



Chair: Fiona Heathcote

Minutes: Matt Price

PRESENT: Trevor Bowen (TB), Maryam Clarkson (MCI), Sam Cohen (SBC), Van Sowerwine (VS), Ian Wells (IW), Aaron Hemsley (AH), Fiona Heathcote (FH), Kate O'Sullivan (KOS), Belinda Kerry (BK), Jo Money, DET (JM)

APOLOGIES: Hannah Reid (HR), Julian Walford (JW)

Item	Details	Action
1.	<p>PRINCIPAL APPOINTMENT PROCESS</p> <p>Jo Money (JM), Senior Education Improvement Leader (SEIL) from Dept of Education and Training (DET) attended to provide further detail and guidance around selection process.</p> <p>SC roles on selection panel were determined.</p> <p><u>Discussion</u></p> <p>JM - Confirmed Executive Officer must be a DET employee, ie a staff member from BNWPS. Their role is to organise tours, facilitate information requests etc from prospective applicants.</p> <p>SC discussed the community criterion and job description.</p> <p><u>Actions</u></p> <p>JM will work with BNWPS staff to select an Executive Officer and staff panel member.</p> <p>Confidentiality statements on principal selection to be signed by all SC members. MP to organise JW's signature and provide completed form to FH. FH to return form to DET, if necessary via Executive Officer (when appointed).</p>	<p>JM, FH, MP</p>

2. REVIEW OF ACTION ITEMS/UNRESOLVED ISSUES:

Item	Action Item	Alloc'd To	Outcome
A	Circulate soft copy of selection process	FH	Completed
B	Prepare position description and (recommended by JM) community selection criterion	SC	Ongoing
C	Prepare letter to school community	FH	Completed
D	Determine where and how widely we want to advertise.	FH/JM	Ongoing
E	Place material on school website for applicants prior to advertisement date: ■ school's strategic plan ■ school's annual implementation plan ■ annual report to school community.	TB, MP	Ongoing. TB will organise; MP to provide finalised minutes from this and next calendared meeting

Item	Action Item	Alloc'd To	Outcome
F	Ensure further material is available for applicants on request, including: <ul style="list-style-type: none"> ■ Student Resource Package; ■ Bank reconciliation; ■ Staffing profile; ■ Auditor's financial report; ■ Enrolment data and trends; ■ School profile report (Principal's Portal) ■ minutes of last two calendared school council meetings 	Exec officer (when appointed)	Ongoing
G	Note with application info that above minutes are available on application	FH	Ongoing
H	Nominate two SC parent members for selection panel: SC President or nominee and one other	SC	Completed
I	Determine process to nominate staff representative for selection panel	JM	Ongoing
J	Arrange nomination of Executive Officer who: <ul style="list-style-type: none"> - must be available to answer questions, conduct tours - assists with interview arrangements, fields requests for documents - must not be involved in selection panel 	JM	Ongoing
K	Determine a date for 2 x school tours for applicants	TB (with Exec Officer when appointed)	Ongoing
L	Identify a school tour leader who can answer questions and provide information	JM	Cancelled (covered under J, above)

3. ACCEPTANCE OF MINUTES FOR PREVIOUS MEETINGS:

Minutes of meeting on 10/5/2017: MOVED: SBC SECONDED: AH

Minutes of extraordinary meeting on 31/5/2017: MOVED: BK SECONDED: MCI

4. CORRESPONDENCE

None

5. BUSINESS ARISING FROM CORRESPONDENCE

None.

6. SUBCOMMITTEE REPORTS:

6.1 Building & Grounds – Report to School Council 20/6/2017, as distributed.

Ground has been broken on the canopy.

Discussion

TB advised work expected to continue for next two weeks at least. Managing OSHC is going to be tricky but it's good that much of the work will be completed during the holiday period.

BK advised terracing in the east-west direction is hoped to be finished in time for Winter Magic Market.

Actions

None

6.2 Outside School Hours Care – Minutes of Meeting 19/6/2017, as distributed.

VS, TB

Fiona is leaving at the end of the year. The position of OSHC co-ordinator will need to be advertised through Recruitment Online in term 4 with a 2018 start date.

An OSHC working group has been formed to look at recruitment.

Discussion

SBC – There is a responsibility on SC's shoulders to ensure probity around the appointment process and the way OSHC is run

IW queried whether the staff hours allocated to food prep is appropriate. TB advised it's appropriate and is working as well as can be expected until we have a centralised kitchen; a long-term but not immediately realistic aim.

Actions

VS to provide update on the OSHC staffing situation – on what levels are people employed and when do their contracts end?

TB to consult with OSHC working committee to determine preferred structure and approach to recruitment process, and offer SC support, including review of and/or help preparing position description.

6.3 Sprout – No report.

Actions

None

6.4 Community Events Team – Meeting planned for next week.

MCI advised CET minutes will be more formalised.

Actions

None

6.5 Finance Committee – Report will be distributed after meeting (agenda was erroneously circulated instead of report)

Discussion

SBC reported an outstanding result on trivia night. Attendance numbers were up,

attributed to word-of-mouth from previous successful events. Excellent fundraising returns via silent auction and other avenues.

MCI advised some costs were lowered this year as there was no live band.

Actions

None

6.6 Grants Committee – No report.

MP, AH

Actions

AH to join Grants Committee.

6.7 Education Committee – Report from meeting 6/6/2017, as distributed

Actions

None

6.8 Principal's Report – Report to School Council, 16/6/2017, as distributed.

38 preps are enrolled so far for next year. This represents a 20 per cent increase year on year.

This year we had +8 enrollments after census day which means the school does not receive DET funding for these students. TB will be requesting with DET again to consider a simplified pro rata funding approach, as the extra unfunded students are a serious imposition on the school.

Another double portable is required but is dependent on enrollments. 60-65 enrolled preps will be required to meet the funding threshold, taking BNWPS to 375 total students.

Discussion

TB advised BNWPS is seeing decreasing enrollments from local subsidised housing. KOS advised the Education Committee has considered how BNWPS can continue to ensure the school is considered by as many local families as possible, and will be making representations to local kinders including in these areas.

Actions

None

7. ACCEPTANCE OF COMMITTEE REPORTS

VS

Motion to accept all sub-committee reports as tabled with the exception of finance committee.

MOVED: IW SECONDED: VS

8. OTHER BUSINESS

8.1 Gonski 2.0

TB advised that Gonski 2.0 funding for special needs will equate to \$30k per year for BNWPS.

Actions

None

8.2 Meeting clash

TB

Next meeting will need to be moved one week earlier because of clash with school performance.

Actions

Change will be advertised in school newsletter.

Next Meeting: Wednesday 26th July.

Reports Due: Wednesday 19th July.