

Minutes of Meeting 1 of 2018	Held in: Staffroom on Wednesday 7 th March 2018 at 7pm		Time
	Correspondence provided to members:	<ul style="list-style-type: none"> ➤ Minutes of Meeting No – 8 of 2017 ➤ Principal's report ➤ Updated Board Member List ➤ Focus 2018 ➤ 2017 Annual Report 	
	Correspondence to Board Chair:	<ul style="list-style-type: none"> ➤ School Board Development Project ➤ Response letter from Madeleine King MP re: Chaplaincy Funding 	
1.0	Chairman to Welcome and Apologies	Russell Trowbridge passed the chair over to Sharnie today.	
1.1	Meeting opened at 7.03pm.		
1.2	Apologies/Absentees.	Chris Leece	
1.3	Welcome new members	Brenda and Hazel	
1.4	Attendees.	Donna Swanson, Graeme Watson, Russell Trowbridge, Sharnie Gale, Rachel Case, Cass Levitzke, Brenda Broad and Hazel Herd.	
1.5	Confirmation of agenda.	Agenda confirmed	
2.0	Disclosure of Interest.		
2.1		None	
3.0	Minutes of Previous Meeting		
3.1	Review Minutes of previous meeting.		5 mins
4.0	Business Arising from Previous Meeting.		
	Events from 2017 Booklists	Thanks to Sharnie and Russell for attending events last year. Feedback. Sharnie relayed the information regarding how payments were made to other parents who were querying withdrawals from Booklist company. To be noted: Charges were taken out intermittently as items were dispatched. Sharnie got 7 different items at 7 different times.	
	Board vacancies Co-opt	Staggered position times has been addressed. Jerome – Russell has spoken to Jerome who declined the opportunity to be co-opted onto Board. Action: Minutes reviewed and confirmed by all.	
5.0	Reports and Operational Matters		
5.1	Principal's Report	Principal presented	5 mins
6.0	Financial Reports		
6.1	Projected SSF/One Line Budget as at 7 th	Graeme explained tables, previous years and this year's budgeting comparisons, including Revenue Account	25 mins

	March 2018 One-Line Budget Summary Report (SRS)	Balances and recommended Allocation for 2018. Couple of questions from Russell – Regarding allocating funds to the right area of the curriculum. Line of enquiry for Board requires detail around strategies being used. Additional salaries are being used and school investigates if that is having an impact on what is being achieved. Teacher satisfaction is high on the priority list for the school. Results from NAPLAN are showing improvement but over-time data is more closely monitored and useful data for the school. Board required advice of the questions they should be asking, what new strategies has school put in place. School has placed importance on stability of programs. Board requested further information on what are the recommendations of individual allocations to reserves. Action: Board endorsed budget as tabled.	
6.2	Synergy Usage Comparison 2016/2017/2018	Comparison of times of the year and energy savings due to investment of solar panels.	
7.0	Business Plan		
7.1	Review of progress 2016-2018	In Term 2 Board will look at Ethos section of current BP and consider.	5 mins
7.2	Base line data	Data will be shared during review of Annual Report.	
7.3	Prepare to develop next Business Plan	During the course of this year we will be shaping up the next BP. Board will be able to support the school doing this by being a sounding board to make sure school is heading in the right direction. Advice is to keep BP simple. Strategies need to be achievable. Draft form will be presented at a later date.	5 mins
8.0	Priority Items		
8.1	Staff Vacancies	Sharnie thanked Brenda Broad and Hazel Herd for stepping up into these roles. Brenda will take the 1 year role and Hazel has taken on the 3 year role. Both ladies gave a brief overview of their backgrounds and reasons for nominating themselves as Board members.	2 mins
8.2	2018 Board Member Promotion	Introduce new members on website. Action: Request of new members to provide a brief bio of themselves to Deb to put on the website.	5 mins
8.3	Review of Annual Report	Draft copy tabled. School is awaiting on some Dept information for completion. Graeme stepped through the document explaining charts, graphs and information. Russell noted the requirement to note the areas that have not been improved upon can be the areas that the Board would request information on whether or not the strategies need to be adjusted. Cass requested clarification on On-Entry testing. Who gets tested and at what point. <i>Feedback from Board: add in the progress data.</i> Action: Russell to give a summary to add in at the end as Chairperson of the Board. Action: Board endorsed Draft Report as tabled.	25 mins
8.4	1 year community member position	P&C executive member position. Does the Board want this to continue? Board agreed to revisit this following the P&C AGM. Action: It is the Board's wish to have a representative of the executive P&C.	5 mins
8.5	Terms of Reference	Action: Board approved changes from last year.	2 mins
9.0	General Business		
9.1	Community Usage Agreements	Undercover Area: <ul style="list-style-type: none"> • Wild Child Yoga and Mindfulness – 10 weeks Monday 3.30pm – 4.30pm • Pure Beat Dance – 2018 Wednesday's 3.30pm – 6pm – 	1 min

		<ul style="list-style-type: none"> • Street Dance – Term 1 Tuesday’s 3.30pm – 5.30pm • Kupso – additional day request. (still awaiting contract) Deb to follow up <p>Oval:</p> <ul style="list-style-type: none"> • Grasshopper Soccer – Saturday 8.30am – 11.15am Term 1 • Secret Harbour Volunteer Fire Brigade – Cricket match Sunday 25th March 2018 <p>There was a perceived conflict of interest, as a current user of the school facilities put advertising material out into the school community without prior consultation or approval. Principal has dealt with the situation and Board Chair consulted. Has been managed within the school.</p>	
9.2	Sponsorship Agreements	<p>Newsletter Advertisements:</p> <ul style="list-style-type: none"> • Street Dance • Fridays Jetskis <p>Adverts at \$300 per year cost = 1 in 2017 Adverts at \$200 per year cost = 5 in 2018</p>	2 mins
10.0	Next Meeting		
10.1	Set dates for 2018 meetings	<p>Suggested dates:</p> <p>Term 2:</p> <ul style="list-style-type: none"> • Week 3 – 16/05/2018 • Week 7 – 13/06/2018 Open Board Meeting – Review of Chair Position <p>Term 3:</p> <ul style="list-style-type: none"> • Week 4 – 08/08/2018 • Week 9 – 12/09/2018 <p>Term 4:</p> <ul style="list-style-type: none"> • Week 5 – 07/11/2018 – Sharnie away • Board Dinner – Date to be decided <p>Action: Members to get back to Deb regarding dates by end of the week and will set accordingly.</p>	5 mins
11.0	Roundtable Evaluation of the Meeting		
11.1		Timing went a little overtime but everyone happy with the flow of meeting. Russell invited on to a development group. Will be meeting 28/3.	5 mins
12.0	Meeting Close/Adjournment		
12.1	Meeting close.	Closed at 8.40pm	
13.0			

Russell Trowbridge

Name of Chair

Signature

Date