



# KINROSS PRIMARY SCHOOL

*An Independent Public School*

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PRINCIPAL: Edward de Ruiter

ASSOCIATE PRINCIPALS : Anne Alford, Richard Ewen, Helen Demiris

## BOARD MEETING MINUTES

Board Meeting No 4/15

6.30 p.m. commencement

29 July 2015

Kinross Primary School Conference Room

Chairperson:	Roger Crook
Recorder:	Helen Demiris
Members Present:	Roger Crook, Pernilla Elphick, Anne Alford, Edward De ruiter, Helen Demiris, Natalie Blewitt, Alison Vickery, Shane Hart, , Kerry Hollywood
Apologies	Justin Hahnel, Albert Jacobs
Minutes of previous meeting	Emailed

### AGENDA

<b>Welcome (Roger 2mins)</b>	Welcome to new members Alison Vickery and Shane Hart
<b>Minutes of Previous Meeting (Roger 5 mins)</b>	Reviewed, accepted and signed
<b>New Members Induction and review for existing members(Roger and Ed 20 minutes)</b>	Work through the induction checklist highlighting areas of importance and further reference. Provide thumb-drives with relevant information. Ed explained the content of the thumb drives showing examples of other school business plans.
<b>Series of Powerpoint presentations related to Board effectiveness (Ed 20 minutes)</b>	Ed used Power point presentations to explain and clarify some of the areas listed on the new member induction checklist including the following: <ul style="list-style-type: none"> <li>• Roles and Responsibilities</li> <li>• Effectiveness of School Boards</li> <li>• Governances and the school board</li> <li>• Role of the Board chair</li> </ul>
<b>Discussion on IPS Review findings (Roger and Ed 30 minutes)</b>	General discussion on findings as a preliminary action to determining where to from here in relation to the School Business Plan and Workforce Plan Findings revealed that our targets needed to be more specific and aspirational. It was also noted that the school board needed more defined presence in the community.  Roger asked if there was any board training available. Roger

	will check the IPS website to organise training for new members.
<b>Agenda arrangements (Roger and Ed 10 minutes)</b>	Look at potential outline of agenda items for each meeting following the format outlined on the thumb-drive. This is a document clarifying suggested agenda items term by term in the school year.
<b>School Operational Budget</b>	Ed explained an example of the June operational budget to members. Board would like to view the complete budgets.
<b>Other Items of Business</b>	
<b>Coastal Cluster</b>	Roger asked to be invited to the next coastal cluster meeting. Helen will email date, time and location.
<b>Principal Position</b>	Doug has a position at central office until 2017. We are now awaiting for Sharyn O'Neil to acknowledge this so the position of Principal will become permanently vacant allowing for a permanent principal to be appointed for 2016. Helen will be relief Principal until this time.
<b>Ed's retirement function</b>	Board members are invited to attend the retirement function on 21 <sup>st</sup> August 2015 at 3.30pm.
<b>Donated play equipment.</b>	Enquiry of Kerry Hollywood regarding the playground equipment donated by the Kinross College to be installed on the shared oval by the Shire.

Profile of the board photo on website. Newsletter notice and minute on the website.

Next board meeting to be open board

**Next Meeting – 17<sup>th</sup> september 2015 7pm**

**Next agenda items**

**Traffic concerns around the school**