

Minutes of Meeting - Carnarvon Christian School

Board Meeting: WEDNESDAY 13TH MAY 2020

Start Time:

6:30 PM

Finish Time:

7:52 PM

Attendees

Name (and Initials)	Position	Name (and Initials)	Position
James Shaw (JS)	<i>Principal</i>	John Tomkins	<i>Board Chair</i>
Theona Mitchell Smith	<i>Secretary</i>	Geoff Edwards	
Tochi Eze		Chantel Vanderwal (CV)	<i>Treasurer</i>

Apologies

Name (and Initials)	Position	Name (and Initials)	Position
<i>Nil</i>			

Conflict of Interest

Name	Issue	Section
<i>Nil</i>		

Board Chair
John Tomkins_____

Signature

Date

Secretary
Theona Mitchell Smith_____

Signature

Date

Minutes of Meeting – Carnarvon Christian School

ITEM	DESCRIPTION	ACTION		
		By Whom	By When	Forecast
1	WELCOME			
1.1	John thanked everyone for their attendance and led the Meeting in Prayer.			
2	APOLOGIES: Nil			
3	Agenda	ALL		
4	Potential Conflicts of Interest	Nil		
5	ACCEPTANCE OF MINUTES: 8 th April 2020			
5.1	MOVED: -. Geoff Edwards	Noted		
5.2	SECONDED: - James Shaw	Noted		
5.3	Business Arising <i>Nil</i>	Noted		
6	<p>PRINCIPAL'S REPORT</p> <p>6.1 School Re-opening. James outlined the process of re-opening the School to face-to-face teaching of students. With advice from Government officials and consultations with colleagues, teachers and parents, it was decided to re-open the School in Week 2 of Term 2. Parents still had the option of schooling their children online at home. Only one family has availed themselves of this option.</p> <p>6.2 Survey A Parent Survey was distributed to gauge families' opinion on how the School has handled the Covid-19 response. Most replies were positive. The Survey is still open.</p> <p>6.3 Reporting The Federal Ministry of Education has advised that schools do not have to report a grade A,B,C or D on student reports, but that reports must comment on a student's progress. Our School will continue to report with grades plus comments.</p>			
ITEM	DESCRIPTION	ACTION		
		By Whom	By When	Forecast
7	FINANCIAL REPORT			
7.1	The Audited Financial Report for the Year ending December 2019 prepared by Ezetax Pty Ltd accountants was tabled. Blessed to end the year with a \$73,000 surplus. Geoff suggested there could be savings made in the Insurance account.	Bursar?		
7.2	Solar Power Project information from Solar Edge Designer. Indication that installation of panels are cost effective. Two quotes received, awaiting one more. Power savings could recoup project costs within three years. Consider quotes at next Board meeting.	Board	June	
7.3	Bursar supplied Budget vs Actuals spreadsheet to 13 th May 2020.			

7.4 Moved G. Edwards seconded C. Vanderwal that the Audited 2019 Financial Report be presented to the Annual General Meeting.
Carried.

8 POLICIES

8.1 Child Safety and Wellbeing

National Principle 9 requires the implementation of child safe principles be reviewed annually.

Senior teaching staff have worked through the policy.
Policy forms part of CCS Risk Management Plan.
Current policy established 10th March 2020.

8.2 Risk Management

Needs to be 'gelled together'.

8.3 School Improvement Plan

A working document used together with the CCS Strategic Plan.
Heike Hirschhausen from Strahalbyn Christian College is assisting to develop the Plan.

KPI 1. On-Entry Assessments are being used by teachers.

KPI 2. Performance Evaluation – Teaching Staff. Andy Willis will conduct interviews. James will provide feedback to the Board. Education Assistants will be evaluated later in the year.

KPI 3. Working Environment.

3.1 Continue to green school with tree and lawn planting.

3.2 Replace entrance gates.

3.3 Install oval goal posts.

3.4 Classroom appearance / learning environment / student engagement. Forms part of Teacher Evaluation.

3.5 Eco Park. Continue to develop. Recognition for Kurt Schaeffer.

8.4 Quality Improvement Plan

Focusses on quality education for K – Yr 2 students.
Kindergarten teacher Emily Miller responsible for implementation.
An audit will be conducted by Fawn Law-Davis who has experience in this area.
CCS will draft Plan following audit.

8.5 Pandemic Policy

Established 17th March 2020.

The Policy informed the development of the

Communicable Diseases Response Plan initiated 26th March 2020.

8.6 Conflict of Interest Policy

Will be reviewed at June Board meeting.

<p>9</p>	<p>RE-REGISTRATION UPDATE</p> <p>The School is required to be re-registered by the Non-Government Schools Regulation division of the Department of Education. Because of the Covid-19 pandemic, timelines have been extended. Paperwork is due on 30th June 2020. There will be a 'virtual' visit of the School in Term Four. Board involvement in the visit is expected. Risk Management will be on the agenda for the visit. More information and timelines will be passed onto the Board as they are received.</p>			
<p>10</p>	<p>BOARD MATTERS</p> <p>John flagged a potential conflict of interest. School has received funding for a Chaplain for two days per week. Chaplain must have formal qualifications. John's current role in the Uniting Church continues for the present. He may consider the CCS Chaplaincy if circumstances change.</p>			
<p>11</p>	<p>NEXT MEETING ANNUAL GENERAL MEETING 27TH MAY 2020</p> <p>11.1 The AGM will be held in Anchor Hall at 6.30 pm. Geoff and Tochi will attend via Skype.</p> <p>11.2 The next Board Meeting date will be advised.</p>			
<p>18</p>	<p>CLOSE</p> <p>James closed the meeting in prayer at 7:52 pm.</p>			