

Meeting 3 of 2018	Held in: Staffroom 13 th June 2018	<i>Open General Meeting</i>	<i>Time</i>
	Correspondence provided to members:	<ul style="list-style-type: none"> ➤ <i>Minutes of Meeting No 2 - of 2018</i> ➤ <i>Updated Current Board Members and Terms</i> ➤ <i>Updated Terms of Reference</i> ➤ <i>Ethos and Learning Environment – Please read this document and have any questions for clarification ready for meeting.</i> ➤ <i>2017 Community Survey – Parents</i> ➤ <i>Summary of 2017 / 2018 Minutes</i> ➤ <i>Board Annual Report</i> <p><i>As per previous email, letter of recognition on behalf of Board sent to Russell Trowbridge</i></p>	
1.0	Chairman to Welcome and Apologies	Sharnie Gale	
1.1	Meeting opened at 7pm.	Graeme introduced and welcomed new member Michelle Nash	5 Mins
1.2	Apologies/Absentees.	Chris Leece, Donna Swanson, Cass Levitzke.	
1.3	Attendees.	Brenda Broad, Hazel Herd, Sharnie Gale, Rachelle Case, Michelle Nash and Graeme Watson. As per the Department of Education Guidelines for School Boards, the community and parents were notified of this meeting 2 weeks prior to being held. It is noted there are no community or parent attendees present.	
1.4	Confirmation of agenda.	Agenda confirmed.	
2.0	Disclosure of Interest.		
2.1	Noe	Noted.	
3.0	Minutes of Previous Meeting		
3.1	Review Minutes of previous meeting	Minutes reviewed and confirmed.	1 min
4.0	Business Arising from Previous Meeting.		
4.1	Members terms ending	Flexibility has been provided by adjusting the member's terms and rewording the Terms of Reference.	5mins
	Russell Trowbridge	Letter has been sent to Russell to thank him for his contributions toward the School Board as a member and chairperson. Graeme has received an appreciation response from Russell.	
5.0	Reports and Operational Matters		
5.1	Principal's Report	Principal presented.	5 mins

		<p>NAPLAN online very successful for the school. Results due when all paper tests have been collected and marked.</p> <p>Formal complaint by previous parent – school cleared by Department.</p> <p>Library/conference room upgrade – highlighted. Will occur over the upcoming holidays.</p> <p>Growing Together Day Card – presented to Board.</p>	
6.0	Financial Reports		
6.1	One Line Budget Overview	<p>Document reviewed as tabled.</p> <p>Discussed salary variance. Savings made from not replacing staff ie: Principal, Deputies, Office staff if they are off on leave.</p> <p>Will be looking at refurbishing demountable and other smaller projects to provide play equipment for students.</p>	15 mins
6.2	One-Line Budget Summary Report (SRS)	Reviewed.	
7.0	Business Plan		
7.1	Review of progress 2016-2018	<p>Ethos & Learning Environment</p> <p>Ethos and Curriculum and Partnerships cover page will be given out next meeting to go with this document.</p> <p>School is very satisfied this document is where heading it should be within the school.</p> <p>1.10 Increased parent education opportunities. Reading workshops held. School has noted the difficulty getting people in to attend the opportunities. Support a reader very valuable resource. Parents undergo training.</p> <p>Intensive reading support currently underway in Year 3 for the next 3 weeks.</p> <p>Reading diaries and logs are being used.</p> <p>Parent session will be revisited with Tribes / Tribes strategies and maths.</p> <p>Raising resilient kids session for parents very successful.</p> <p>1.15 Distributed leadership model in the school – school aware not to create a group of people who are not replaceable. Group leaders are given Focus Group roles for a 2 year period to share.</p> <p>Action: Next term with NAPLAN Data back we will be looking at the curriculum side of things.</p>	15 mins
7.2	Business Plan 2019 – 2021	<p>Structure and format of previous business plan will continue.</p> <p>Clear up area of focus.</p>	
7.3	<ul style="list-style-type: none"> Staff Beliefs 	<p>Staff put forward their individual beliefs and grouped them together.</p> <p>Graeme has put results into a table of 8 areas.</p> <p>Admin will frame up some statements with 6 or 7 main beliefs.</p> <p>All elements will be covered.</p>	
8.0	Priority Items		
8.1	2017 – 2018 Board Annual Report	Board reviewed documents.	10 mins
8.2	Chairperson – Annual review	Chairperson position reviewed.	3 mins

		Action: Sharnie will continue in the role for the next 12 months.	
8.3	Survey	Board noted last year's survey questions. Questions can be added or changed if necessary. Action: Graeme requested members to consider questions and provide feedback and this will be discussed at next meeting with a view to setting any change of questions ready for the survey to go out to parents next term. School will work on staff and student surveys as well.	5 mins
8.4	School of the Year	School committed to put a nomination in for SOTY. Admin feels this is a fantastic opportunity to celebrate the successes of all staff and the school community. Admin members attended a presentation on how to make a submission for SOTY. School intend to hold a smaller level celebration for all staff if nomination goes through to next level.	2 mins
8.5	Security Cameras	Kindy cameras have been installed previously, due to being off site, no office staff, locality etc. Vision is only ever viewed if police issue has evolved. Query if required for main school, particularly in front office – protection for office staff, aggressive parents etc. Other cameras are being considered for bike racks and 2 main entrances through gates and kiss and drive. Sandy and Graeme are in the process of talking to effected staff – particularly the office staff to ensure they are happy with cameras being installed. All Board members agreed there was a need to have cameras for safety/secury reasons in the school. Action: Board approved the installation and use of security cameras where required.	5 mins
9.0	General Business		
9.1	Community Usage Agreements	Undercover Area: <ul style="list-style-type: none"> • Wild Child Yoga and Mindfulness – Michaela Pottinger – Term 3 Mondays Action: Approved.	1 min
	Sponsorship Agreements	None	
10.0	Next Meeting		
10.1		Wednesday 8 th August 2018 at 7pm	
11.0	Roundtable Evaluation of the Meeting		
11.1		Nothing to note.	
12.0	Meeting Close/Adjournment		
12.1	Meeting close.	8pm	

Sharnie Gale
Chairperson

Signature

Date