



# SUBIACO PRIMARY SCHOOL BOARD MEETING

## Minutes

<b>Date</b>	<b>Tuesday 7 May 2024 (Term 2 – Meeting 1)</b>	
<b>Time</b>	6:00 pm	
<b>Location</b>	Subiaco Primary School Library	
<b>Chair</b>	Louis Martin resigned and Emma Thunder was appointed.	
<b>Apologies</b>	None	
<b>Present</b>	Louis Martin (LM)                      Board Chair Hannah McKelvie (HMck)          Parent Representative Steve Smart (SS)                        Parent Representative Emma Thunder (ET)                    Parent Representative Simone Janney (SJ)                    Community Representative Gemma Hayley (GH)                  Staff Representative Alan Ramsey (AR)                      Assistant Principal Heather McNeil (HMcN)              Principal	
<b>Invited Guests</b>	NA	
<b>Endorsed as complete and accurate</b>	_____	_____
	Date	Board Chair

Agenda Item	Actions
<b>1 Welcome, Introductions, Conflicts, Minutes</b> Chair conducted an Acknowledgement of Country <u>Welcome</u> <ul style="list-style-type: none"> <li>LM welcomed attendees, particularly new Principal, Heather McNeil</li> </ul> <u>Board Chair Resignation</u> <ul style="list-style-type: none"> <li>LM advised Board of decision to resign his role as Board Chair while remaining on the Board as a Parent Representative</li> </ul> <u>Board Chair Nomination</u> <ul style="list-style-type: none"> <li>HMcN asked for nominations to replace LM as Chair</li> <li>ET nominated and offered to talk to her nomination</li> <li>SS asked several questions including querying ET's availability for the role; how she intended to ensure transparency and timeliness of Board materials, meetings and communication; and her thoughts around how to ensure membership of the Board is worthwhile and productive</li> <li>ET provided thoughts on questions asked, referencing her commitment to the role and perception that Board membership is very worthwhile; previous experience Chairing and administering boards; and her openness to discuss any other concerns once settled in the role</li> <li>ET offered to meet any Board members one-to-one to further discuss views and experience to date - SS and HMck requested to meet</li> <li>ET asked members to acknowledge that, notwithstanding any previous concerns, we now have a new Principal who will likely</li> </ul>	ET to arrange to meet SS and HMck

<p>engage with the Board in a different way, so it is important that we respect HMcN by moving forward positively with this as a fresh start</p> <ul style="list-style-type: none"><li>• HMcN spoke to her experience working with Boards in her former school, and confirmed that she wants to build a strong collaborative relationship with the Board and with new Chair, including seeking advice and support when needed, and regular meetings with Chair</li></ul> <p><i>Decision: The Board voted unanimously to appoint ET as Chair</i></p> <p><u>Previous Meeting Minutes</u> The previous meeting minutes were endorsed, subject to any comments or queries being provided by Board members asap after the meeting (noting not everyone had reviewed in advance)</p>	<p>ET and HMcN to arrange regular meetings</p>     <p>Board to provide any comments on previous meeting minutes asap</p>
<p><b>2. Principal’s Report</b></p>	
<p><u>Thank you and introduction</u></p> <ul style="list-style-type: none"><li>• HMcN talked to her approach to role on the Board - to listen, seek advice and share important school information required by the Board.</li><li>• WhatsApp group – HMcN introduced the idea of setting up a whole-of-board WhatsApp group, noting she has seen it effectively used in her former school. Board members agreed to be added to the group and to provide their preferred mobile numbers to HMcN. SS noted that a whole-of-board group shouldn’t preclude the option to have sub-groups for specific interests, and questioned what he understood to be a previous comment that all board communication must be seen by all members. ET noted that it was her comment being referred to but it appeared to have been misunderstood, as the concern she raised was around separate WhatsApp groups causing a perception of factions and Board disunity, if certain stakeholder groups were thought to be conspiring and prosecuting pre-agreed positions outside of the wider group. The Board agreed a WhatsApp group that included everyone would allow more open and transparent communication outside meetings.</li><li>• HMcN provided an overview of the recent School Development Day on Friday 26 April – quiz to build staff relationships, Quality Teaching – Teaching for Impact</li><li>• ET thanked HMcN for inclusion in recent newsletter of information about what staff did on the the SDD, noting it helps the school community better understand the purpose and value of the student-free day</li><li>• HMcN advised about appointment of new MCS, Kim, who started towards the end of Term 1. Kim has found several issues arising over the last year, which together they have since been working to address. Di has also been assisting in addressing issues found around staffing, overstaffing, salary budget deficit concerns and contract issues</li><li>• GH queried whether these overstaffing issues relate to employing additional support teachers to address class sizes – HMcN advised that the staffing has been spread across classes and year levels so it doesn’t equate to one new teacher, but a combination of part-time roles adding up to one FTE</li><li>• HMcN flagged potential additional recruitment phases once a better understanding of the school workforce plan has been gained, noting potential vacant positions in teaching staff and front office – in the</li></ul>	<p>Board to provide preferred mobile numbers to HMcN and AR so that a WhatsApp group can be established</p>

