

**Namadgi School**  
Board Minutes  
6 May 2021  
Namadgi School – Staff Room

**Attendees**

Position	Name
Principal	Tiffany Mahon
Parents and citizens representative	Catherine McLachlan
Parents and citizens representative	Margarete Beatie
Parents and citizens representative	Nicole
Staff representative	Lisa Wilson
Staff representative	Liz Baker Matterson for Peter Curtis
Student representative {if applicable}	Oliver Johnson
Student representative {if applicable}	Bailey Atherton for Charlotte Orman
Invited attendee {if applicable – note which agenda items the person is attending for}	Bea Hale, Ty-Reece and Dakota – Item 6 Secondary uniform Heather Saywell (finance report) Janet Flint (Board Secretary)

**Apologies**

- Peter Curtis

**Conflict of Interest Disclosure**

- NIL

Action items	Details	Status
COVID19 practices	Tiffany to include COVID practices reminder in newsletter and Website as a reminder to parents	
Facebook poll on parent communications	Tiffany to investigate privacy issues with polls	
Term of Board positions	Janet to investigate the terms of the Chair and Deputy positions. <b>Note:</b> It was found that the term can be either 1 or 2 years by agreement the of the board	Complete
	Term of deputy chair to be tabled for agreement at the next board meeting and reopen for nominations	
Parking	Tiffany will investigate parking issues and include a note in the Newsletter and on facebook	
Communications plan	To be included in next board meeting for discussion	

Meeting opened 5:00pm

Item no.	Topic	Outcomes
1	Welcome to Country	Tiffany Mahon
2	Minutes of previous meeting	As tabled at <b>ATTACHMENT A</b> Agreed Lisa Wilson. Seconded Tiffany Mahon
3	Business arising from previous minutes	<ol style="list-style-type: none"><li>2021 Board Appointments have come through from the Returning Officer. Mallarie will notify nominees of the outcome. <b>Actioned</b></li><li>Add acknowledgement to country to the Agenda (Mallarie). <b>Actioned</b></li><li>COVID Practices: Communication to parents about the importance of scanning the QR codes when entering Namadgi School and about keeping students' home when unwell (Mallarie). <b>ACTION:</b> Tiffany to include in newsletter and Website with a reminder to students to not come into school if unwell.</li><li>A Facebook poll about how parents best receive communication, Social Media – Newsletter etc (Mallarie). <b>ACTION:</b> Tiffany to investigate privacy protection.</li><li>Add regular PBL update to the agenda (Lisa Wilson). <b>Actioned</b></li></ol>
4	Correspondence	nil
5	Election of Chair and Deputy Chair	<ul style="list-style-type: none"><li>The Assistant returning officer declared the positions of Chair and Deputy chair vacant and called for nominations</li><li>Catherine McLachlan nominated for the role of chair and was duly elected for a term of two years</li><li>There were no nominations for the role of Deputy Chair.</li><li>There were discussions on the term for the deputy chair position. The assistant returning officer agreed to investigate and come back to the Board out of session. <b>ACTION:</b> Janet to investigate rules of the term for the Chair and Deputy Chair Positions:</li></ul>

		<p><b>Chairperson</b> - Catherine McLachlan</p> <p><b>Deputy Chairperson</b> – vacant</p> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> After investigation, Janet determined that the term of the Chair and Deputy Chair can be for one or two years as agreed by the Board. <b>ACTION:</b> Term of deputy chair to be tabled for agreement at the next board meeting and reopen for nominations.</li> </ul>
6	Senior Uniform	<ul style="list-style-type: none"> <li>• Bea Hale along with students Dakota and Ty-Reece modelled a new design for T-shirts and jumpers as an addition to the secondary student for board approval. Designed in conjunction with students and Indigenous company depicting Indigenous inspired artwork.</li> <li>• The board formally endorsed the addition of the new design to the official senior school uniform.</li> </ul>
7	Principal's report	As tabled <b>ATTACHMENT B</b>
8	Other reports (students, staff, P&C, sub-committee)	<ul style="list-style-type: none"> <li>• <b>Student report</b> – presented by Oliver as tabled at <b>ATTACHMENT C</b> <ul style="list-style-type: none"> <li>○ The board discussed student participation in sports events and agreed the idea for more novelty events</li> <li>○ Catherine suggested Oliver to raise the idea of a sports shed for lunchtime to the P&amp;C</li> </ul> </li> <li>• <b>Primary School representative report</b> – tabled by Liz Baker-Matterson in Peter Curtis's absence at <b>ATTACHMENT D</b></li> <li>• <b>Secondary School representative report</b> – Tabled by Lisa Wilson at <b>ATTACHMENT E.</b></li> </ul>
9	Finance report	As tabled ATTACHMENT F
10	General business	<ul style="list-style-type: none"> <li>• <b>Parking</b> – Margaret raised concerns on Parking within the school area. <ul style="list-style-type: none"> <li>○ Discussion on the need to communicate the issues with parking and ask parents to no park in disability parks. An option would</li> </ul> </li> </ul>

be to pop cards on cars to remind parents about the parking policy.

- **ACTION:** Tiffany agreed to look at parking issues when she is on duty and include a note in in the Newsletter, facebook.
- Other options discussed included parking inspectors, red line on curb or changes to start and finish times.

- PBL update – Lisa

- Noting after recent training 9 new members in PBL with regular meetings to assist with staff buy-in.
- Positive results with Nama award, uniform wheel, and rubbish warriors. Looking at including high school in a rubbish warriors program

<b>11</b>	Extraordinary business {annual report, annual action plan, budget}	Nicole raised a question on a Communications strategy and asked it to be tabled at the next meeting. <b>ACTION:</b> Include Communications strategy in next meeting agenda.
<b>10</b>	Next meeting	3 June 2021, 5:00pm

Meeting closed 6.20pm