

## Bramfield Park Primary School Board Meeting 16 May 2023 Opened 5.00pm

ATTENDEES: Tresna Gale, Amber Haydon, Richard Minol, Sal Cleveray, Rusty Snook, Ainsley Marr, Sharif Shoeb, Pauline Abbott, Annita Wenban and Jayne Murray APOLOGIES: Sheree Sneddon, Simone Gibbens and Valerie Trapp (EO)

Agenda Item	Discussion	Actions
Acknowledgement to Country  Noongar season	Jayne gave the Acknowledgement to Country and shared information about the current Noongar season of Djeran.	
Apologies and Welcome	Amber advised the apologies and welcomed all members to the meeting, especially our newest community member, Ainsley Marr. Ainsley is a Year 10 Advisory Teacher at Yule Brook College.	
Accept previous minutes	Richard accepted the previous meeting minutes, seconded by Sal.	
Business Arising from Previous Meetings	School Governance Module 4: Process, Procedures and Culture Checklist. Members completed the checklist and discussed any areas we are working into our systems and routines including which policies fall within the Board's powers and functions, leading consultation with the community, and sharing of information.  Code of Conduct: Code of Conduct was shared with and signed by all Board Members.  Induction: new Board member.	Email induction information to Ainsley.
School Closure for Reporting Interviews	Jayne requested Board support to close the school for half a day for the purpose of Reporting to Parent Interviews on Tuesday 27 June 2023. This request is in line with the Configuration of the School Day policy and approval from Director of Education. We have been holding parent interviews for Semester 1 reporting since 2015 and always meet face to face with approximately 90% of our parents.	Board approved school closure request to Director of Education.
Statement of Expectation	The Statement of Expectation makes clear and public the expectations and responsibilities of schools and the Department in student achievement and progress. The statement provides our school board with clear expectations in relation to the implementation of Building on strength and our strategic directions.	The Statement was signed by our Board Chair, noted, and acknowledged on behalf of the Board.
Good Governance	Board members worked through Module 5 – Monitoring Performance. Information was presented on understanding school performance, the role of the Board in school review and school reporting and monitoring financial performance.in terms of school funding governance and understanding financial reports.	

Finance	The Funding Agreement for Schools was tabled. The funding agreement outlines the accountability expectations of the	Signed and noted by the
	principal in relation to the management of funding through the school budget. The principal and School Board Chair are	Board Chair on behalf of
	signatories to the agreement. The agreement covers provision and use of school funding, school budget planning, school	Board Members.
	budget administration, school budget monitoring and reporting, and school budget governance.	
P&C Report	Not presented at this meeting due to the absence of Sheree Sneddon.	
Round Table Review	Rusty – interested that Board Members get excited about data. Glad we are completing Governance Module and	
	welcome to our newest member, Ainsley.	
	Jayne – thanked Michelle for the On Entry data presentation and analysis.	
	Amber – through the On Entry data presentation, it is easy to see where the programs are having an impact and its great	
	to track results up to Year 2. Thanked Michelle.	
	Michelle – nice to have a different view of things. A wellbeing assessment is something we can look at as it will provide	
	valuable information.	
	Tresna – love your stats, Michelle. Comparing data, tracking back, and looking forward is valuable as is unpacking what	
	we can now look at and follow through when analysing the data.	
	Richard – enjoy the practicalities of how staff take information from data analysis and work with it.	
	Pauline – not a data person, but I liked the number of students performing well. I enjoyed the conversation with a Board	
	Member prior to the meeting, made me think differently about what we were talking about.	
	Sharif – liked the sharing of data. Looking back and that we can see assessment is improving and know the reasons why. I	
	am looking forward to the NAPLAN data presentation.	
	Sal – I love the core focus and vibe of this space and the school and enjoy coming to these meetings after work.	
	Ainsley – I enjoyed seeing the breakdown of finances as I am a Cost Centre Manager. It has been nice hearing a different	
	perspective from a primary school.	
Meeting date changes	Jayne requested a change of dates for our Term 2 and 3 meetings, so it doesn't clash with another Board Meeting she has.	
	New dates: Tuesdays 20 June, 1 August, 29 August, 24 October, and 21 November	
Meeting Ended: 6:45pm	Next Meeting: 20 June 5pm	I .
Minutes Accepted:	Date: 16 May 2023	
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