



Comet Bay

PRIMARY SCHOOL BOARD

Meeting 2 of 2018	Held in: Staffroom 16 th May 2018		<i>Time</i>
	Correspondence provided to members:	<ul style="list-style-type: none"> ➤ <i>Minutes of Meeting No –1of 2018</i> ➤ <i>Principal's Report</i> ➤ <i>Financials</i> ➤ <i>Schools online – updated content</i> ➤ <i>School Board Information Pack – please read prior to meeting</i> ➤ <i>Delivery and Performance Agreement - DPA</i> ➤ <i>DPA review document</i> ➤ <i>Examples of Business Plans</i> <ul style="list-style-type: none"> • <i>Received 15/05/2018 Linking Schools and Communities</i> 	
1.0	Chairman to Welcome and Apologies	Sharnie opened meeting at 7pm	
1.1	Meeting to be opened at 7pm.	Russell spoke and informed meeting he was standing down from his role on the Board. Russell acknowledged the opportunity he has had to represent the Board. Graeme thanked Russell for his contribution over the years and terms of his appointment including Chairing the Board. Graeme highlighted some of Russell's achievements, involvement in Principal selection, being a strong advocate for our solar project and other school initiatives , assistance with the school Business Plans, Annual Reports and IPS Review. Russell handed over the remainder of the meeting to Sharnie to continue Chairing and left the meeting.	
1.2	Apologies/Absentees.	Chris's daughter's birthday, will not be available for the whole meeting. Cass Levitzke.	
1.3	Attendees.	Brenda Broad, Sharnie Gale, Donna Swanson, Hazel Herd, Russell Trowbridge (left at 7.05pm), Chris Leece arrived at 8pm and Graeme Watson.	
1.4	Confirmation of agenda.	Agenda confirmed.	5 mins
2.0	Disclosure of Interest.		
2.1	None		
3.0	Minutes of Previous Meeting		
3.1	Review Minutes of previous meeting.	Minutes were reviewed and confirmed.	2 mins
4.0	Business Arising from Previous Meeting.		5

			mins
4.1	Proposed Meeting Dates	Chris is only able to make 16/05/2018 due to work commitments. No other responses received.	
4.2	Chaplaincy Update	Federal funding has been assured for the Chaplaincy programme. Commitment for another 4 years to the program has been announced.	
4.3	Allocations to Reserves	Will give more info in Finance report.	
4.4	Members Bio's for website	Awaiting Sharnie, Cass and Rachele	
4.5	P&C Representative	To discuss later in the meeting.	
4.6	Proposed 2018 meeting dates	Tabled dates approved to go with for the remainder of the year except November. Action: Will review Nov date closer to the time as Sharnie will be away for that meeting.	
5.0	Reports and Operational Matters		
5.1	Principal's Report	Principal report presented as tabled.	5 mins
6.0	Financial Reports		
6.1	One Line Budget Overview	Reviewed documents provided to members prior to meeting. Detailed explanation of reserve funds given. Demonstration of how funds are set aside and allocated for replacement of items which will come out of reserves.	
6.2	One-Line Budget Summary Report (SRS)	Reviewed documents provided to members prior to meeting	20 mins
7.0	Business Plan		
7.1	Review of progress 2016-2018	Action: Next meeting- Ethos	
7.2	Base line data	No discussion.	
8.0	Priority Items		
8.1	School Board Information Pack	This is updated Board information, including Board Terms of Reference. Graeme highlighted some of the terminology relating to the Boards roles and responsibilities and explained Boards involvement. Preference to have a P&C representative member on the Board discussed. P&C will be invited to put forward a nominated person to represent them for the Board to consider. Boards are advised to make minutes public. Action: Deb will take minutes and send to members within a week to read. Members will be given a week to let Deb know if correct and good to go on website.	15 mins
8.2	DPA & DPA review	Familiarisation of documents and discussion. DPA Review - School requirements have been put into a table to keep track of how DPA is being met. Page on Board reviewed. Composition of Board, obligations and requirements are being met, having an effective Business Plan all discussed. Action: Add Code of Conduct to DPA Review.	15 mins

