



SCHOOL BOARD MINUTES

General Meeting

Time	5:30
Date	Thursday 11 May 2017
Location	Merredin College Southern Staff Room
Chair	Julie Flockart
Apologies	Diane Dixon, Jamie-Lee Walker
Attendees	Gerard Rennie (Deputy Principal), Lynn Herbert (Deputy Principal) Julie Flockart, Lisa Fischer, Mick Hayden (Community Reps), Caitlin Crees, Tom James (Staff Reps), John McKane, Jenny Doncon, Christie White (arrived 5:41) (Parent Reps), Janelle Millar (Manager Corporate Services)

Time	Item and summary of discussion	Actions
5:30	<p>Welcome</p> <p>Meeting was opened at 5:30pm See list of attendees and apologies above. Minutes of previous meeting dated 9th March 2017 were approved by Lisa Fischer and seconded by Caitlin Crees</p> <p>Julie attended ANZAC ceremonies and found them to be terrific. Would like School Board members to attend future assemblies</p> <p>Thanks to Janelle Millar for preparing folders for Board members</p>	
5:32	<p>School Report</p> <p>Lynn Herbert presented the 2016 School Report. The Annual Report will be presented at public meeting on 1st June 2017.</p> <p>School Board endorsed the Annual Report.</p>	
5:34	<p>School Plan</p> <p>Lynn Herbert presented the Merredin College Business Plan 2017-2019. This is the plan for the next three years. Board members need to be up to date with this plan, as our school will be judged on meeting the goals of this plan in three years time.</p> <p>School Board endorses the Business Plan 2017-2019</p>	
5:36	<p>Financial update</p> <p>Budget processed at the end of each month. Information entered into Department computer program each month, and signed off by the Principal each month.</p> <p>See report in file. The budget fluctuates throughout the year depending on student enrolments etc. Janelle Millar (Manager Corporate Services) updated the Board on the financial situation at this stage of the year.</p>	
5:44	<p>Funding agreement for schools 2017</p> <p>Lynn Herbert and Janelle Millar presented information on the Funding Agreement.</p> <p>School Board acknowledges the Funding Agreement and Julie Flockart will note the Agreement on behalf of the School Board by Signature</p>	Julie Flockart to note the Agreement on behalf of the School Board by Signature
5:48	<p>School Board Calendar</p> <p>Julie Flockart (chair) discussed the proposed School Board Calendar, which was compiled by Bev Stanes, Lynn Herbert, Janelle Millar, Jenny Doncon and Julie Flockart. The Calendar, as amended, will be made available to the school community via the Merredin College website.</p>	
5:54	<p>Mandatory criminal history screening</p> <p>Lynn Herbert presented information on this. All new Board members need to complete criminal history screening before commencing, all existing</p>	All members need to complete this screening. Details have been emailed to all members





	Board members need to do this before re-nominating for the Board.	
5:56	<p>Workforce management plan</p> <p>Lynn Herbert presented information on this. This is to assist us to manage transition when staff retire or leave for other reasons. Also important to ensure greater spread of expertise, ensuring that knowledge is shared.</p>	
6:01	<p>School Board goals</p> <p>Julie Flockart presented information about the School Board Goals. All Board members should have read the Code of Conduct, and signed to certify that they have read and will abide by this.</p> <p>Julie Flockart (Chair) suggested that referencing of the acceptance of the School Board Code of Conduct be included in the School Board's Term of Reference.</p> <p>School Board needs to focus on the business plan.</p> <p>Board to focus on School Values of Achievement, Excellence, Respect and Integrity. One of the goals of the governance plan is to increase the profile of the Board. Ensure that all references to School Council are replaced by School Board. School would like to publish information on Board members in the Phoenix.</p>	<p>Acceptance of the code of conduct should be referenced in the Terms of Reference</p> <p>All Board Members need to read Functions of the Board</p> <p>All Board members to read the business plan.</p> <p>Janelle to create draft information for Phoenix and send to all members to approve.</p>
6:14	<p>School Uniform/Branding</p> <p>Julie presented a letter from Jamie Lee (P&C rep) on school uniform. The school uniform is a large part of the school brand, this is how the community sees our children. AS P&C is the parent body they may survey parents, while the student leaders may survey students. We will Invite student leaders (year 6, 7, 8, 9, 10, 11 and 12) to attend the next meeting and discuss this issue.</p> <p>Thanks to Jamie Lee for sending in her report. It would be beneficial if Board members attended the upcoming P&C meeting on 14th May 2017.</p>	<p>Invite student leaders to next meeting</p>
6:45	<p>Workshop training</p> <p>Julie Flockart presented. Following on from Modules 1-5, modules 6-9 will be presented at the Recreation Centre. Julie Flockart, Bev Stanes and Tom James will be attending.</p>	<p>Tom will present on these modules when he returns.</p>
6:50	<p>Child and family centre on site.</p> <p>Lynn presented on this issue. Currently we have a 0-4 year old program run by Amity Health at the Junior section. Approximately 50 families are currently involved. Each year we need to obtain grants to pay for this service. We have been looking at ways to obtain long-term funding for this service. There are currently 21 Child and family centres in the state, none in the Wheatbelt or Goldfields. This does come with funding and provides other services for families in town. We have a large amount of land that could be used for one of these sites. We need endorsement and also someone willing to attend meetings.</p> <p>The Board endorses the school investigating having a Child and Family Centre on the school site and will provide a letter of support.</p>	<p>Julie to attend the meeting at 12:30 on Friday.</p>
7:01	<p>Branding:</p> <p>How much do we change prospectus, art on site, signage, what does the school need to do to update branding. Consider a marketing plan.</p>	
7:05	<p>Close</p> <p>Next meeting Thursday June 1st in Library, needs to be gazetted in Phoenix.</p>	<p>Janelle Millar.</p> <p>To be gazetted in Phoenix, School Newsletter and Website.</p>

