would need to step down from the Board chair position. The board members discussed the position and voted to appoint Narelle Smirke as the Board Chair. The board discussed the time and day of the meeting moving forward. Motion put to change meetings to Monday afternoons from 4:00pm – 5:30pm. Motion to incorporate zoom meetings as an option to attend board meetings to support attendance at meetings from those that may not be able to attend due to other commitments.

Actions – Emma to adjust constitution to include zoom meeting options for approval by the board. Meeting in Term 4 to be set on Monday 25th of October

3. **Principal's Report** – Dane presented the principals report (appendix B)
4. **Review of Board Effectiveness Survey and consequential planning** – The board discussed the results of the effectiveness survey (appendix C).

Actions – Emma to organise to have minutes uploaded to website after meetings.

5. **Business Plan Review** –
Dane displayed the operational plans and explained how it links back to the school's business plan priorities.
6. **School Development Days 2021** – Dane presented the proposed school development days for 2022.
The board accepted the proposed days as
 - Tuesday 26 April (First day of Term 2)
 - Monday 18 July (First day of Term 3)
 - Monday 11 October (First Day of Term 4)

Actions – Emma to coordinate update planners with approved SDD for 2022

7. **Finance** – Emma presented the financial report (appendix D)

8. General Business

a. Principal & Board Chair Training-

Actions – Dane to investigate and book in training for Narelle and himself.

b. LOTE

Dane discussed the schools current position on LOTE for years 3-6. The school currently teaches online Indonesian through the Department of Education. Dane proposes to investigate the possibility of teaching AUSLAN at Rockingham Lakes Primary School.

AUSLAN is

- Universally accepted
- Supports students who are non-verbal
- Supports Talk for writing program
- Supports collaboration with PLDS and student's language development

Board endorsed investigating a different LOTE program

Meeting Closed: 14:32

Next Meeting: Monday 25 October at 4:00pm

Appendix A – Previous minutes

Rockingham Lakes PS School Board Meeting Minutes

1:30 pm 3rd June 2021

Present: Dane Franklin, Erica Clarke, Tammy Bolton, Narrelle Smirke. Emma Woodall, James Matters,

Apologies: Daniel Whelan, Jane Ann Blair, Heather Christy

Minutes of Previous meeting: The minutes of the meeting held on the 18th of March were motioned by James Matters and seconded by Narelle Smirke

Business Arising:

Correspondence: Resignation of Nat Lear, Public School Review Advice, DOE ICT Policy

AGENDA

Welcome

James welcomed all members to the meeting.

Principal's Report:

Dane discussed the principal's report as tabled at the meeting. (Appendix A)

Finance:

2021 Funding Agreement noted by the board and signed by the Chair. (Appendix B)

Emma discussed the different aspects of the funding agreement and the initiatives that attract additional funding.

Emma discussed the financial report as tabled at the meeting (Appendix C)

General Agenda:

1. 2020 Annual Report

Board members reviewed and endorsed the 2020 Annual Report. (Appendix D)

2. Membership

Dane explained that we had received Nat Lear's resignation. Nat held a community position which would be vacated at the end of 2022. The board discussed and all voted to hold off on filing this position until later in the year so a new representative can fill the position for a new term. Board members to think about potential candidates as this position can be filled without the need for an election.

3. 2022 Contributions & Charges

Emma discussed that costs for buses have increased significantly this year. Because of this we propose increasing the maximum charge for 2 items as indicated for 2022 an increase of \$10 to swimming costs and an increase of \$20 for graduation lunch.

Board members motioned to increase the indicated charges. (Appendix E)

4. NQS Verification

Dane explained the NQS verification process and report. This report is used to inform improvement at RLPS. (Appendix F)

General Business

- **Professional Learning** – Dane explained there are new online modules that are available for school board members. If you are interested in these sessions, please let Emma know and she will send you an invite.
- **Self-assessment** – Emma explained that once a year we are required to undertake a self-assessment of the board. A link will be emailed to each of you in the next week, please complete this by **August 13th 2021** to ensure the data can be captured before our next meeting.

Meeting Closed: 2:28pm

Next Meeting: **Thursday 2nd September 2021**

Appendix B – Principals Report

Principal update. 02 September 2021

Term 3 Week 7

A busy start to the Term. A number of new enrolments of new families moving into the area who have begun this term. We welcome them to Rockingham Lakes PS.

School Development Day- Education Assistants and Support staff completed First Aid and CPR while teachers undertook Professional Learning in Talk4Writing and Back2Front Maths. All staff participated in Business Plan update and review of Code of Conduct, School and Department of Education updates and initial conversations about Public School Review.

NAIDOC week - Commemorated earlier in term. Cross campus presentation from Gina Williams and Guy Ghouse who taught language through song. We have purchased some resources that will be stored in the library.

COVID-19 - We continue to take advice as we receive it and will communicate this as the situation changes.

Communication - Website is now live and we are working through edits with the developer. Connect is the preferred method of communication from school/class and parents.

