

Tambrey Primary School

School Annual OPEN Board Agenda and Minutes

DATE:	Monday February 20	CHAIR:	<i>Aaron Bruce</i>
TIME:	6.00	MINUTES:	<i>Aaron Bruce</i>

ATTENDEES:	Chair: Aaron Bruce Principal: Shiona Hobart Staff Representatives: Helen Cusworth, Nick Baker Parent Representative Members: Aaron Bruce, Jessica Clarke, Rykia Blanco (phone) Community Members: Todd Heron, Tiffany Wardill Guests: Grant Ramsay, Megan Rogers
	Apologies: Tiffany Wardill

ITEM REF	ITEM	LED BY	FOR INFORMATION / DISCUSSION / DECISION	ACTION REQUIRED & TIMELINE
1.	Welcome Apologies Acceptance of previous minutes Conflict of Interest Celebrations	Aaron / All	Welcome: Special welcome to our guests for attending the annual open board meeting. Celebrations: New Staff Induction, Start of year, students, parent feedback, Class allocation process, P&C Office Bearers and AGM, Berry Street training Previous minutes: Tenure and recruitment to be discussed	<ul style="list-style-type: none"> Well done to the many involved in these successes
2.	Schools Resourcing/ Draft 2023 Budget	Shiona	2023 budget will be finalised in March. Census data shows 680 funded students. Current enrolments at 686.	<ul style="list-style-type: none"> No action.
3.	Principal Report	Shiona	Shiona presented the Principal's Report. Principal's Report can be found online. http://tambreyyps.wa.edu.au/whats-happening/principal-updates/	<ul style="list-style-type: none"> No action. Thanks Shiona

4.	Strategy Development	Aaron	<p>Board Recruitment: As per the table below, 5 board members' tenure expires in Term 1 2023.</p> <p>The Board has decided to recruit for 1x staff, 2x parent, and 2x community representatives. The staff will elect the staff representative, the school community will elect the parent representatives, and the new board will select the community members based on complimentary skills, experience, and attributes.</p> <p>We will begin engagements and call for nominations next week.</p> <p>As nominations and voting progress, we will balance the selection process to remain compliant with our terms of reference.</p> <p>Current Board composition and tenure dates.</p> <table border="1" data-bbox="891 671 1563 1118"> <thead> <tr> <th>Name</th> <th>Represents</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Shiona Hobart</td> <td>Principal</td> <td>Term 3 2020</td> <td>No Expiry</td> </tr> <tr> <td>Jess Clarke</td> <td>Parents</td> <td>Term 1 2022</td> <td>Term 1 2024</td> </tr> <tr> <td>Rykia Blanco</td> <td>Parents</td> <td>Term 1 2022</td> <td>Term 1 2024</td> </tr> <tr> <td>Nick Baker</td> <td>Staff</td> <td>Term 1 2022</td> <td>Term 1 2024</td> </tr> <tr> <td><i>Helen Cusworth</i></td> <td><i>Staff</i></td> <td><i>Term 1 2021</i></td> <td><i>Term 1 2023</i></td> </tr> <tr> <td><i>Aaron Bruce</i></td> <td><i>Parents</i></td> <td><i>Term 1 2021</i></td> <td><i>Term 1 2023</i></td> </tr> <tr> <td><i>Claire Alidenes</i></td> <td><i>Community</i></td> <td><i>Term 1 2021</i></td> <td><i>Term 1 2023</i></td> </tr> <tr> <td><i>Todd Heron</i></td> <td><i>Community</i></td> <td><i>Term 1 2021</i></td> <td><i>Term 1 2023</i></td> </tr> <tr> <td><i>Tiffany Wardill</i></td> <td><i>Community</i></td> <td><i>Term 1 2021</i></td> <td><i>Term 1 2023</i></td> </tr> </tbody> </table>	Name	Represents	Start Date	End Date	Shiona Hobart	Principal	Term 3 2020	No Expiry	Jess Clarke	Parents	Term 1 2022	Term 1 2024	Rykia Blanco	Parents	Term 1 2022	Term 1 2024	Nick Baker	Staff	Term 1 2022	Term 1 2024	<i>Helen Cusworth</i>	<i>Staff</i>	<i>Term 1 2021</i>	<i>Term 1 2023</i>	<i>Aaron Bruce</i>	<i>Parents</i>	<i>Term 1 2021</i>	<i>Term 1 2023</i>	<i>Claire Alidenes</i>	<i>Community</i>	<i>Term 1 2021</i>	<i>Term 1 2023</i>	<i>Todd Heron</i>	<i>Community</i>	<i>Term 1 2021</i>	<i>Term 1 2023</i>	<i>Tiffany Wardill</i>	<i>Community</i>	<i>Term 1 2021</i>	<i>Term 1 2023</i>	<ul style="list-style-type: none"> Shiona and team to lead recruitment comms .Target decision is 20th March 23.
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5.	Terms of Reference	Shiona	The Board Terms of Reference was reviewed with no change.	<ul style="list-style-type: none"> No action 																																								
6.	General Business	Chair	<p>Car Parks and Crosswalk: Shiona discussed the recent update to the pedestrian crosswalk on Tambrey Drive. It was identified that the crosswalk required additional bollards and signage to become compliant and</p>	<ul style="list-style-type: none"> Board to monitor and decide if any action is required after the 																																								

			<p>standardised with other schools in Karratha (this has subsequently been implemented). The crosswalk and carparks remain a very emotive topic as incidents are still occurring, and there is no clear line of sight to a permanent solution. The Board will monitor and decide if any action is required after the new Board members are inducted.</p> <p>Airconditioning and Electrical Issues: Shiona discussed the recent air conditioning and electrical issues we experienced in Blocks 2 and 4. Twice this term we have lost air-conditioning in 40+ degree days and we have blown fuses on the circuits. Previous audits have revealed that the air conditioning units are not sized/installed appropriately for the size of the areas and the electrical system is ageing and may require an upgrade. Every time we lose power and air-conditioning, the students and staff are impacted significantly by high temperatures and room shuffles to accommodate. The current situation is not sustainable and the Board is keen to support. Specific actions are being developed by Aaron and Shiona. (Shiona has subsequently shared a timeline, recent sequence of events, and photographs of the electrical distribution boards and air-conditioners.)</p>	<p>new Board members are inducted.</p> <ul style="list-style-type: none"> • Aaron and Shiona to plan specific response.
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NEXT MEETING:	Board Meeting Monday 20 March 6pm	MEETING CLOSED:	1952hrs	SIGNED:		20/02/2023
				CHAIRPERSON		DATE