MAKYBE RISE
PRIMARY SCHOOL

School Board Meeting Minutes – Meeting 1

Makybe Rise Primary School

Date:	1 April 2025	**Time:**	5:30pm-6:50pm	**Attendees:**	Board Members: Richard Meloy, Heath Atkinson, Dean Kelland, Renae Lilleyman, Amy Baxter, Joe Williams, Naomi Hornsby, Hayley Moulton, Karen Povey, Michelle Winship, Helen Dempsey, Alison Parolo Non-Board Members/Presenters: None
Board Chair Signature:			Date:		

**Indicates a document has been placed in the Connect/Teams 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**	**Apologies:** Heath Atkinson, Dean Kelland, Joe Williams, Naomi Hornsby, Hayley Moulton, Michelle Winship, Alison Parolo
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			
3.0	**MINUTES OF PREVIOUS MEETING**	**Richard**	
3.1	**Review of previous minutes (12/11/24) and endorse ***	**Richard**	**Minutes endorsed as true and correct.** **Moved:** Karen **Seconded:** Richard **Signed by Board Chair:** Yes
4.0	**BOARD GOVERNANCE**		

4.1	**Parent & Staff Membership Nominations**	Richard	Heath Atkinson, Richard Meloy, Michelle Winship & Naomi Hornsby – membership term ends 31/5/25. **ACTION:** Karen will notify the school community about the nomination process early in Term 2 for both the staff and parent representative positions.
4.2	**Review Terms of Reference***	Richard	Annual Review – no changes required currently.
4.3	**Board Chair Annual Report** **Principal Report**	Richard Karen	Action: Richard will Provide a draft annual report on 2024 Board activities at the Open Meeting at the beginning of Term 2. Updates for Board Members on workforce planning activities, the move to Program Kaartdijin and the changes to SMS Attendance for parents, notification of upcoming School Compliance Review in Term 2, and Principal Professional Review in Week 1, Term 2, current enrolments – 800.
4.4	**Board Chair and Deputy Chair Positions**	Karen	Call for nominations for the Chair and Deputy Chair positions for 2025. Position of Chair – Richard Meloy and Deputy Chair – Helen Dempsey. Amy indicated she would be interested in in learning more about these roles in 2026.
4.5	**2025 School Self Review Cycle***	Karen	Outline of the data to be presented to the Board in 2025.
4.6	**2025 Schedule of Business***	Karen	Calendar of meetings and activities for each term to ensure the Board is aware of and meets all its obligations. This covers the reporting on progress on the new 2025-2027 Business Plan targets and priorities, as well as the financial governance role at key times in the year. Sub committees may meet throughout the year to progress project work where required.
5.0	**ANNUAL SCHOOL REPORT**	Karen	
5.1	**Annual School Report 2024***	Karen	To inform the Board of the school performance for 2024. The target data has been presented throughout the year, along with updates on school priority areas. Members thought it important to continue to report on the achievements of the specialist areas. **ACTION**: Karen to post the ASR on the Schools Online platform and the school website and include a link in the newsletter.
6.0	**BUSINESS PLAN**	Karen	
6.1	**New 2025-2027 Business Plan**	Karen	Information session on the Targets, Priority Areas, and Strategies. **ACTION**: Karen will post the published version of the business plan to our TEAMS and Connect pages as well as the school website before the end of term. It is in the final stages with the graphic designer. A link will be provided in the first newsletter in Term 2.
6.2	**Respectful Relationships & the Action Respect Initiative ***	Karen Michelle	Information session on this key area of the new business plan including data from the Student Wellbeing and Engagement Census (2024) and the Respectful Relationships Community Survey Feedback. **ACTION**: Michelle will present on this initiative in Term 2.
6.3	**Good Standing Policy Updated Draft***	Karen	Input session from the Board on the updates to the Good Standing Policy. Minor changes were made to include loss of good standing for 'sharing or promoting violence' and modifying the restorative and educative approach to supporting students to include 'a clear and **achievable** pathway for the student to regain good standing'. **ACTION:** Karen will share

			the updates with staff at the first staff meeting in Term 2. Policy will then be published on the website, and shared via the newsletter in Term 2.
7.0	**FINANCE**		
7.1	**Student Census & Operational Budget 2025*. 2025 Funding Agreement***	Karen	Presentation of the 2025 Operational Budget and how this aligns to the current priority areas. Board Chair signed the 2025 Funding Agreement. **ACTION**: Karen to file the signed document.

NEXT MEETING	**Proposed Date Public Open Meeting Tuesday 6th May @ 5:15pm for a 5:30pm start ACTION: Karen to advertise in newsletter & FB.**
Schedule of Business	• Board Chair Presentation • Student Leaders Presentation • P&C Presentation

Future Dates for Board Meetings

1 July

9 September

25 November