

**Rockingham Lakes Primary School
School Board Meeting Minutes
25th October 2021 – Open Meeting**

Meeting Open: 4:03pm

Present: Narelle Smirke, Erica Clarke, Tammy Bolton, Julie Belohlawek, Daniel Whelan, James Matters (video conference), Emma Woodall (Video Conference).

Apologies:Jane Ann Blair, Heather Christy

AGENDA

1. *Welcome*
Narelle welcomed all members to the meeting.
2. *Minutes of previous meeting (Appendix A)*
The minutes of the meeting held on the 2nd of September 2021 were motioned by Tammy Bolton and Seconded by James Matters
3. *Business arising –*
Emma confirmed that the draft constitution that was sent to members on the 14th of October was approved by all members and will be used moving forward **(Appendix B)**
4. *Former Board Chair – Annual Report*
James read the attached board chair annual report reflecting on the work the board has done over the last 12 months with thanks given to Mr Dane Franklin (Former RLPS Principal) and Ms Emma Woodall. James also welcomed Mrs Julie Belohlawek **(Appendix C)**
5. *Principal's Report*
Julie went through the principals report as tabled at the meeting **(Appendix D)**. She discussed the change to the public school review date, a new PBR luncheon to recognise great behaviour and our 2022 student numbers. Julie also informed the board how busy the remainder of the term is going to be.
6. *Finance Report*
Emma presented the finance report as tabled **(Appendix E)**. She explained that we had received almost all of our anticipated income with sporting school grant and money from the P&C for an upgrade to the PA system still to be received. She explained that at the most recent finance meeting the committee approved spending money on furniture in the Year 1 & 2 space to support business plan area 6 and NQS improvement plan areas 3.1 3.1.2 and 3.2.1. Emma advised that 39% of students had paid their Voluntary contributions. This is an increase on 2020 figures.
7. *Review and endorse Personal Items Lists*
The members of the board discussed in depth the quotes received from Cos and Learning Pod. Learning Pods pricing was significantly more however was a local supplier with a shop front for parents to visit. The board voted to go back to learning pod to see if they could negotiate their prices.

Actions: Erica to contact Learning Pod and see if they are able to lower their pricing.
Update: New pricing was received and emails sent to board members on the 1/11/2021. All members voted to remain with Learning Pod at the reduced pricing.

8. *Review Parent survey results*

Julie presented the parent survey results (**Appendix F**). Positives were in relation to the gate program and the support that students receive from staff. Areas for improvement were in relation to assemblies and communication.

9. *Naplan Presentation*

Julie presented the progress against targets document as tabled at the meeting (**Appendix G**) and discussed the schools recent naplan results

10. *Public School Review*

Julie discussed the public school review process and the work the school had been doing to prepare.

Actions: Board members to review the relationship and partnership document (Appendix H) and provide feedback.

Board members to advise if they are available on the 24th of November to be involved in the review.

11. *Review the coming year's calendar*

Emma informed the board that swimming will be in Term 1 in 2022 and Edudance is booked for Term 3. Emma proposed the following dates for meetings in 2022-

Monday 21st of March – 4:00pm

Monday 13th of June – 4:00pm

Monday 29th of August – 4:00pm

Monday 24th October – 4:00pm

Board members agreed to pencil these in and discuss in 2022 any amendments that may be required.

12. *Other Business*

a. *Graduation Speech*

Emma asked if any members would be interested in presenting a speech at the Yr 6 Graduation. At this stage no members are able to commit to this.

Action: Emma to seek representative from P&C

b. *Declaration Forms*

Emma explained the new CAB portal and the request to share information to the portal. Board members to sign new declaration form (**Appendix I**)

Action: Members not present to sign declaration to allow data sharing.

Meeting Closed: 17:35pm

Next Meeting: Monday 21st of March at 4:00pm