<p>meantime acknowledged how valuable Tracy is in the front office to ensure things continue running smoothly</p> <ul style="list-style-type: none"> <li>• SS queried whether there was any likelihood of future audit or investigation into noted budget and staffing issues – HMcN advised that any audit would pick up on the issues but would also include and reflect the steps taken since her appointment to resolve them</li> <li>• Board members asked that they continue to be kept informed of progress towards resolving budget and staffing issues</li> <li>• ET noted that she had heard specific concerns from families about class sizes this year, and asked that staffing updates include specific detail on planned approach to class sizes</li> </ul> <p><u>Building Condition Report</u></p> <ul style="list-style-type: none"> <li>• HMcN provided update on building condition report and liaison with Department of Finance’s Buildings and Contracts division.</li> <li>• Board members had various queries about how building and facilities improvements were planned, approved and funded, including queries from SS around the role of the City of Subiaco, private funding opportunities, and heritage protection requirements</li> <li>• ET noted that these are complex matters with various State and Local Government entities involved, and that it may be worthwhile to establish a separate subcommittee for Board members with a specific interest, so that the context can be better understood along with the Board’s role and potential to get involved</li> <li>• ET also noted that with significant infill development in Subiaco in the medium term, and ageing existing school infrastructure, establishing a strategic future-focused approach to building and facilities planning may be beneficial for this reason too</li> <li>• Board members discussed the opportunity and agreed that a subcommittee should be established – ET and HMcN to progress</li> </ul>	<p>HMcN to keep Board updated on budget and staffing issue resolution</p> <p>HMcN to provide information on planned approach to class sizes</p> <p>ET and HMcN to progress establishing new infrastructure subcommittee</p>
<p><b>3. Appropriate Financial Statements</b></p>	
<ul style="list-style-type: none"> <li>• Tabled, discussed and noted by Board during Item 2</li> </ul>	
<p><b>4. P&amp;C Funding Round Discussion</b></p>	
<ul style="list-style-type: none"> <li>• HMcN provided update on P&amp;C Funding Round meeting</li> <li>• Most staff requests for funding were agreed upon, and it was also agreed to continue focus and implementation of playground redevelopment</li> <li>• SS stated that he understood there to have been a lack of communication between school executive and the P&amp;C about the playground redevelopment, and believed this delayed its commencement</li> <li>• ET responded that she understood the issue to have been not lack of communication, but disagreement following communication, about the extent of strategic planning that was required to ensure the project met all stakeholder needs including staff and students as well as P&amp;C</li> <li>• AR confirmed that the school executive had followed strategic procedure in requesting a Playground Master Plan be developed before any funding was approved. Since then there has been significant work behind the scenes, the playground near LP1 has been installed, and planning for other improvements is progressing</li> <li>• The Board noted the funding round updates and the positive feedback around current collaboration between school executive and P&amp;C</li> </ul>	

