

## School Board Meeting Minutes Brabham Primary School

<b>DATE:</b>	22 February 2024	<b>CHAIRPERSON:</b>	Julie Woodhouse/Tom Quinlivan
<b>TIME:</b>	5.00pm	<b>MINUTE SECRETARY:</b>	Janet Mailey

<b>ATTENDEES:</b>	Julie Woodhouse, Brenda Wallace, Tom Quinlivan, Kirsty Grant, Stephen Jeffrey, Arshad Ali, Celeste Gane, Manpreet Kaur, Victoria Rowland
<b>APOLOGIES:</b>	Nil

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.0	Welcome and Apologies	Tom Quinlivan	<b>1.1</b> Opening and Welcome	
		Tom Quinlivan	<b>1.2</b> Acknowledgement of Traditional Owners – Acknowledgement of Traditional Owners' past, present and future.	
		Tom Quinlivan	<b>1.3</b> Apologies: nil	
		Tom Quinlivan	<b>1.4</b> Disclosure of Interest – Nil declared	
		Tom Quinlivan	<b>1.5</b> Minutes are accepted as true and correct. Moved – Tom Quinlivan Seconded – Brenda Wallace Passed	

		Tom Quinlivan	<p><b>1.6 Member Tenure</b></p> <p>Tom Quinlivan to remain chairperson and will remain on the board as chairperson. Nominations for Brenda Wallace and Celeste Gane were completed in 2023. Prior to end of term 1 nominations for board will be undertaken for parents and staff. Membership numbers will be reviewed as part of the Terms of Reference.</p>	
<b>2.0</b>	Business Arising from Pervious Meeting	Julie Woodhouse	<p><b>2.1 Build update (offsite and onsite)</b></p> <p>Bidi Site</p> <ul style="list-style-type: none"> <li>• Bidi stage one is completed and opened. Additional fence request has been made to address security concerns.</li> <li>• Bidi stage 2 timeframe is 25 weeks, projected handover is 17 January 2025. One cement undercover area will be kept for meeting place for student engagement and parent/community events.</li> <li>• Invitation will be extended to the neighbouring community/property owners to attend an event in June to provide information about the proposed to new building project.</li> <li>• A new sign will be erected at the end of the street to be a visual indication of where the school site is located.</li> </ul> <p>Brabham Site</p> <ul style="list-style-type: none"> <li>• Building site has impacted access to car parks. Parents have been supportive, in the main.</li> <li>• 2026 is the anticipated open for students into the new build.</li> <li>• Julie Woodhouse will continue to have conversations with building company as the build progresses regarding traffic management, student and parent movement at start and finish of the school day.</li> </ul>	
<b>3.0</b>	New Actions/ Discussion	Julie Woodhouse	<p><b>3.1 Parking</b></p> <ul style="list-style-type: none"> <li>• Carparks will be completed by Monday 26 February 2024.</li> <li>• Palfrey street will have some staff bays with a “drop and drive” on one side. A video will be created to demonstrate flow and information disseminated to the school community. Staff will enter the same way as drop and drive and turn left. Signage will be erected.</li> <li>• Lake field carpark is waiting on signage and line work.</li> </ul>	
		Julie Woodhouse	<p><b>3.2 Staff and Student</b></p> <ul style="list-style-type: none"> <li>• Enrolment 1061 as of census (including kindergarten students)</li> </ul>	

			<ul style="list-style-type: none"> <li>• 106 FTE staff</li> <li>• School is considering employing an Auslan Teacher</li> </ul>	
		Tom Quinlivan	<b>3.3 Review of terms of reference</b> <ul style="list-style-type: none"> <li>• 6.3 Amend to 2 General Community Members and 5 Parents</li> <li>• Changes will be completed to the terms of reference and will be tabled for approval at the next meeting.</li> </ul>	
4.0	Information/ Updates	Julie Woodhouse	<b>4.1 Finance Update</b> <ul style="list-style-type: none"> <li>• SCF reports tabled.</li> <li>• VC charges and extra curricular figures will be provided into the future once the school receipting process has been caught up due to systems failure in week 3.</li> <li>• Graduation ceremony venue discussed with year 6 teachers currently investigating a venue.</li> <li>• Booklist review – feedback to be provided prior to new agreement. Obtain take up figures.</li> </ul>	
		Celeste Gane	<b>4.2 P &amp; C Updates</b> <ul style="list-style-type: none"> <li>• AGM 15.2.24</li> <li>• Office bearer were elected.</li> <li>• 12 Members</li> <li>• Upcoming fundraising events include - Colour run and my school lunches</li> </ul>	
		Julie Woodhouse	<b>4.3 Crosswalk Lakefield Drive</b> <ul style="list-style-type: none"> <li>• Richard from City of Swan has provided information in regard to a manned crosswalk. They are resubmitting plans to meet requirements of main roads.</li> <li>• A manned crosswalk can be promoted through the school once the crosswalk is completed.</li> <li>• The board discussed feedback future new builds to include nominations for cross walks within the planning process.</li> </ul>	
5.0	General Business	Tom Quinliven	<ul style="list-style-type: none"> <li>• Training to be provide to Arshad Ali</li> <li>• All member training cycle and follow up to be created.</li> </ul>	

			<ul style="list-style-type: none"> <li>Update clearance and WWCC</li> </ul>	
		Tom Quinliven	<ul style="list-style-type: none"> <li>Link to board meeting – place minutes for meeting on web page</li> </ul>	
		Julie Woodhouse	<ul style="list-style-type: none"> <li>There are no 40 KMS signs at Bidi as students to not attend a full school day. To qualify the area must be high traffic and Bidi is in a cul-de-sac with no intersecting roads. The information has been placed in the newsletter.</li> <li>Consideration to be given for editing the new sign to promote safe driving.</li> <li>Campus grace period for start times has been implemented to accommodate parents with students at both sites.</li> </ul>	