

Tambrey Primary School

School Annual Open Board Agenda and Minutes


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| DATE: | Wednesday February 23 02 2022 | CHAIR: | <i>Aaron Bruce</i> |
| TIME: | 6.00 | MINUTES: | <i>Aaron Bruce</i> |

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| ATTENDEES: | Chair: Aaron Bruce Principal: Shiona Hobart Staff Representatives: Helen Cusworth, Nick Baker Parent Representative Members: Aaron Bruce, Ceanne England, Greg Townsend, Community Members: Todd Heron, Tiffany Wardill, Claire Aldines Guests: |
| | Apologies: |

| 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: Any Parents/Staff members, new staff representative- TB Celebrations: Full Staffing, COVID Preparation, Calm and orderly start to the year, Kitchen/staffroom refurb, Induction, Cultural awareness training for 10 staff, online assembly. Previous minutes: Recruitment of new parent Board Reps for 2022 | <ul style="list-style-type: none"> Well done to the many involved in these successes. |
| 2. | Board Recruitment | Aaron | Welcome Nick Baker to the Board. Nick is new to Tambrey this year and is teaching Yr5/6. We look forward to Nick sharing his insights and experience from other schools. Greg and Ceanne's tenures expire at the end of term 1. The Board is seeking parent and/or community nominations. | <ul style="list-style-type: none"> Target is to attract nominations, conduct voting, and assign new members at the next board meeting (23rd March 2022). Thanks to Shiona for actioning |

| | | | <p>Current Board composition and tenure dates.</p> <table border="1"> <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>Greg Townsend</td> <td>Parents</td> <td>Term 1 2020</td> <td>Term 1 2022</td> </tr> <tr> <td>Ceanne England</td> <td>Parents</td> <td>Term 1 2020</td> <td>Term 1 2022</td> </tr> <tr> <td>Nick Baker</td> <td>Staff</td> <td>Term 1 2022</td> <td>Term 1 2024</td> </tr> <tr> <td>Helen Cusworth</td> <td>Staff</td> <td>Term 1 2021</td> <td>Term 1 2023</td> </tr> <tr> <td>Aaron Bruce</td> <td>Parents</td> <td>Term 1 2021</td> <td>Term 1 2023</td> </tr> <tr> <td>Claire Alidenes</td> <td>Community</td> <td>Term 1 2021</td> <td>Term 1 2023</td> </tr> <tr> <td>Todd Heron</td> <td>Community</td> <td>Term 1 2021</td> <td>Term 1 2023</td> </tr> <tr> <td>Tiffany Wardill</td> <td>Community</td> <td>Term 1 2021</td> <td>Term 1 2023</td> </tr> </tbody> </table> | Name | Represents | Start Date | End Date | Shiona Hobart | Principal | Term 3 2020 | No Expiry | Greg Townsend | Parents | Term 1 2020 | Term 1 2022 | Ceanne England | Parents | Term 1 2020 | Term 1 2022 | Nick Baker | Staff | Term 1 2022 | Term 1 2024 | Helen Cusworth | Staff | Term 1 2021 | Term 1 2023 | Aaron Bruce | Parents | Term 1 2021 | Term 1 2023 | Claire Alidenes | Community | Term 1 2021 | Term 1 2023 | Todd Heron | Community | Term 1 2021 | Term 1 2023 | Tiffany Wardill | Community | Term 1 2021 | Term 1 2023 | |
|-----------------|--|-------------------------|--|---|------------|------------|----------|---------------|-----------|-------------|-----------|---------------|---------|-------------|-------------|----------------|---------|-------------|-------------|------------|-------|-------------|-------------|----------------|-------|-------------|-------------|-------------|---------|-------------|-------------|-----------------|-----------|-------------|-------------|------------|-----------|-------------|-------------|-----------------|-----------|-------------|-------------|--|
| Name | Represents | Start Date | End Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shiona Hobart | Principal | Term 3 2020 | No Expiry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Greg Townsend | Parents | Term 1 2020 | Term 1 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ceanne England | Parents | Term 1 2020 | Term 1 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nick Baker | Staff | Term 1 2022 | Term 1 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Helen Cusworth | Staff | Term 1 2021 | Term 1 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aaron Bruce | Parents | Term 1 2021 | Term 1 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Claire Alidenes | Community | Term 1 2021 | Term 1 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Todd Heron | Community | Term 1 2021 | Term 1 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tiffany Wardill | Community | Term 1 2021 | Term 1 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Tambrey Annual report | Shiona Helen | <p>Shiona and Helen presented the Annual Report. The Board acknowledges the excellent work by all contributors, and is proud of the contents.</p> <p>The Board ratified the Annual Report.</p> <p>The Annual Report can be found online. http://tambreyps.wa.edu.au/wp-content/uploads/2022/02/TPS-Annual-Report-2021.pdf</p> | <ul style="list-style-type: none"> • No action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Tambrey Operational Budget 2022 | Shiona | <p>The Operational Budget for 2022 is not yet finalised in the system. Shiona presented the cash budget. At the next meeting we will review and note both.</p> | <ul style="list-style-type: none"> • No action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Principals report | Shiona | <p>Shiona presented the Principal's Report.</p> <p>Principal's Report can be found online. http://tambreyps.wa.edu.au/whats-happening/principal-updates/</p> | <ul style="list-style-type: none"> • No action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Strategy Development | Aaron | <p>Board recruitment strategy was discussed.</p> | <ul style="list-style-type: none"> • Action as per above | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | General Business | Chair | <ul style="list-style-type: none"> • COVID readiness was discussed. We feel prepared. • Helen discussed the virtual desktop for staff that allows 24/7 access to the IT system. • Shiona confirmed the mask and social distancing requirements by parents on school grounds. | <ul style="list-style-type: none"> • No action |
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| NEXT MEETING: | Wednesday March 23 March | MEETING CLOSED: | 1945hrs | SIGNED: | Aaron Bruce  | 23/02/2022 |
| | | | | CHAIRPERSON | DATE | |