

DRAFT MINUTES FOR MEETING 8 May 2024

Ordinary Meeting 6:00 pm

TIME		Meeting at Hawker Hub 21 February 6.00pm	Discussions	Who
6:00pm	1.0	Welcome and apologies		
	1.1	Nominations for person to take minutes	Andrew nominated	Andrew
	1.2	Opening and welcome especially new members - Brief introduction (if required)	NA	
	1.3	Apologies/absentees	Present Andrew E, Irma R, Liz E, Steph G, Loveindar M, David P, Sal S, Claire H, Vincent B, Nicole A Apologies Chris Jones	
	1.4	Confirmation of agenda	Accepted	
	1.5	Nomination of member for roundtable evaluation and thankyou address	Liz Everall	Liz
6.10pm	2.0			
	2.1	Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the chair before the meeting to determine the appropriate way to manage the conflict.	None	
6.15pm	3.0			
	3.1	Review of previous meeting minutes	Moved by Irma Roberts- 2 nd Andrew	

	3.2	Review of Action Items (Log)	Refer Log Action <ul style="list-style-type: none"> • Organisation of Note taker in advance (Chair) 	
6.35pm	4.0	General		
	4.1	P&C Updates -Uniform Shop -other	<ul style="list-style-type: none"> • P&C Executive Now elected and functioning • 4 Signatories nominated and registered for P&C accounts • Uniform Shop closed and now outsourced to LOWE's • Images of uniform shared with and approved by board- additional girls dress may be included. • LOWE's will let us know when they are ready for parents. <p><i>(The following information came after the meeting but added to these minutes as the question was asked. School will need to give final approval of samples when ready. At this point, a decision re dresses may be made by Board)</i></p>	Admin

	4.2	Security - Additional security needs and options eg security cameras.	<ul style="list-style-type: none"> • This term Bike stolen, Gate outside Hub broken on 3 weekends, Broken bottle on Steps leading to oval. Broken gate reported by school as critical incident due to number of times gate was targeted. • Discussion re installation of security cameras and consideration for these to be operational during school time as well as out of school hours. • Discussion re fencing, has been had with local MLA Jessica Stojkovski re possible election promise funding: <p>ACTIONS</p> <ul style="list-style-type: none"> • <i>To seek departmental guidelines and quotes for camera possible installation in designated areas. (Andrew)</i> <p><i>(The following Information came after the meeting: Security cameras have previously been investigated and they are school costs and maintenance so if vandalised, school pays)</i></p> <ul style="list-style-type: none"> • <i>Forward fencing quotes to Jessica (Andrew)</i> 	Andrew
	4.3	Any other matters	Nil	
7:00 pm	5.0	Chairpersons Matters		

	5.1	<p>Chairperson 5.1 General Update Board Governance and Visibility</p> <ul style="list-style-type: none"> • Timelines for Actions, minutes and agenda. • Online minute approval • Board Secretary required? • Need and Process for Feedback/Questions to the Board 	<p>The following Board Minutes process was agreed by the Board.</p> <ul style="list-style-type: none"> • Minutes to be forwarded to Chair within 2 weeks for review. • Chair to review and electronically share with board members for confirmation within 1 week. • Comments/amendments by Board members within 2 weeks. • Online approval of minutes by 2 Board members within 1 week. • Minutes (Draft if necessary) to be shared with community through Hawker Headline link before end of term. • Board minute taking to continue to be rotated on a volunteer basis. <p>Board Discussion about promoting board and board's email for parents to contact.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • <i>Board Gmail to be added to HPPS web page. (School Admin)</i> • <i>Chair to be provided Board Gmail access. (Nicole)</i> • <i>Profile of board members on HPPS Website to be updated if/as required. (School Admin).</i> • <i>Chair to write a summary of meeting to be included in HH that follows meeting (including note on regular meetings with Principal).</i> 	<p>School Admin Nicole Chair</p>
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7:10pm	6.0		
	6.1	#4 Strengthen Educationally Powerful Connections	<p>At each meeting the Principal reports on one of the six Statement of Expectation which will expire at the end of this year. Tonight The Pricipal reported on #4 Strengthen Educationally Powerful Connections.</p> <p>The full Principal Report is in the Connect library. This statement did however lead into the discussion of pursuing business/corporate partnerships to enhance educational opportunities.</p>
	6.1.1	Establishing potential Corporate connections for support.	<p>Discussion around utilising community members, business registers? But more importantly Why? What would we want? Board asked to brainstorm and bring possible ideas. The topic to be added as an agenda item for next meeting.</p> <p>Action</p> <ul style="list-style-type: none"> • <i>Include as agenda item for next meeting. (David).</i> • <i>Principal to write a paragraph clarifying what the school wants. Also to ask other schools what they do.</i>

	6.2	Funding Agreement	Presented and explained by Irma – Money has now been allocated following on from term 1 census, which determines student funding with additional funding for targeted initiatives. All members given copies and one will be uploaded to Connect library. The Funding Agreement 2024 was noted by the school board chair and endorsed by the principal. A copy (Principal and Chair) was signed and will be maintained on file with the Statement of Expectation.	
7:30pm	8.0	Next meeting		
		Open Board meeting for next meeting?	Wednesday 7 th August – Open/Public meeting Action <ul style="list-style-type: none"> • <i>Open Board to be advertised in HH (School Admin)</i> 	School Admin
7:35pm	9.0	Roundtable evaluation		
		Member reflection on; <ul style="list-style-type: none"> • how the meeting went • opportunities for improvement • summary of the decisions and actions resulting from the meeting. 	Meeting was conducted well. Respectful tone Progress made on uniform and Distribution of minutes and concerns of security	
			For next meeting, Claire will do the evaluation. Irma will take the minutes. Meeting closed at 8:00pm	
7:40pm	10.0	Meeting close/adjournment		