8.3	SWOT analysis of current Business Plan	<p>Members were asked to reflect on current BP and provide feedback. A selection of other schools Business Plans were tabled and members were invited to compare and provide suggestions on improvements, changes, additions etc.</p> <p>Board members had a discussion around milestones and targets.</p> <p>Board members worked in pairs on SWOT analysis.</p> <p>Reduce some areas – buildings and facilities, less dot points, focus on key points, reduce the amount of targets, limit strategies to 3. Graeme collected all SWOT's and will collate them for staff and bring back to Board.</p> <p>Action: Suggestions from Board members will be taken back to admin team and staff for review/addition in future BP.</p>	20 mins
8.4	Open Board Meeting - June	<p>Informing community discussed, Board agreed the school was best placed to put information together for Annual Report.</p> <p>Action: Deb will go through minutes and put together some achievements, membership details and commence developing the Board's Annual Report.</p>	5 mins
8.5	Members Terms Ending	<p>Rachelle's Community Member term ends 20/05/2018 – Rachelle indicated she was happy to continue on.</p> <p>Action: As a community representative can be voted directly on the Board, Board voted unanimously to keep Rachelle on for a further 3 year term.</p> <p>Cass's term ends 01/03/2018.</p> <p>Action: As the P&C nominated representative, it was agreed to continue Cass for an additional 1 year term.</p> <p>The Board discussed and reviewed the TOR in regards to composition of membership of the Board, it was agreed that we would change the TOR to reflect the requirements to have a minimum of 1 parent and 1 community member at all times thus allowing greater flexibility to composition when member's terms end.</p> <p>Board members were asked to identify any potential community candidates.</p> <p>The board will assess the quality of any suggested community reps before deciding whether to fill the current vacancy with a community or parent member.</p> <p>Action: Members to submit names of suitable candidates to Deb for consideration.</p> <p>Action: Make the change to member composition in TOR to state Membership shall consist of at least 1 parent, 1 community and 1 staff member on the Board.</p> <p>Action: If suitable community members identified, Board to agree to their acceptance on to the Board.</p>	5 mins
8.6	Webpage update	<p>Group photo to update from 2017 to 2018</p> <p>Inclusion of minutes on web page, board members to view prior to posting</p>	5 mins
8.7	Linking Schools and Communities	<p>Letter from Sharyn O'Neill – new training program for Board Chair and Principal to attend.</p> <p>Action: Graeme will look at dates to attend with Sharnie.</p>	2 mins
8.8	Schools Online	<p>Content Update – members reviewed.</p> <p>Programs will be updated at a future point.</p>	2 mins

10.0	General Business		
10.1	Community Usage Agreements	<p>Netball Courts:</p> <ul style="list-style-type: none"> • Amy Roe – Wednesdays T2 & T3 5pm – 6pm • Matthew Brendon – Tuesdays T1 – T3 5pm – 6pm • Kerry West – Thursday 4pm – 5.30pm • Kerry West – Wednesday 4pm – 5pm • Georgia Lever – Mon 5pm – 6pm • Georgia Lever – Thurs 5.30pm – 6.30pm <p>Undercover Area:</p> <ul style="list-style-type: none"> • Kupso – Thursdays – 4pm – 8pm, 2018, plus up to 2 Fridays per term for exams • Wild Child Yoga & Mindfulness Term 2, 3.30pm – 5.30pm <p>Oval</p> <ul style="list-style-type: none"> • SHDFC – Mon – Thurs 4pm – 5.30pm <p>Action: All approved.</p>	2 mins
	Sponsorship Agreements	<p>Newsletter Advertisements:</p> <ul style="list-style-type: none"> • Fine Tune Fitness • Oasis OSHC • Creative Learning and Play <p>Action: All approved.</p>	
11.0	Next Meeting		
11.1	Open General Meeting	<p>Wednesday 13th June at 7pm</p> <p>Put on Agenda 3 for the Open General Meeting:</p> <ul style="list-style-type: none"> • Survey the community 	2 mins
12.0	Roundtable Evaluation of the Meeting		
12.1		Ran close to time, balance of input, SWOT activity was good, learning about how a Board operates was informative.	2 mins
13.0	Meeting Close/Adjournment		
13.1	Meeting closed at 9pm		

Sharnie Gale

Name of Chair

Signature

Date