Student Well-Being – Mariza D’Souza (School Chaplain) continues her great work supporting students. We also have a new partnership with Anglicare to offer ‘Seasons for Growth’ for students who have experienced grief and loss, ‘Young Carers’ for students who are supporting siblings and ‘Young Hearts’ for students who may have witnessed domestic violence.

iPad Program – goal is to implement a 1:1 iPad program in Year 3 in 2022. Expand from Year 3 to 6 over the following years. This will be school supplied and the first school in the state to embark on a program such as this. We have engaged Sarah Hill, (Lumos Learning) to work with some of our teachers in individualised coaching to ensure the program works and is sustainable. It will become our way of working and ensure our students have access to appropriate technology to best prepare them for the future.

National School Opinion Survey – Thanks in advance for support in completing these parents surveys and promoting others to complete. This helps us act on feedback and meet our targets in the Business Plan. They will be out before the Open Night and we are looking at ways of distributed them to as many parents as possible.

Public School Review – validation visit due will occur Wednesday 3 November. Staff and community groups will be approached to have a conversation with the review team to support our school narrative. Staff will be working to upload evidence into the Electronic School Assessment Tool later this term.

Enrolments – Kindergarten has approximately 5 spaces left for 2022. Pre-Primary re-enrolment forms are also now due.

Cross Country – Very lucky with the weather for our school carnival. Not so lucky for the RASSA Cross Country. Great result with the school finishing third overall.

SunSmart Policy – Broad brim hats required from this term. Thanks to all parents for their support of this.

Staffing update - a number of teachers finished their contract with us at the end of last term. New staffing arrangements:

Leia Timewell is working an additional day across all Pre-Primary classes.

Sharon Jewell is full time in Year 2.

Abbie West is teaching across two Year 3 classes on Monday, Tuesday and Friday.

Tracy Cargill commences with us in Year 4.

Charmaine Stringer and Storm Frees are teaching Year 5.

Sue Elson returns to full time in Year 5.

Samantha Cummins is teaching Year 6 to ensure our Gifted and Talented Program can continue this term.

Grounds update - Basketball Court –resurfacing to occur in near future.

Upcoming events:

Open Night – 14 September

Athletics carnival – 17 September

Public School Review – Term 4, Wednesday Week 4 (3 Nov)

Dane Franklin

Principal
Rockingham Lakes Primary School

Appendix D - Financial Report

Current Overall One Line Budget

Salary at 19th Aug

Cash Verified July

Monthly Summary

Rockingham Lakes Primary School (5778)

\$5,112,117	+	\$93,164	=	\$5,205,281		\$5,061,992		\$143,290
Operating Allocation		Locally Raised Funds		Total Funds		Forecast Total Expenditure		Forecast Total Variance

Cash

Verified Jul

Carry Forward	\$70,167
Student-Centred Funding	\$94,909
School Transfers	\$310,875
Department Adjustments	\$0
Locally Raised Funds	\$93,164
Total Funds	\$569,116
YTD Spend (Goods and Services)	\$305,884
YTD Balance	\$263,232
Forecast Expenditure	\$559,745
Forecast Variance	\$9,371

Cash and Salary budgets are both in surplus.

Additional cash allocations have been received for additional cleaning supplies for Covid 19 cleaning. This has reduced in Term 3 as we have moved into phase 5 guidelines and additional cleaning requirements now only include cleaning playgrounds once a week.

The school has received 97% of anticipated income for 2021 and expended 61% of our anticipated expenses.

36.16% of our families have contributed towards the voluntary contributions which is 4% more than this time last year. 117 Families have contributed towards the P&C Voluntary approved request which was reintroduced this year.

The basketball court fencing has been moved and the resurfacing should commence soon we are just awaiting confirmation of dates. The funding for this project is an election promise from the Honourable Paul Papalia MLA.

Reserve Funds were utilised to recarpet the classrooms in Block 2.

Salary

YTD as at 19 Aug

Carry Forward	\$160,719
Student-Centred Funding	\$4,710,331
School Transfers	-\$234,885
Department Adjustments	\$0
Total Funds	\$4,636,166
Period Spend	\$435,561
YTD Spend	\$2,740,906
YTD Balance	\$1,895,259
Projected Expenditure (HRMIS)	\$4,335,066
Future Planned Expenditure (Planning)	\$167,181
Forecast Expenditure	\$4,502,247
Forecast Variance	\$133,919

To support business plan priority 3.2 Planned and coordinated development of ICT infrastructure to ensure the school meets the needs of current and future students the school will be purchasing 79 Ipads. This will commence the schools 1:1 device program for our 2022 yr 3 students. The school will be utilising reserve funds for this purchase.

We have received additional Disability resource funding for students and have employed additional EA's to support these students. We have also received funding for students that we have already been supporting which is part of the increase in the salary variance. We are hoping to roll over all additional salary expenditure into the 2022 budget to support 2022 initiatives.

2022 Projected enrolments

School		Student Characteristics	Year Level													Total	
Name▲▼	Code		Kindergarten	Pre-Primary	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11		Year 12
Rockingham Lakes Primary School (5778)	5778	Funded Students	60	60	71	43	47	64	56	71							472.0
	5778	Aboriginal Students		4	5	3	4	2	8	2							28.0
	5778	EALD							1								1.0
	5778	Disability Level 1				1	3	1									5.0
	5778	Disability Level 2		1						1							2.0
	5778	Disability Level 3				1		1	1								3.0
	5778	Total Students	60	60	71	43	47	64	56	71							472.0

We are anticipating the same amount of enrolments in 2022 as we had at census in February 2021.

We are currently sitting at 482 enrolments with 69 Year 6 students graduating