

Tambrey Primary School School Board Agenda – Annual Open Meeting

DATE:	Wednesday December 1 2021	CHAIR:	<i>Aaron Bruce</i>
TIME:	6.00	MINUTES:	<i>Aaron Bruce</i>

ATTENDEES:	Chair: Aaron Bruce Principal: Shiona Hobart Staff Representatives: Jackie Tomlins Parent Representative Members: Aaron Bruce, Ceanne England, Greg Townsend, Community Members: Tiffany Wardill Guests: Stacey Giles (thanks for attending!)
	Apologies: Helen Cusworth, Claire Alidenes, Todd Heron

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	Celebrations: Leaders 2022, Isabella- Science BHP Engineering finalist, Joel Morgan (Photography), Nicholas Richter (Naidoc), Next Step Cara (LEAP course), Brandon (Team Teach course), Leanne Fyfe (Teach for Australia Scholarship), Global Education Project (9 students plus Anna, 1 st and 2 nd in Have Sum Fun Mathematics competition. Previous minutes: Tenure, Bios, Board Training	<ul style="list-style-type: none"> Well done to the many involved in these successes.
2.	Tambrey Feasibility Studies	Shiona	The Board reviewed multiple feasibility studies that include a master plan for upgrading ECC classrooms, the admin building and a new carpark. The school has been allocated \$750k.	<ul style="list-style-type: none"> No action
3.	COVID-19 Plan	Shiona	Shiona provided an overview of the COVID-19 plan. This plan includes details such as a response to an outbreak, learning-from-home strategies, cleaning requirements, vaccination advice and other details as advised by the Director General. We discussed Tambrey's resilience to a positive case and/or potential staff losses.	<ul style="list-style-type: none"> No action

			Ceanne mentioned that she knows staff in regional NSW that were experienced in remote learning due to COVID restrictions and would link Shiona to them if support or advice was needed.																																									
4.	Principal's Report	Shiona	<i>For Information</i>	<ul style="list-style-type: none"> Thanks Shiona. Principal Report to be attached to web page 																																								
5.	Schools Resourcing	Shiona	<p>Shiona provided a brief overview of the 2021 Operational One Line Budget Statement as there was no change from the previous meeting.</p> <p>Total Funds = \$7,543,948 Total Expenditure = \$7,299,459 Variance = \$244,489 Currently attendance is 681 students (with daily fluctuations)</p>	<ul style="list-style-type: none"> 																																								
6.	Draft 2022 Budget	Shiona	It was noted that Shiona presented the 2022 draft Budget. The budget was well understood, it had learnings from 2021, and was underpinned by multiple (13) operational plans. The budget looks robust and in line with our priorities.	<ul style="list-style-type: none"> No action 																																								
7.	Board Tenure	Aaron	<p>Big thank you to Jackie Tomlins who resigned after 3 years on the Board. The Board will be seeking nominees in Term 1 2022.</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>Jackie Tomlins</td> <td>Staff</td> <td>Term 1 2020</td> <td>Term 1 2022</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	Jackie Tomlins	Staff	Term 1 2020	Term 1 2022	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	<ul style="list-style-type: none"> Staff nominations to be sought through Shiona. Parent and/or community nominations to be planned in meeting 1 next year.
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8.	Strategy Development	Aaron	Board succession planning was discussed briefly, with a potential community to parent conversion to allow a tenure stagger in 2023.	<ul style="list-style-type: none"> To be confirmed in meeting 1 2022.
9.	Team Building	Aaron	In response to our School Board survey, we had an action to discuss a team building opportunity to foster “team spirit”. We decided to wait for the recruitment of the new members in Term 1 2022. Towny was particularly passionate about a Board dinner!	<ul style="list-style-type: none"> Team building opportunity to be discussed in Term 1 2022 after our new recruits have been inducted.
	General Business	Chair	It was suggested to have the Annual Open Meeting in the year. The 2022 Annual Open Meeting will be on Wed 23 rd February at 1800hrs. This will attract some interest early in the year while the school community is fresh.	<ul style="list-style-type: none"> The 2022 Annual Open Meeting will be on Wed 23rd February at 1800hrs

NEXT MEETING:	Wednesday Feb 23 rd 6.00pm	MEETING CLOSED:	2000hrs	SIGNED:		01/12/2021
				CHAIRPERSON	DATE	