



**Westminster**  
Junior Primary School  
An Independent Public School

**School Board Meeting Minutes-Tuesday 14<sup>th</sup> February, 2017**

**Present:**      **Chairperson:** Jack Garber  
                  **Principal:** Louise Nielsen  
                  **Present:** Elizabeth Thompson, Bev Keene, Stacey Frapple, Alex Anastas ,Jorgen,Mackie, , Joyce Hegney, Michelle Bright  
                  Moegamad Davids,  
**Apologies:** Helen Notis, Renu Burr, Angie La Bianca,  
  
**Meeting opened:** 3:40pm

<b>Person</b>	<b>Agenda Item</b>	<b>Discussion Points</b>	<b>Actions/ Actions to be Planned</b>
<b>Chairperson</b>	1. Meeting opened.	Chairman confirmed quorum.	Quorum successful. <i>Jack advised that he may have a conflict of interest due to political affiliations and may need to refrain from voting on certain issues at future meetings if they are of a political nature.</i>  <i>The school board duly noted the situation.</i>
<b>Chairperson</b>	2. Approval of prior meeting minutes	Approval of prior minutes of 1.12.16	Approved by Bev Keene Seconded by Joyce Hegney

<p><b>Chairperson Jorgen Mackie</b></p>	<p>3. Matters arising from previous minutes</p>	<ul style="list-style-type: none"> <li>• Updated Terms of reference endorsed unanimously by School Board at current meeting.</li> <li>• Minutes of meeting 25<sup>th</sup> November 2016 for Performance and Data Working Group to be resent to School Board to revisit business.</li> <li>• Contributions thermometer to be set up in school foyer to encourage parents to support voluntary contributions.</li> <li>• Parent had recently seen principal re flag pole etiquette. Still need to follow up about 2<sup>nd</sup> flag pole.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance and Data Working Group to provide feedback to School Board.</li> <li>• Next Performance and Data Working Group meeting date to be announced.</li> <li>• Letters to parents to be sent to encourage payment of voluntary contributions.</li> <li>• Approved: Jack Garber Seconded: Alex Anastas</li> </ul>
<p><b>Lorraine Alexander Manager, Corporate Services</b></p>	<p>4. Correspondence in and out.</p>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<p><b>Chairperson</b></p>	<p>5.Tenure of School Board Members</p>	<ul style="list-style-type: none"> <li>• Parents: 2 members – 2 years 1 member - 1 year Michelle, Moegamad</li> <li>• Community: 5 members (Jack, Helen, Joyce, Jorgen, Renu)</li> <li>• Staff: 5 members (Elizabeth, Alex, Bev, Stacey. 1 position vacant – 2 years)</li> <li>• Terms of reference</li> <li>• Code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Parents: Michelle &amp; Moegamad joined in 2016 so will continue tenure. Angie’s position vacant, advise in writing to the School Board. Position then to advertised. (2 years)</li> <li>• 2 teachers to be re-nominated (Alex and Elizabeth)</li> <li>• Code of conduct tabled for new and continuing members to sign at next meeting.</li> </ul>
<p><b>Lorraine Alexander Manager, Corporate Services</b></p>	<p>6.Financial Update</p>	<ul style="list-style-type: none"> <li>• 2017 School Funding</li> <li>• Principal advised that 2017 funding will be less than 2016.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Lorraine advised that WJPS has 243 students currently enrolled, with 7 full fee paying students.</li> <li>• The March Funding Gateway is based on the school census data from 17/2/17.</li> <li>• DoE School Resourcing Unit is supporting WJPS to plan for sustainable financial practices.</li> <li>• Corporate sponsorship to be discussed at the next Performance and Data Working Group meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance and Data Working Group meeting date to be advised. (Louise and Jorgen)</li> </ul>
<b>Chairperson</b>	7. General Business	<ul style="list-style-type: none"> <li>• WJPS Principal position now advertised, the newly selected principal will commence in Term 2. School Board Chair to be on the selection panel.</li> <li>• School Board Training: 5 modules are available on-line. 2 days training also an option.</li> <li>• 2017 School Development Days: first Monday of each term , (Terms 1-4) and last Friday of Term 4. Total 6 days. T1: 30/1/17; 31/1/17; T2:24/4/17; T3: 17/7/17; T4: 9/10/17; 15/12/17</li> <li>• School Business Plan audit: to be tabled and discussed at last meeting 2016 (1.12.16).</li> </ul>	<ul style="list-style-type: none"> <li>• Approved by Joyce Hegney</li> <li>• Seconded by Moegamad Davids,</li> <li>• Louise to advise School Board members of any other training options.</li> <li>• Approved: Jack Garber Seconded: Jorgen Mackie</li> <li>• Current School Business Plan to be updated after DES Review in May. Note new additions planned for updated School Business plan 2018-2020 to include PBS, NQS, and Nature Playground.</li> <li>• Louise advised that 2017 School Operational Plans are in place. These will be presented at the</li> </ul>

		<ul style="list-style-type: none"> <li>• 2017 School Priorities.</li> <li>• DES review update : WJPS' IPS review undertaken by DES (Department of Education Services) during 3 year cycle. Takes 2 days, date set for 24<sup>th</sup> &amp; 25<sup>th</sup> May 2017. DES reviews and measures school NAPLAN results, School Annual Report, and the Financial Report against the School Business Plan's targets and milestones.</li> <li>• Reports released by DES are public and will be available on the school's website.</li> <li>• Parking at end of day pick up was discussed and ideas for traffic management. No obvious solutions at this point in time.</li> </ul>	<p>next School board meeting.</p> <ul style="list-style-type: none"> <li>• School Business Plans and Operational Plans link to broader DoE strategic directions (Focus 2017).</li> <li>• The DES team will require documentation to support the Review and will meet with school staff and School Board members.</li> <li>• Review recommendations will go into the new 2018-2020 School Business Plan.</li> </ul>
<b>Chairperson</b>	11. Meeting closed 5.30pm		

**Meeting Closed:** 5.30 pm

**Next Meeting:** Thursday 30<sup>th</sup> March, 2017

**Minutes Approved**

**Signed & Dated by Chairman**