

## MINUTES 10 November 2021

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| <b>Date:</b>      | 10 November 2021  | <b>Chair:</b>         | Mrs Elizabeth Wildish  |
| <b>Time:</b>      | 3:20pm  | <b>Minutes:</b>       | Mrs Alison Pinches   |
| <b>Apologies:</b> | Mrs Laura Gray<br>Mrs Mariana Terrazas<br>Mrs Triena Hurihanganui<br>Mrs Pipi White | <b>In Attendance:</b> | Mrs Elizabeth Wildish<br>Mrs Lara Meyer-Atkins<br>Mrs Alison Pinches<br>Mrs Tanya Bell<br>Ms Fiona Grierson<br>Mrs Kerry-Lynn Joubert<br>Rev John Taylor<br>Mrs Rachael McGregor   |
| <b>Item:</b>      | <b>Discussion</b>   | <b>Speaker</b>        | <b>Action/Outcome</b>  |
| 1.                | Welcome and Apologies   | Mrs Wildish           |  |
| 2.                | Amendments and/or Approval of 16 June 2021 Matters Arising                          | Mrs Wildish           | Moved: Mrs Meyer-Atkins<br>Seconded: Mrs Bell<br><br>Carried<br><br>All Matters will be dealt with under General Business  |
| 3.                | Correspondence In/Out   | Mrs Pinches           | Statement from Westpac Bank – Balance \$0.06c.<br>Letter from Westpac Bank explaining changes to Self Service Cards.<br><br>Mrs Pinches has spoken to Westpac Bank on behalf of the Board to try to close the account however cannot do so as she was not a signatory on the account. Investigations into signatories and closing process will continue.<br><br>Moved: Mrs Bell<br>Seconded: Rev Taylor<br>Carried |

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| 4. | Finance                                | Mrs Wildish | <p>Copies of One Line Budget were distributed, explained and discussed.</p> <p>Moved: Rev Taylor<br/>         Seconded: Mrs Joubert<br/>         Carried</p>   |
| 5. | Student Numbers & Staffing 2021 & 2022 | Mrs Wildish | <p>Possible student numbers for 2022 are 440, but this figure is not yet confirmed.<br/>         Many staffing changes.<br/>         Staff on leave in 2022:<br/>         Ms Wildish (teaching in USA); Miss Wright (teaching in Christmas Island); Mr LeLeivre (Deputy Principal role South Metro school); Mrs Potts and Mrs Herron (Maternity Leave). Staff have been appointed to fill these roles.<br/>         Mrs Pinches (Deferred Salary from Term 2).<br/>         Returning Staff:<br/>         Mr Bridgeman<br/>         Mrs Regts.</p> <p>Staff have been appointed to fill these temporary vacancies.</p> <p>Associate Principal Role: Expression of Interest from TRPS staff. Two applicants, both of a very high standard. Panel decided to split role and for role to begin at start of 2022 to allow for a handover with Mrs Pinches. Mrs Wagstaff and Miss Canning have been appointed to this role.</p> <p>Manger Corporate Service: Mrs Summers will remain on Long Service Leave during Term 1, 2022 and has indicated that she is seeking an alternative position in another school. Mr Watkins will remain as MSC until at least the end of Term 1, 2022.</p> |
| 6. | COVID 19 Update                        | Mrs Wildish | <p>WA Government mandate for all education workers on school sites to be fully vaccinated prior to start of 2022 school year.</p>  |
| 7. | P&C                                    | Mrs Wildish | <p>One short meeting has been held via Zoom, very limited notice of meeting given and not advertised to whole parent body.<br/>         Training was cancelled by WASSCO with no new date set.<br/>         Auditor has picked up no bank account details or paper trails of monies collected to date from membership fees and three school Faction Carnival coffee and cake stalls.</p>   |

**NEW BUSINESS**

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| 1. | 2022 Board Meeting Dates | Mrs Wildish | <p>Term 1:<br/>2 March &amp; 30 March (AGM)</p> <p>Term 2:<br/>25 May &amp; 22 June</p> <p>Term 3:<br/>17 August &amp; 14 September</p> <p>Term 4:<br/>2 November &amp; 30 November</p> <p>These dates will be added to 2022 Parent Planner.</p>  |
| 2. | Parent Exit Survey       | Mrs Pinches | One parent Exit survey received – incredibly positive feedback.   |
| 3. | Swimming 2021            | Mrs Wildish | <p>Weeks 5 &amp; 6: Five days' possible change from ten day to five day series of lessons. Four days' notice of confirmation of changes. notice of change. Change impacted hugely on organisational plans at school level. Parents notified and given refunds.</p> <p>Thanks to Mr Watkins and Mrs Nolan for the fast and efficient work to ensure swimming went ahead.</p> <p>Weeks 7 &amp; 8: still waiting for notification of any changes. Parents will be notified if a modified plan is needed.</p> |
| 4. | Artist in Residence      | Mrs Wildish | Mr James Giddy has just completed an Artist-in-Residence program with TRPS resulting in two stunning murals linked to the Two Rocks locale to celebrate our 15 <sup>th</sup> year of operation. Thanks to Mrs Wagstaff for organising this program.   |
| 5. | End of Year Assemblies   | Mrs Wildish | <p>Book Award Assembles:<br/>Wednesday 8 December<br/>9:00am - Transition to Year 1<br/>11:00am – Years 2 – 5.</p> <p>Graduation Assembly:<br/>Thursday 9 December at 9:00am</p> <p>Board Members will notify Mrs Pinches if they can attend.</p>   |

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| 6.                   | Audit   | Mrs Wildish            | A Department of Education Auditor is currently in school conducting a full audit. So far this has been a positive experience.<br>The Board will be notified of Audit Findings when the report is available.  |
| 7.                   | NAPLAN and Tell Them From Me (TTFM) Survey Data | Mrs Nolan              | Mrs Nolan presented data gained from 2021 NAPLAN results and the annual TTFM Survey of students, staff and parents. This data was first shared with staff on recent Staff Development Day.<br>Only 25 families responded to TTFM survey. All comments raised as part of the survey were discussed by staff and appropriate measures will be taken to address as appropriate.<br>Thank you to Mrs Nolan for her presentation. |
| 8.                   | TRPS Board Terms of Reference                   | Mrs Wildish            | The updated Terms of Reference and Code of Conduct for TRPS School Board were presented and discussed.<br><br>Motion:<br>The Terms of Reference and Code of Conduct for Board members be accepted by the TRPS School Board.<br>Moved: Mrs Pinches<br>Seconded: Mrs Bell<br>Carried   |
| 9.                   | 18 August Minutes                               | Mrs Pinches            | Motion:<br>As Mrs Gray was unable to attend today's meeting a vote be taken to sign off the Minutes from the TRPS Board meeting on 18 August 2021 as a true record.<br>Moved: Mrs Pinches<br>Seconded: Rev Taylor<br>Carried<br><br>Ms Grierson signed the Minutes with the Board's approval.  |
| <b>NEXT MEETING:</b> | Wednesday<br>2 March 2022                       | <b>MEETING CLOSED:</b> | 5:00pm   |
| <b>SIGNED:</b>       | <b>Mrs Elizabeth Wildish</b>                    | <b>DATE:</b>           |  |