

Meeting Date	23 May 2018	
Personnel Attending	Suzanne Hymers, Emma Marcussen, Janine Muir, Megan Cleary, Kerry Bell, Marnie Hamilton, Jane Clark, Jess Peletier, Cassie Bracknell, Ben Wendell	
Agenda Items		Actions/Decisions
Welcome & Apologies	Meeting opened by Emma Marcussen at 8.45am Apologies: Shauntel Grove	
Minutes of Previous Meetings	Minutes of previous meeting were reviewed and approved by the members present. Approved by Marnie Hamilton and seconded by Janine Muir.	Emma Marcussen
School Directions	<p>Principal's Report – Marnie</p> <ul style="list-style-type: none"> • Enrolment update: 774 are now students enrolled. A letter has been sent home informing parents of the change of boundaries and the effect this will have on families with kindergarten students this year and those who currently have students in PP to Year 6. Some parents with K students currently enrolled at Oakwood and in our boundary have opted to move to Oakwood. Likewise we have some parents who have students currently at Lakelands but have K students in Oakwood's catchment wanting to stay with us. We have asked parents who would like to stay (but in Oakwood area) to put this in writing and then we will prioritise those with special considerations. We will work closely with Will to monitor the student numbers and the effect on each school. • Workforce Planning: We completed our interviews for a Physical Education specialist yesterday with a decision made on suitable applicant by end to the week or early next week. Over the coming week we will be looking at workforce planning for 2018. • Update on Business Targets: staff will be reviewing business targets at the end of Semester 1. We will be reviewing those from 2017 that didn't meet target. This will be fed back at the next Board Meeting. • Review of Parent Communication: We currently have 4 means of communication for parents and the community. Are they all needed? Which ones work the best? Should we ask for community feedback? 	

- **Junior Playground**- I will be going into all the classes over the next few weeks to discuss the playground design and come up with a list of 'must haves' that are inclusive to all children. We will then access the department and get a representative down so we have an idea of what can and can't be done and approximate costing.
- **Mental Health and wellbeing:** Neil Masters from YouthCare is running a social skills program with the senior students this term. He will be up skilling Alex, our school chaplain, in the hopes that she can then run the program for the rest of the year. We have just applied for an additional day so hope that comes though.
- **Say No to Violence: Peel Says No To Violence.** We have been asked as a school to create a pledge in regards to this.
- **Parent Meetings:** I am interested to hear what the Board felt about the recent parent teacher interviews in particular what they liked and what we could do better. Teachers have fed back that they would be interested in trialling a 15min 'speed dating' style in the undercover area. This would run from lunchtime and into the evening.
- **NAPLAN:** Online NAPLAN testing is now completed although some catch-up sessions are still being run for those students who were absent. The school IT capacity was tested in Term 1 to iron out any issues. The testing was successful with only minor issues. I would like to acknowledge L'ticia Howes and the work she has put into preparing our school for NAPLAN online this year.
- **Attendance:** Our school target is to have 92% attendance. Last year we achieved this in Semester 1 (93%) but dropped to 90.9% in Semester 2. So far this year we are sitting at 93%, but have noticed our attendance rate dropping slightly as the semester progresses due to the handful of regular non-attenders that we have. Having said that a few of these students have left the school which of course could positively affect our attendance rate as the semester progresses. We are also hoping that the introduction of the Attendance Certificates and teachers referring to the importance of attendance in class and at Values assemblies will ensure we stay on track to achieve our school target.
- **Values Bands changes:** Changes to be made to values band presentations at assemblies due to some students having to wait a few weeks before they receive their values bands.
- **Voluntary Contributions:** Last meeting we were at 4.10%, then 19.38% and now 39.32%. We have now passed last year's total of 33%. A big thank you to the P&C who spent a week last term collecting funds.

	<ul style="list-style-type: none"> • School Survey – Board members to advise of any additional questions they would like included. Please email suggestions to Marnie Hamilton by Friday, 8 June 2018. • Communicating with Parents: – At present the school is communicating with parents via Newsletter, Facebook, SMS and School App. It was agreed to Survey parents to see what they feel is the most effective way of communication so it can possibly be reduced to two forms of communication. • Year PP-3 swimming: This began on Monday and will run until the end of Week 5. This will be taking place at Mandurah Aquatic & Recreation Centre (MARC). Numbers were down this year in the Year 3 – 6 groups which meant the school had to pay the short fall of \$1500. A common reason for not participating was a fear of sharks. In 2018 we have applied to have PP- Year 6 swimming in the pool during Term 4. • Annual Report: Presented to the Board – Board members to advise Marnie Hamilton if there are any changes by 12.30pm, Monday, 29 May 2018. • Social Safety Day: Discussions were held and it was agreed behaviour, bullying and technology be included under Social Safety Day. 	
Board/Legal Requirements	Emma Marcussen to send letter to Andrew Hastie re support for chaplaincy program	Emma Marcussen
Financial Matters	<p>Voluntary contributions sitting at 39% - improvement in 2017 figures.</p> <p>Social Safety Funding request for 2018 presented at Finance Committee meeting on 27 February - \$2000 approved.</p> <p>Quote requested and received through Programmed for fencing and gate in oval and is now locked outside school hours - \$7183.00</p> <p>Storage – Sea container - installed - \$3767.50</p> <p>Gardener – subcontractor finished top-dressing lawn, cleaned under Tuart tree and improve borders at the front of the school \$2874.50. Gardener position has been advertised and currently in process of recruitment.</p> <p>Mental Health Initiative L3 Teacher 0.1FTE - \$11,096 funding received through Targeted Initiative – Student Centre Funding Module. Request made to Central Office for advice on Cost centre to allocate funds.</p> <p>Visit from Senior Finance Officer Kim Miles – We asked if we could open hardship cost centre – Yes, through Student services D2600 then \$2620 – Amount \$6000</p>	<p>Jane Clark</p> <p>Jane Clark</p>

	<p>Hot Klobba - Commission \$7655.61 Leaving \$655.61 in credit at Hot Klobba. Hot Klobba have been invoiced \$7000.</p> <p>Kapture - Commission – invoiced \$797.05</p> <p>Gateway - First Gateway received from Student Centred Funding - \$108,512.50 = \$87,500cash, \$20,000 Chaplaincy and 1,012.50 Chaplaincy. Entered into income C3205.</p> <p>New Playground Proposal - Proposal put to staff for new playground. There is an amount of \$50,000 in General Reserve Account for expenditure (P&C are also fundraising for playground this year) – Approval given to access funds at last Finance Committee meeting if needed before next finance committee meeting in Term 3. In all likelihood works be carried out during the summer break.</p> <p>Funding Agreement for School 2018 – noted and minuted by School Board Chairman, Emma Marcussen and Marnie Hamilton, Principal.</p>		
<p>Policy Matters</p>	<p>New School Board Training (linking schools and communities). Emma Marcussen and Marnie Hamilton to attend. Covers Roles and Responsibilities. Link is: https://www.education.wa.edu.au/search?q=school+board+roles+and+responsibilities#_ws_search</p>		
<p>General Business</p>	<p>Emma Marcussen will link high school Facebook page to the Lakelands PS Facebook page.</p>	<p>Emma Marcussen</p>	
<p>Next Meeting</p>	<p>Term 3 Week 4, Wednesday 8 August at 8.45am.</p>		
<p>Signature</p>	<p>• Board Chair</p>		
			