

School Board Meeting Minutes Brabham Primary School

DATE:	9 May 2024	CHAIRPERSON:	Tom Quinlivan
TIME:	5.00pm	MINUTE SECRETARY:	Janet Mailey

ATTENDEES:	Julie Woodhouse, Brenda Wallace, Tom Quinlivan, Kirsty Grant, Stephen Jeffrey, Jodie De Boni, Arshad Ali, Celeste Gane, Manpreet Kaur, Sonia Virk
APOLOGIES:	Nil

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

2.0	Business Arising from Pervious Meeting	Julie Woodhouse	<p>2.1 Terms of Reference</p> <ul style="list-style-type: none"> 6.3 amend wording to “up to ten members” 9.4 email communication – Tom Quinlivan confirmed that there will be an assumption that if you do not respond to a communication that you have received the information. Communicate will be solely through email. Julie Woodhouse and Tom Quinlivan meet two weeks in advance of a meeting to set the agenda. Board members are invited to contribute to the agenda. <p>Julie Woodhouse moved that the terms of reference be accepted with changes as listed above.</p> <p>Moved Tom Quinlivan Seconded Jodie De Boni Passed</p>	
		Tom Quinlivan	<p>2.2 Outcome and ratification of Member Elections</p> <ul style="list-style-type: none"> New and re-elected members have been elected to the positions and welcomed by the committee. Board introduction to the community to be via photo and bio on web site. 	
3.0	New Actions/ Discussion	Julie Woodhouse	<p>3.1 Staffing Processes (induction/onboarding training)</p> <ul style="list-style-type: none"> Workforce planning and staffing is occurring every day. The beginning of the year we have had 18 new staff members. 8 changes have occurred since the commencement of the year. Movements have been opportunistic, and no dissatisfaction has been shared by the staff members. 	
			<p>3.2 Principal Selection Process</p> <ul style="list-style-type: none"> Principal position has been advertised. Julie requested it to be completed earlier rather than later to ensure continuity for the school community and allay any anxiety felt by the potential for change. Tom Quinlivan will be on the panel. 	
			<p>3.3 Funding support for culturally responsive staff training</p> <ul style="list-style-type: none"> As finalists in the Excellence in Cultural Responsiveness W A Education Awards in 2023, the school received \$5000 . The funding is going to be used to continue 	

			<p>building the capacity of staff and to lead building a local network targeted to cultural responsiveness in local schools.</p> <ul style="list-style-type: none"> The school also received \$20,000 for Excellence in Teaching and Learning WA Education Awards in 2023. The school will be developing a digital online induction program for all staff with will be led by Stephen Jeffery. A working committee will be created with the aim to implement the program by the end of 2024. 	
4.0	Information/ Updates	Julie Woodhouse	<p>4.1 Finance Update</p> <ul style="list-style-type: none"> Financial report is tabled Booklist Data provided as requested at meeting held 22 February 2024. <ul style="list-style-type: none"> Campion received 699 orders in total. 481 chose home delivery, click and collect or shopping themselves at the Malaga Store. 218 participated at the school bookshop. The school is currently on a yearly contract. Voluntary contributions have been collected by the company fee historically, however moving forward Campion will be charging 3% of monies that are collected. This cost would be born by the school and not passed onto students. 	
			<p>4.2 Building progress</p> <ul style="list-style-type: none"> Julie and Stephen will be doing a video of the new build to share with the community in a newsletter. The community has been patient. Some families using Palfrey Street have shared that people are parking on the foot path. Arshad also had shared that he had sat on the Shire of Swan safety committee and raised these concerns and was assured that the issue would be considered. Discussion was also held around placing a no right turn at the entry to parking. Front kiss and drive is working well. Further signage will be completed. 	
		Celeste Gane	<p>4.3 P & C Updates</p> <ul style="list-style-type: none"> Ladies night will be held 18 May, number of tickets sold is low. My School lunches a couple of times a term are proving beneficial. Meet and great this to obtain expressions of interest . 	

5.0	General Business	Julie Woodhouse	<ul style="list-style-type: none"> The redacted minutes will be placed on the web site after they have been passed at the next meeting and read by the Chairperson. 	
		Tom Quinilivan	<ul style="list-style-type: none"> Create Calendar Invites for all meetings so that members can place in calendar in advance. Meetings will be held Thursday Week 4 and Week 8 of each term. Distribution Group to be re-checked as some members not receiving invites. 	
		Brenda Wallace	<ul style="list-style-type: none"> Queried whether shared use of oval agreement had been completed. Julie Woodhouse shared that public consultation has concluded and hoped to hear from the Shire of Swan and Department of Education soon. Signage will be required advising the community of school use times. The shire has also been asked to provide notice when mowing is to occur. 	
		Tom Quinilivan	<ul style="list-style-type: none"> Tom Quinilivan canvassed the members about holding a board meeting at a different venue. Discussion was that end of year may be more feasible. The board has been extended an invitation to attend the Sikh Temple on the 19 June 2024. Arshad Ali is awaiting confirmation of start time 3.30pm. 	