

School Board Meeting Minutes Aubin Grove Primary School

DATE:	6 th April 2022	ATTENDEES:	Mesha Steel, Antoine Macmath, Ash Bisdee, Simon Lalor, Lindsay Tacy, Lynna Matthews, Chad Morrison, Dianne Podmore
TIME:	8.50 to 10.45	MINUTE SECRETARY:	Therese Turner

AGENDA ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	Welcome & Apologies	Antoine	Apologies: Ros Foote Welcome:
2.	Acknowledgement of Country	Ash	Hello I'm happy to see you at Aubin Grove Community School. We come together on Wadjak Noongar country. We acknowledge Noongar families long ago, now and in the future. Aubin Grove is always moving forward learning and sharing Noongar knowledge and culture.
3.	Conflicts of Interest	Antoine	None reported.
4.	Minutes of Last Meeting	Antoine	The minutes of the 23 rd February were passed - Ash and Antoine.
5.	Review of Actions	Antoine	Reviewed.
6.	Finance		
6.1	2021 Financial Summary	Dianne	Dianne presented the 2021 financial summary to the Board.
6.2	Funding Agreement	Mesha	Dianne gave a brief overview and explanation of the 2022 Funding Agreement for Schools for Aubin Grove PS. The agreement is to be signed by the Principal and noted by the Board with the Board Chair also signing off.
6.3	Reflections from recent OAG Audit (Office Auditor General)	Dianne	<p>Prior to the recent OAG Audit the school had a pre-finance audit check with Kym Miles, Senior Finance Consultant with the Education Department. Kym gave the school a tick of approval.</p> <p>The OAG audit was held in Week 5 of this term and the school received very positive results. A perfect record was not received, however areas identified had in most cases already been recognised by the school and plans were in place to improve or correct these</p>

			areas/processes. The OAG Senior auditor was very impressed with the documentation that the school provided.
7.	Principal's Update	Mesha	See attached Principal's update.
8.	Board Governance		
8.1	Skills Matrix Discussion	Mesha/Antoine	<p>Skills Matrix updated. The matrix identifies members' strengths and knowledge and helps to identify gaps where the Board could potentially recruit future members with these skills. How do we fill the gaps? A discussion to be held at a future meeting. Action: Board Members</p> <p>Marketing gap identified especially with the departure of Lara Kirkwood from the Board.</p> <p>Community member support raised. Ash and Lindsay have put their hands up to help out with this. Action: Ash and Lindsay</p> <p>Dianne has been co-opted into the Board for Finance updates.</p>
9.	Business Plan		
9.1	School Review Update	Mesha	<p>School Review currently scheduled for Term 3 is most likely going to be postponed to Term 4 of this year or Term 1 of 2023. This is yet to be confirmed.</p> <p>The school will relook at the timeline in Term 2 when staff are able to meet face to face.</p> <p>One area identified in the last review was around reputational management of the Board.</p> <p>Chad suggested promoting staff and students in other ways. Report on great work done in spite of Covid restrictions. Social media platforms. Mesh advised that the school is in the process of sourcing a company to look at our website and communications and school branding.</p>
10.	Other Business		
10.1	OSH Club Report	Mesha	<p>Aubin Grove PS OSH Club Principal Report was presented to the Board for their information. The out of school care contract/tenure is due to expire at the end of 2022. A tender process will be conducted during 2022.</p> <p>Mesha is arranging for OSH Club to at meet with the P&C to see how they can better support each other.</p> <p>Feedback on the service OSH Club provide has been very positive.</p>
	Thank you and Appreciation	Chad	<p>Chad thanked Mesha and the school team for their achievements particularly in the current environment.</p> <p>Ash thanked Mesh, Deputies and office staff for their leadership and support this term.</p>

			From Chad: <i>I would like to extend my thanks to you Mesha for all of the wonderful work you are doing and leading within the school. 2022 has been perhaps the most demanding of the COVID-19 school years but you continue to forge ahead and lead in most impressive and influential ways!</i>
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NEXT MEETING:	23rd March 2022 – 8.45am – Venue: Zoom Meeting
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Minutes approved:

Antoine MacMath
Board Chair

Date: