

## EDNEY PRIMARY SCHOOL BOARD

### *Supporting Excellence*

204 Newburn Road HIGH WYCOMBE WA

(08) 9454 8377

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#### MINUTES OF SCHOOL BOARD MEETING

Meeting No. 2/2020 - Tuesday 17<sup>th</sup> March 2020

#### 1.0 Welcome and Apologies

**Present:** Kate Malkiewicz(Chair), Aaron Chaplin, Jodie Van Der Zwan, Shauna Reynolds, Lesley West, , Kathleen Whisson, David Balfe, De-ana Mitchell, Lauren Irving, Lana Wallace, Shane Rumball, Stephen Price, Colby Poyner

**Apologies:** Natalie Goodfield, Linley Martin

**Observer** – Kate Lynch

Meeting opened at 6.04pm

Confirmation of Agenda

#### 2.0 Disclosure of interests

No conflicts of interest in relation to matters before the Board.

#### 3.0 Minutes of Previous Meeting

3.1 Previous Minutes accepted as true and correct.

Moved – Lana Wallace, 2<sup>nd</sup> De-ana Mitchell

3.2 **Actions arising**

No actions arising.

#### 4.0 Edney Primary School Budget 2020

The budget details were emailed to board members. The funds have been moved into the school accounts.

Aaron has decreased the marketing budget to balance other areas.

*Kate Malkiewicz moved the motion that the Edney PS School Board endorses the Edney PS 2020 school budget.* Seconded Colby Poyner. All in Favour.

**Motion Carried**

#### 5.0 Scholastic Book Club and Commonwealth Banking

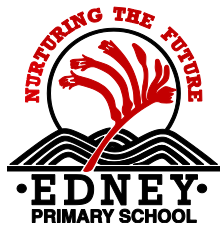
**Scholastic Book Club** - previously Scholastic Book Club was run by the P&C however it is now run by a staff member. Scholastic is the only company where we provide students with a catalogue for them to buy from. We need to consider whether it is appropriate for us to continue to support the Scholastic Book Club. Rochelle Cook, our school librarian who currently organises the Book Club program, put together a presentation to explain how the program worked. Ninety-four percent of schools in Australia participate. The school benefits from the program by providing credit to purchase books. Parents also receive rewards. Last year the school benefited by receiving \$3000 worth of books (combination of book club and the book fair). There was a discussion about the benefits for the school and the children. Participation is optional for parents and there are provisions for low cost books in each catalogue.

*Kate Malkiewicz moved a motion that the Edney Primary School Board endorse the ongoing participation of Edney Primary School with Scholastic Book Club.*

Seconded –Shauna Reynolds. All in favour.

**Motion Carried**

**Commonwealth Bank** – the P&C runs this program. The bank provides \$5 per account opened and a small percentage of the money deposited is given to the P&C each year. The parents opt in to this program. The bank can use this program as marketing and obtaining data. Commonwealth



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pitch this as a program to encourage saving. The P&C don't earn a lot of money from this program. Many parents like the program as it encourages the students to save and understand money.

*Kate Malkiewicz moved the motion that the Edney Primary School Board endorses the continuation of the Commonwealth Bank school banking program on the school site.*

Seconded - Lauren Irving All in favour.

**Motion Carried**

**6.0**

#### **2020 School Board Road Map**

- School Board Road Map was sent via email to Board members ahead of the meeting.
- The road map is a culmination of our suggestions from previous meetings. Kate asked for questions or further suggestions. There was a question regarding the suspension of board meetings in the current situation – this will be covered in general business.
- The road map is a guide for our meetings there will be other items that are included as the year proceeds.
- The Road Map will be published on the school website to allow for community and staff visitors to identify meetings they may wish to observe.

#### **7.0 School Board Code of Conduct & Terms of Reference**

Our current School Board Terms of Reference were last reviewed in 2017. There is a new template put out by the Department of Education. It is suggested that we update our Terms of Reference to reflect the new template.

*Kate Malkiewicz moved a motion that we endorse the update of the Edney Primary School Board terms of reference to comply with the new Model Terms of Reference for Unincorporated councils/boards.*

Seconded David Balfe. All in Favour.

**Motion Carried**

Updated Terms of Reference will be circulated prior to the next meeting and then brought before the meeting to be adopted.

**Code of conduct** – members were asked to review the code of conduct that was developed in 2017. *Kate Malkiewicz moved a motion that we renew our Edney PS School Board code of conduct for board members.* Seconded Lesley West. All in favour.

**Motion Carried**

**8.0**

#### **School Board Awards Nominations – Term 1 2020**

Eighteen nominations were received. The School Board considered all nominees and selected five award winners.

**9.0**

#### **School Annual Report 2019**

Aaron presented the Edney PS 2019 Annual Report to the board members. Members were emailed a copy of the report prior to the meeting.

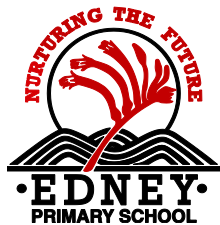
*Aaron Chaplin moved a motion that the Edney PS School Board approve the Edney PS 2019 Annual Report.* Seconded Shauna Reynolds. All in favour.

**Motion Carried**

**10.0**

#### **Reports and Operational Matters**

**10.1 Financial report** – Discussed in item 4.0



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<b>10.2</b>	<b>Staffing Report</b> – No changes.
<b>10.3</b>	<b>Buildings and Grounds</b> – Nothing to report.
<b>11.0</b>	<b>Other Business</b>
	<p><b>Coronavirus Plan</b> – Aaron provided board members with the draft plan for the school’s response to the current situation. Board members were given time to read through the plan. There was some discussion about the plan. The plan will be put onto the website for parents to access and will be updated as required.</p> <p>There was a question regarding the provision of work. There will be some form of work. The work will be such that it encourages students to engage in learning, however it won’t put too much pressure on parents and it won’t be work that is required to be completed or assessed. There was a comment that it was good to see the school being proactive.</p> <p>In the event that the school shuts down – what is our plan for meetings such as Board meetings and P&amp;C meeting? There will be no meetings if the school closes.</p> <p>The concern for the P&amp;C is the planning of the school fair. Do they make the call now? Discussion that the fair is far enough away to continue planning.</p> <p>Currently, the school has cancelled all large gatherings. The board meetings may be cancelled in the future. At the moment the only activities that haven’t been cancelled are running club and breakfast club however these may be cancelled in the future. The school has put in place measures to try to ensure social distancing such as changing lunch arrangements. There was a question about the morning routines/drop off – this won’t be put into place as yet. There is a meeting with a response team tomorrow. The school board chair and the P&amp;C president were invited to join the response team.</p> <p>Within our community the school is respected and we need to model positive attitudes toward the situation.</p> <p><b>Attendance award</b> – Lauren was contacted by a parent about the 100% attendance award. It was suggested that it could be removed. Aaron is not in favour of the award as it is often a situation that is out of control for students and families. Other members of the board agreed. <i>Lauren Irving moved the motion that the 100% attendance award is abolished.</i> Seconded Shane Rumball All in favour.</p> <p style="text-align: right;"><b>Motion Carried</b></p>
<b>12.0</b>	<b>Next Meeting</b>
	Week 3, Term Two, Tuesday 12 <sup>th</sup> May 2020 6pm
<b>13.0</b>	<b>Roundtable Evaluation</b>
	Shane Rumball provided an evaluation.
<b>14.0</b>	<b>Meeting Close</b>
	There being no further business, Kate thanked all members for attending and declared the meeting closed at 7.35pm.