

School Board Meeting Minutes

Makybe Rise Primary School

Date:	Tuesday 20 th February 2023	Time:	5:30pm	Attendees:	Board Members: Richard Meloy, Heath Atkinson, Naomi Hornsby, Hayley Moulton, Karen Povey, Helen Dempsey Non-Board Members/Presenters: None
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**Indicates a document has been placed in the Connect Library for members to review in preparation for the meeting.*

AGENDA ITEM	ITEM	LED BY	KEY DISCUSSION/ACTION
1.0	WELCOME AND APOLOGIES		
1.1	Acknowledgement of Country	Richard	I respectfully acknowledge the traditional custodians of the land on which we are meeting, the Noongar people, and pay my respects to their Elders past and present.
1.2	Apologies	Richard	Michelle Winship, Alison Parolo, Dean Kelland
1.3	Group Norms	Richard	A -Ask questions, E -Engage fully, I -integrate new information, O -open your minds to diverse view, U -Utilise what you learn
2.0	CONFLICTS OF INTEREST	Richard	Real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda
2.1			Nil
3.0	MINUTES OF PREVIOUS MEETING	Richard	
3.1	Review of previous minutes (12/12/23) and endorse *	Richard	Minutes endorsed as true and correct. Moved: Karen Seconded: Helen
3.2	Business Arising from previous minutes	Richard	Board Chair Annual Report
4.0	BOARD GOVERNANCE		
4.1	Parent Membership Nominations*	Richard	Present 2024 Nominations 3 Parent Nominations received. All moved to the next stage of the process – Screening. Action: Board training and induction to be provided once screening clearances are received (Richard and Karen)
4.2	Review Terms of Reference*	Richard	Annual Review TOR last reviewed and changes made March 2023, no further action required.

4.3	Board Chair Annual Report	Richard	Richard presented his annual report on 2023 Board activities. Action: Publish in 2023 Annual School Report. Report to be shared with the school community in the 2023 Annual School Report at the end of Term 1.
4.4	Board Chair and Deputy Chair Positions	Karen	Call for nominations for the Chair and Deputy Chair positions for 2024. Results - Chair – Richard Meloy Deputy Chair – Dr Helen Dempsey
4.5	2024 School Self Review Cycle*	Karen	<p>Outline of the data to be presented to the Board in 2024 against the targets set in the 2022-2024 Business Plan</p> <p>At Makybe Rise we reflect on and evaluate performance to plan for and enact improvement through a systematic, continuous, and comprehensive school self-assessment and improvement cycle. This involves gathering and analysing data and other evidence to make judgments about the standards of student achievement and the effectiveness of school processes and operations.</p> <ul style="list-style-type: none"> • The Executive Team and school staff are regularly involved in self-review linked to Business Plan targets and priorities. Review and response to data occurs at the classroom, cohort and whole school level using a Disciplined Dialogue approach together with longitudinal tracking of performance data. • The 2024 cycle outlines school-based assessments staff will use to collaboratively make judgements about the standards of student achievement, and the effectiveness of school processes in maximising student performance. • Each cycle is mapped out against specific self-assessment tools utilised, source, responsibility, and when performance data is shared with the school staff and the school board.
4.6	2024 Schedule of Business*	Karen	Calendar of meetings and activities for each term to ensure the Board is aware of and meets all its obligations presented. This year we will commence the planning for the new Business Plan 2025-2027. We also expect to approve some uniform changes this year.
5.0	BUSINESS PLAN	Karen	
5.1	Target Progress to end of 2023 *	Karen	Summary Document provided indicating progress towards attaining BP Targets (as per 2023 presentations). School is on track to achieve each of the targets.
5.2	Public School Review	Karen	<p>Review Relationships and Partnership Domain to summarise the school's performance in this area. Board Participants in the Validation Meeting 6th March – Richard and Helen.</p> <ul style="list-style-type: none"> • Staff, student and parent relationships are respectful • Clear communications are evident, both within the school and with key stakeholders

			<ul style="list-style-type: none"> • Parent and carer satisfaction feedback is sought and acted on • The Board fulfils its role in supporting school governance • Community Partnerships are sustainable • The local community values its school
6.0	FINANCE		
6.1	Student Census	Karen	<p>Student Census Update</p> <p>At census there were 799 students enrolled. We have received another 4 enrolments this week, increasing to 803 students.</p> <p>Kindy – 80</p> <p>PP-85</p> <p>Y1- 103</p> <p>Y2-102</p> <p>Y3-109</p> <p>Y4-90</p> <p>Y5-122</p> <p>Y6-113</p>
7.0	WORKFORCE		
7.1	2024 Staffing Updates	Karen	New music/performing arts teacher in 2024 (Hannah Jones). This is the only new teaching appointment in 2024.

NEXT MEETING	Proposed Date Tuesday 26th March @ 5:30pm
Schedule of Business	<ul style="list-style-type: none"> • Finance Report Operational Budget 2024 • Public School Review Report • Review of Annual School Report 2023 <ul style="list-style-type: none"> ○ English & Mathematics Performance Data Analysis & Strategic Focus for 2024 ○ Language Lift Presentation

Board Chair Signature:

Date: