



Excelsior School Board

Independent Public School

Meeting Minutes

DATE:	10 June 2020	CHAIR PERSON:	Cameron McLean
TIME:	6.00pm	MINUTE TAKER:	Stephanie Taylor

ATTENDEES:	Bec Stewart, Cameron McLean, Jennifer Capelli, Luke Walsh, Adam Fay (via Video conference), Aaron Adams
APOLOGIES:	Karen Pott

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.	Welcome and Apologies	Chair	Apologies / Absentees: <ul style="list-style-type: none"> Opening and welcome by Chairperson. Apologies and absentees -Karen Pott 	
2.	Confirmation of Agenda Disclosure of Interests	Chair	Members confirmed the agenda. The Board noted there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda.	
3.	Acceptance of previous minutes	Chair	Minutes of last meeting presented by Board Chair. Accepted by Cameron McLean and sec by Bec Stewart as a true record.	
4.	Minutes/Business arising from previous minutes		<ul style="list-style-type: none"> Board Member 2020 possibly 2 members to recruit. Cameron has drafted a blurb and presented this to members for proof reading. Members discussed the number required on the board and agreed to add the blurb to tomorrows newsletter and on direct Connect message to parents. Members Blurbs for website - Please remember to forward these ASAP to Stephanie for adding to website. NAPLAN Study was cancelled due to COVID 	Bec to place in newsletter and send Connect message to parents. Stephanie to follow up and add to website.

			<ul style="list-style-type: none"> Ranford Leadership Conference for student councillors was cancelled due to COVID. Unsure at this stage if it is to be rescheduled. 																																									
5.	Welcome	Cameron	Cameron McLean welcomed Councillor Aaron Adams to Board tonight. Members introduced themselves and gave a short introduction about themselves and their role on the Board.																																									
6.	Funding Agreement	Bec	The Funding Agreement was discussed, endorsed and signed by Bec and Cameron in March. Due to COVID restrictions this was signed outside a Board meeting and sent through to the Dept. Members are encouraged to read this agreement to reinforce what Board meets for. Will be referenced at subsequent meetings.																																									
6.2	Finance Report	Bec	<table border="1"> <thead> <tr> <th colspan="5">Voluntary Contributions May 2020</th> </tr> <tr> <th></th> <th>Students</th> <th>Possible \$</th> <th>Actual \$</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Kindergarten</td> <td>60</td> <td>\$3600</td> <td>\$2040</td> <td>57%</td> </tr> <tr> <td>Pre-primary</td> <td>50</td> <td>\$3000</td> <td>\$1500</td> <td>50%</td> </tr> <tr> <td>Primary</td> <td>333</td> <td>\$19980</td> <td>\$9900</td> <td>50%</td> </tr> <tr> <td>Total</td> <td>443</td> <td>\$26580</td> <td>\$13440</td> <td>51%</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P&C Contribution</td> <td>318</td> <td>\$9570</td> <td>\$4710</td> <td>49%</td> </tr> </tbody> </table> <p>The Dept has placed a ban on the following up of Voluntary Contributions for Term 2 due to financial hardships that people may be experiencing. We will start our reminders again in Term 3 with sensitivity and with written acknowledgement to those experiencing hardship.</p> <p>Online budget currently showing \$171130 in our favour. This has climbed as we have not required relief staff due to COVID restrictions for PD and student attendance. This will start to decline as we come out of restrictions.</p> <p>Staffing - Teacher Anna Muraszko LSL - Laura Jackson is replacing her one day a week until the end of the year to keep consistency for the students.</p> <p>Art Teacher Luke Smith - on extended sick leave and Janelle Eddy has been replacing him until end of term 2.</p> <p>Grants - Nil . We have been shortlisted for a playground grant notional figure of \$20000 for shade and nature play.</p> <p>Commissions - Matrix Uniforms commission on uniform sales \$502.19. Members asked for Comparative Budget to be presented at next meeting to check on curriculum area spending and question was raised</p>	Voluntary Contributions May 2020						Students	Possible \$	Actual \$	%	Kindergarten	60	\$3600	\$2040	57%	Pre-primary	50	\$3000	\$1500	50%	Primary	333	\$19980	\$9900	50%	Total	443	\$26580	\$13440	51%						P&C Contribution	318	\$9570	\$4710	49%	
Voluntary Contributions May 2020																																												
	Students	Possible \$	Actual \$	%																																								
Kindergarten	60	\$3600	\$2040	57%																																								
Pre-primary	50	\$3000	\$1500	50%																																								
Primary	333	\$19980	\$9900	50%																																								
Total	443	\$26580	\$13440	51%																																								
P&C Contribution	318	\$9570	\$4710	49%																																								

6.3	COVID-19 Whole School Response and Additional Cleaning	Bec	<p>by members over the budget 2021 due to COVID and would we expect our budget to increase or decrease due to financial hardships experienced. School is unsure at this stage but would not expect the budget to change as we are funded on student characteristics in our budget.</p> <p>The Dept issued us with funding for one fulltime cleaner for COVID cleaning and disinfecting. An additional \$5000 was given to the school to cover the cost of extra cleaning supplies and personal protective equipment for staff. We have plenty of stock supplies on hand due to Stephanie jumping on this very quickly during the holidays to secure stock. Communication to staff/parents/students was well received with up to date information as it came to the school. On the School Development Day staff held a debrief session regarding the many changes our school has needed to implement as a result of COVID-19 and compiled both negative and positive outcomes from COVID. Some positives shared- children are becoming more independent and settling into class much quicker to start the day. The personal greetings from students at the gate each morning are increasing without prompting, staggered times have allowed traffic to flow more freely, teaching staff are upskilled with online teaching and learning and Connect use has increased. Negatives shared - No parents in classrooms, no excursions/incursion/assemblies/camps, Student leadership roles impacted, staff togetherness and some students struggled with online learning. There were more positives than negatives and some positives may be kept in the future. Cameron suggested we develop a plan to re engage parents with school life again once we are given the all clear. Dept guidelines currently only 100 people on site at any time. Too hard for school to enforce this rule currently so gates will remain closed at least until stage 4 is released.</p>	
6.4	Focus 2020 & STEM	Bec	<p>Priority 1 - Engage all students with STEM. The Local Community grant has provided an Apple TV for every classroom, WeDo Lego Education makes science and computing hands on and WAPs to increase wireless capabilities within the school. Report update given to members.</p>	
6.5	Aboriginal Cultural Framework	Bec	<p>Bron Scott HASS leader is compiling data to present to Board. Unfortunately she has been unwell so will be presented next meeting.</p>	Bec to present document next meeting.
6.6	Connect Training	Adam	<p>Initiate a training session for parents on the use of Connect, however COVID being forced upon us has also forced parents to use Connect as this was the main form for communication to students and parents.</p>	

			Connect will stay as the preferred platform the school uses for reports/learning and communication. It has been a big learning curve for both parents and teachers. Members suggested we invite someone from Dept to run a training session for parents at the end of 2020 or point parents to Connect training videos on our school Connect page.			
7.1	General Business Excelsior Parent Facebook Page	Cameron	Facebook page was raised at P&C and they are monitoring their usage of the Facebook page.			
7.2	Extra-Curricular Activities	Luke	Question raised over when these activities will return? Camp guidelines are very strict regarding distancing for staff and students. School will release information regarding activities as the Dept changes restrictions. The school is required to adhere to all DOE advice and directives.			
7.3	Staff Acknowledgement	Adam Adam	Staff have done an exceptional job during COVID. As a Board Adam thinks we should acknowledge the hard work of staff at Excelsior during this time. Cameron to draft a message to staff acknowledging their efforts as essential workers at our school. The Chaplain has been assisting staff and students where required and teachers are practising mindfulness to ensure we all come through this unprecedented time.	Adam to forward letter to Bec for posting on Connect.		
7.4	Community Use of Facilities	Bec	Basketball courts are used by community and for junior netball training. We padlocked the courts due to breaking of COVID rules by the general public. Now that restrictions are easing the community are wanting to use the facilities on the weekends. Committee discussed public use and it was decided the benefits of community use and decision made to leave courts unlocked to prevent damage and vandalism. We could consider signage for community to hire if groups were interested.	School to unlock courts.		
7.	Conclusion	Chair	Next meeting to be held on Week 5 Term 3 19 August 2020			
NEXT MEETING:	19 August 2020	MEETING CLOSED:	7.14pm	SIGNED:		11/6/20
CHAIRPERSON					DATE	