<b>5. SPS Communication Guidelines (Staff/Parents)</b>	
<ul style="list-style-type: none"> <li>• Draft Communication Guidelines were tabled and included in SharePoint</li> <li>• AR noted time constraints and requested Board members to review the documents and contact him with any queries or comments, prior to the item being discussed at next meeting</li> </ul>	Board to review draft Communication Guidelines and provide feedback to AR before next meeting
<b>6. WhatsApp Group – Communication Guideline</b>	
<ul style="list-style-type: none"> <li>• Discussed during Item 2</li> </ul>	
<b>7. School Board Planner</b>	
<ul style="list-style-type: none"> <li>• AR tabled the Board Planner and asked Board members to advise of any issues with proposed new meeting dates</li> </ul>	Board members to confirm dates with AR
<b>8. Business Plan 2024-2026</b>	
<ul style="list-style-type: none"> <li>• HMcN advised the Board that she had reviewed the new Business Plan and has undertaken various edits to improve design, include additional information, address errors and inconsistencies, and expand on detail to ensure it meets Department of Education expectations</li> <li>• The new version was presented and HMcN responded to various comments and queries from the Board around the content</li> <li>• Board members discussed concerns they had around the formulation and endorsement process of the previous version, including their lack of involvement in the final stages, and agreed that the changes presented represented a significant improvement</li> <li>• ET queried whether the new version needed to be carefully communicated to community stakeholders who'd been involved with formulation of the previous version</li> <li>• HMcN advised that school Business Plans are intended to be fluid and responsive planning documents, able to be updated as circumstances require it, so this latest change simply represents the first stage of that review process</li> <li>• The Board agreed to review the new document in detail and advise of any concerns or queries</li> </ul>	AR to upload a copy of the new Business Plan to SharePoint for the Board's review
<b>9. Annual Report 2023</b>	
<ul style="list-style-type: none"> <li>• HMc advised that a version of the Annual Report 2023 had been completed by the former Principal prior to leaving, but that it had required some additional information and edits</li> <li>• The new version was presented, and HMcN advised that it would be submitted to the Department for inclusion on Schools Online, in place of the previous version</li> <li>• AR will upload the new version to SharePoint for the Board's information (noting the Board has no formal role in the Annual Report, with the exception of the Chair who includes some words)</li> </ul>	AR to upload a copy of the new Annual Report to SharePoint for the Board's information
<b>10. Business Arising</b>	
<ul style="list-style-type: none"> <li>• ET acknowledged the outgoing Board Chair, LM for his strong leadership in a challenging year. She noted his generosity in committing his time and energy to the role in the context of his other extensive commitments, and thanked him for his calm, measured and focused approach to the role</li> <li>• Other Board members echoed the thanks and appreciation</li> <li>• HMcN thanked everyone for the warm welcome and an enjoyable first meeting</li> </ul>	
<b>Meeting Closed 7:41pm</b>	

## Action Register

<u>Action</u>	<u>Responsibility</u>	<u>Timing</u>
ET to arrange to meet SS and HMCK for one-to-ones	ET	By next meeting
ET and HMcN to arrange regular meetings	ET & HMcN	Ongoing
Board to provide any comments on previous meeting minutes	All	ASAP
Board to provide preferred mobile numbers to HMcN and AR so that a WhatsApp group can be established	All	By next meeting
HMcN to keep Board updated on budget and staffing issue resolution	HMcN	Ongoing
HMcN to provide information on planned approach to class sizes	HMcN	Future meeting (TBA)
ET and HMcN to progress establishing new infrastructure subcommittee	ET & HMcN	By end Term 2
Board to review draft Communication Guidelines and provide feedback to AR before next meeting	All	By next meeting
Board members to confirm dates with AR	All	ASAP
AR to upload a copy of the new Business Plan to SharePoint for the Board's review	AR and all	By end Term 2
AR to upload a copy of the new Annual Report to SharePoint for the Board's information	AR	By end Term 2