



# Comet Bay

PRIMARY SCHOOL BOARD

Minutes 1 of 2021	Held in: Staffroom	Wednesday 24 <sup>th</sup> March 2021	Time
	Correspondence provided to members:	<ul style="list-style-type: none"> <li>➤ Minutes of Meeting No 7 - of 2020</li> <li>➤ Principal's report</li> <li>➤ 2020 Annual Report</li> </ul>	
<b>1.0</b>	<b>Chairman to Welcome and Apologies</b>	<b>Michelle Nash</b>	
1.1	Meeting to be opened	Board members attended training then came back to school for a meeting starting at 5.30pm.	
1.2	Apologies/Absentees.	None	
1.3	Attendees.	Ashleigh Dixon, Rae Rowley, Michelle Nash, Hema Wadhwa, Jacqui Thompson, James McRae, Dan Turner and Graeme Watson	
1.4	Confirmation of agenda.	Agenda to be confirmed.	
<b>2.0</b>	<b>Disclosure of Interest.</b>		
2.1		None	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>		
3.1	Review Minutes of previous meeting.	Minutes reviewed and confirmed by Jacqui Thompson	
<b>4.0</b>	<b>Business Arising from Previous Meeting.</b>		
		<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>5.0</b>	<b>Reports and Operational Matters</b>		
5.1	Principal's Report	<p>Principal presented. Graeme discussed staffing changes, including new teachers, deputies, Principal position still in process of being run.</p> <p>Michelle Nash has taken on the role of Board Chair due to Sharni stepping down.</p> <p>Community aspirations – talks currently happening with community to gauge if school expectations are in line with what CB community wants.</p>	
<b>6.0</b>	<b>Financial Reports</b>		
6.1	No documentation provided prior to meeting	<p>School only received funding yesterday. School is currently looking at going to the finance committee with budgeting and will bring to a school board meeting in the future.</p> <p><b>Action: Next meeting present Finance Budgeting report</b></p>	
<b>7.0</b>	<b>Business Plan</b>		
7.1	BP Development Plan	BP matrix looked at and explained that staff were working on this now.	

		Action: Graeme will send home to member's examples of other schools BP's at a later date for members to review and share their thoughts at a future meeting.	
<b>8.0</b>	<b>Priority Items</b>		
8.1	Strategic Directions from Lisa Rodgers	Statement of Expectations 2021 – 2024. Previously DPA, this is the format the Department require schools to focus on now. Board chair will be required to sign off when reviewed by the school and board members. Board members discussed and reviewed document. Action: Board to take document home, review, ask any questions and bring to next meeting.	
8.2	Sharnie Gale	Recognition of Board service Unfortunately Sharni was unable to continue in her role on the school board due to screening issues. Action: Graeme and Michelle will formulate a Recognition of Service letter to thank Sharni for her years of service.	
8.3	Board membership review and Chair	Vacancy on Board due to Sharni leaving. Chair review is done in June at the AGM, Michelle has indicated she will be stepping away from the Chair role at the end of her term. This creates an opportunity for another member to consider taking on this role – Graeme explained his expectations for the role and asked members to consider. When Michelle leaves, her position can be turned into another parent member, can be advertised throughout the parent community or we can leave this position vacant until a suitable person comes along. Action: Members are invited to let Deb know prior to next meeting if they are interested in taking on the Chair role. P&C Board Member - James was put forward by P&C earlier this year at their AGM. Action: P&C member – Board members agreed James should continue in his role. Looking at the right balance for the board – members were asked to consider membership numbers. Currently 2 staff members, 4 community and parent members. Sharni – parent member vacancy to be advertised. Action: Advertise in this week's newsletter with a closing date the end of term. If multiple nominations then bio's will be requested over the holidays, then put out to community in term 2, ready for the next meeting. Ashleigh Dixon – no longer a staff member. Action: Ashleigh will serve the remainder of her board term as a community member.	
8.4	Annual Report	Report as tabled. Discussed BP targets, Action: Board noted Annual Report as tabled.	
<b>9.0</b>	<b>General Business</b>		

9.1	Community Usage Agreements	<p>Netball Courts:</p> <ul style="list-style-type: none"> <li>Lekysha Johnson – Thursday 4pm – 5pm Terms 2 &amp; 3</li> <li>Tracy Briant – Tuesday and Thursday 4.30pm-5.30pm</li> </ul> <p>Cricket Nets &amp; Oval:</p> <ul style="list-style-type: none"> <li>SHDFC – Mark Smith – 4 x teams over Tuesday and Wednesday 3.30pm-6pm</li> </ul>	
9.2	Relief staff app	Short explanation regarding School relief staff coverage. Department new process of	
	Sponsorship Agreements	<p>Newsletter Advertisements:</p> <ul style="list-style-type: none"> <li>None</li> </ul>	
<b>10.0</b>	<b>Next Meeting</b>		
10.1	Proposed dates for 2021	<p>Wednesday is still the preferred day of the week for meetings.</p> <p>Term 2: Week 3 - 05/05/2021 and Week 8 – 09/06/2021</p> <p>Term 3: Week 3 – 04/08/2021 and Week 9 – 15/09/2021</p> <p>Term 4: Week 4 – 03/11/2021</p>	
<b>11.0</b>	<b>Roundtable Evaluation of the Meeting</b>		
11.1			
<b>12.0</b>	<b>Meeting Close/Adjournment</b>		
12.1	Meeting closed at 6.30pm		

Michelle Nash

Name of Chair

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Signature

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Date