



## Lesmurdie Primary School Board Minutes of Meeting

6 September 2023 Meeting #6 of 2023			
<b>CHAIR:</b>		Chris Griffiths	
<b>ATTENDEES:</b>		Louise Armstrong, Kevin Donetta, Chris Griffiths, Ceire Gibney, Maryanne Hancock, Isabel Matthews, Bryce Ritson, Geoff Stallard, Melinda White	
<b>APOLOGIES:</b>		Erin Baker, Bronwyn Djefel, Janet Leuba	
<b>ABSENTEES:</b>		-	
<b>Priority</b>	<b>1.0</b>	<b>Welcome and apologies</b>	
	<b>1.1</b>	Opening and welcome. Chris Griffiths opened the meeting at 7:05pm.	
	<b>1.2</b>	Apologies/absentees. See the list of apologies above.	
	<b>1.3</b>	Confirmation of agenda. The Board confirmed the agenda.	
	<b>2.0</b>	<b>Disclosures of interests</b>	
D		No interests were disclosed.	
	<b>3.0</b>	<b>Minutes of the previous meeting</b> (Refer to attachments)	
D	<b>3.1</b>	Minutes of the previous meeting moved as a true and accurate record. <i>Accepted: Maryanne Hancock</i> <i>Seconded: Isabel Matthews</i>	
I	<b>3.2</b>	No actions arising from Meeting #5 (9 August 2023).	
	<b>4.0</b>	<b>Reports and Operational Matters</b>	
I	<b>4.1</b>	<p><b>Principal's Reports</b> (Refer to attachments) Presented by Louise Armstrong.</p> <p>Report tabled as read. No questions arising.</p> <p>Letter received from the Director Deputy General of Schools relating to the school peer review. Very positive feedback received for the school and all staff.</p>	Bryce Ritson to forward a copy of the Director Deputy General of Schools to Board members.

I	4.2	<p><b>Financial Statements</b></p> <p>No financial statements presented.</p> <p>Louise Armstrong recommended presenting financial information at one board meeting per term.</p> <p>Board unanimously agreed with proposal.</p>	
I	4.3	<p><b>P&amp;C Report</b></p> <p>Ceire Gibney provided details of the September P&amp;C meeting.</p> <p>Busy end of term 3. P&amp;C activities include:</p> <ul style="list-style-type: none"> <li>• Last week - Father's Day stall (~ \$2,000 raised)</li> <li>• Coming week - Faction carnival (sausage sizzle, bake sale, coffee van, colour station)</li> <li>• Next week - Book Week parade and raffle</li> </ul> <p>P&amp;C propose to apply for a Bendigo Bank grant for a school defibrilator.</p> <p>In October, planting busy bee of native tube stock along the carpark (9am-11am).</p> <p>Investigating an 'adopt-a-tree' program for school families, helping fund additional tree plantings. Looking into tree maturity options and costs.</p> <p>No update on school uniform supplies. Continued uncertainty when stock will become available.</p>	

	5.0	Other Business	
A	5.1	<p><b>Volunteer Database Communications Plan</b> Presented by Ceire Gibney.</p> <p>Draft communication strategy shared with the Board. Proposes the development of a place where the parent community can access information of how they can support the school.</p> <p>Discussed the roles of the Board and the P&amp;C, and the importance of ensuring this activity sits appropriately within the respective roles. Suggested P&amp;C be involved.</p> <p>With existing workload of Term 4, volunteer database will be a focus for 2024. In Term 1 2024, discuss with the P&amp;C and consider database incorporation into the 2024 K enrolment process, update enrolment handbook and have online survey available for the whole school community.</p> <p>Kevin Donetta confirmed the users of the database would be the school, rather than the school community.</p>	
D	5.2	<p><b>Strategic Planning continued</b> Presented by Louise Armstrong.</p> <p>LPS executive team to meet with Humanlink next Monday. This meeting will use the collective inputs from staff, students and the board and distil them into the Business Plan. Plan to have a few clear and concise priorities.</p> <p>Feedback from the peer school review will also be incorporated.</p>	

I	<b>5.3</b>	<p><b>Review Meeting Schedule for 2024</b> Presented by Louise Armstrong.</p> <p>A draft six meeting schedule has been developed for 2024, being: Term 1 – 2 meetings Term 2 – 1 meeting Term 3 – 1 meeting Term 4 – 2 meetings</p> <p>Compared to current eight meeting schedule, the dedicated meeting for policies (updates and revisions) has been removed. Financial Reports will be shared in meetings 2 to 5.</p> <p>At the first meeting in 2024, board can decide whether to have six or eight meetings for the year.</p>	A copy of the draft schedule to be shared with the board.
I	<b>5.4</b>	<p><b>Correspondence In/Out</b> Letter received from the Director Deputy General of Schools discussed in item 4.1.</p>	
	<b>7.0</b>	<p><b>Suggestions for improvement</b> None.</p>	
	<b>8.0</b>	<p><b>Meeting Close/Adjournment</b></p>	
		The meeting closed at 7:42pm.	

Signed (Chair)..... Date .....

Signed (Principal)..... Date .....

**Attachments**

1. Minutes of Board Meeting – 9 August 2023
2. Principal’s Report – September 2023
3. Volunteer Database Communications Plan
4. Board Reflections – strategic planning
5. DoE School Acronyms list

<b>Term</b>	<b>Meeting Dates 2022</b>	
<b>1</b>	23 February	23 March
<b>2</b>	17 May	14 June
<b>3</b>	9 August	6 September
<b>4</b>	1 November	29 November