



SCHOOL BOARD MINUTES

Prepared by: Alison Stockman

Place of meeting: Staff Room, Ardross Primary School

Date: 4 March 2015

Present: Karen Duncan, Denelle Ellery, Blythe Maley, Isabel Mangion-Campbell, Patrick Soh and Tamara Vivian.

No.	Item	Action & Date of Completion
1.	<p>Welcome</p>	
	<p>The meeting commenced at 7.20pm. The new Principal, Karen Duncan as Chairman extended a welcome to all and in return was welcomed by the Board to her first meeting of the year with Ardross Primary.</p>	
2.	<p>Apologies</p>	
	<p>Heidi Lansdell, Cornelia Major, Nathan Hickman and Kate Mathis.</p>	
3.	<p>Previous Minutes 3 December 2014</p>	
(a)	<p>Acceptance</p>	
	<p>Moved: Tamara Vivian</p>	
	<p>Motion: That the Minutes of the meeting of 3 December 2014 be accepted as a true and correct representation of the last meeting.</p>	
	<p>Seconded: Patrick Soh</p>	
	<p>Motion accepted.</p>	
(b)	<p>Business Arising</p>	
i.	<p><u>Community Survey</u></p>	
	<p>Andy Holmes was unable to complete the analysis of the survey due to his secondment to Campbell Primary School.</p>	
ii.	<p><u>Policies and Areas for Review 2015 Matrix</u></p>	
	<p>Several need to be reviewed and rewritten and new copies of the Matrix will be distributed before the next meeting.</p>	<p>Patrick will send a copy of the Matrix with expected review dates throughout 2015, to all members by email.</p>

No.	Item	Action & Date of Completion
4.	<p data-bbox="355 194 772 230">Independent Public Schools</p> <p data-bbox="292 262 890 297">(a) Preliminary Student-Centred Funding</p> <p data-bbox="355 329 1054 394">Karen distributed a copy of the Statement issued for 4 March 2015 to all members.</p> <ul data-bbox="405 434 1054 871" style="list-style-type: none"> <li data-bbox="405 434 1054 533">• The school is still working on a preliminary budget. Final budget information available at the end of March/early April from Department. <li data-bbox="405 539 1054 734">• \$2,640,735.00 is per student funding. This includes staff salaries. The school gets \$2.6M per student funding plus there are 36 students who attract extra funding due to Aboriginality, disability, English as a Second Language (EAL) with like for like giving \$442,781.00 extra. <li data-bbox="405 741 1054 871">• Additional funding equals targeted initiatives including faults, administration grant, universal access and School Entered Targeted Initiatives giving a total budget of \$3,225,084.00. <p data-bbox="292 909 1029 945">(b) Department of Education Services (DES) Review</p> <p data-bbox="355 976 1054 1310">A letter has been received by Andy Holmes and Mark Downey (previous Chairperson) from Sharyn O’Neill, Director General of Education based on the findings of the Review. The letter stated that she is, ‘highly satisfied that there is clear evidence that Ardross Primary School is achieving the requirements of the DPA’ with only one recommendation being that the school leadership team and Board review ways of measuring their non-academic and aspirational targets. A copy was distributed to all members.</p>	
5.	<p data-bbox="355 1348 847 1384">Election of Chairperson for 2015</p> <p data-bbox="355 1415 855 1451">Nominations were called for Board Chair.</p> <p data-bbox="355 1482 555 1518">(i) Nominations:</p> <p data-bbox="355 1550 1054 1615">Denelle Ellery nominated Patrick Soh for the position. This was seconded by Tamara Vivian.</p> <p data-bbox="355 1646 517 1682">(ii) Outcome:</p> <p data-bbox="355 1713 1054 1854">Patrick Soh accepted the nomination. All members present at the meeting were in favour of his appointment. Elected unopposed. Thanks extended to Patrick for his acceptance of the position of Chairperson for 2015.</p>	

No.	Item	Action & Date of Completion
6.	<p>Occupational Health and Safety (OHS)</p> <ul style="list-style-type: none"> • One child hurt requiring stitches following accident involving a stick. • Additional duty area for staff now covered at recess and lunch to monitor students. • Undercover area near Kindy and towards the stage has unlevel ground. People have tripped on this. Needs attention and in the interim possibly a visible alert such as fluoro paint. • Bob Parker has organised for the ceilings in the school to be checked following a recent ceiling fall in another school and our own history of partial ceiling collapse in several classrooms. 	Karen will investigate to find a solution to visibly alert people to the unlevel ground and report back to the Board.
7.	<p>Principal's Report to the Board</p> <p>Karen presented a written report to the meeting and this is included as an attachment to the Minutes. She spoke of her observations of the school from the point of view of having 'fresh eyes' and new ideas to improve the school, such as better signage, more resources and student focussed support. Following the delivery of her report, Patrick raised a question relating to support programs which could be seen to be directed to students who will undertake NAPLAN this year. Karen responded that the support was in line with Department structure and guidelines and prepared students for the testing process, not the test with a view to providing strategies to help students with stress and anxiety in a test situation.</p>	Copy of Principal's written report attached.
8.	<p>Board Sub Committee Appointments</p> <p>(a) Finance</p> <p>Patrick Soh Karen Duncan Isabel Mangion-Campbell</p> <p>Moved: Blythe Maley</p> <p>Motion: That the Board approves the appointment and representation of the above members to the Finance Committee.</p> <p>Seconded: Denelle Ellery</p> <p>Motion accepted.</p>	

No.	Item	Action & Date of Completion
(b)	<p>Sponsorship</p> <p>Tamara Vivian Blythe Maley Karen Duncan</p> <p>Moved: Patrick Soh</p> <p>Motion: That the Board approves the appointment and representation of the above members to the Sponsorship Committee.</p> <p>Seconded: Denelle Ellery</p> <p>Motion accepted.</p> <p><i>i.</i> <u>Sponsorship Requests</u></p> <p>Three requests from prospective sponsors have been received. These will be considered by the Committee and presented to the next Board meeting.</p>	
(c)	<p>Grounds</p> <p>Appointments deferred until the next meeting.</p>	Appointments to be made at next meeting.
9.	<p>P& C Report to the Board</p> <p>A brief overview given in the absence of the P&C representative to the Board.</p> <ul style="list-style-type: none"> • P&C have requested a 'Wish List' from the school staff. • AGM held. • Trivia Night being organised. • Soap dispensers discussed. 	
10.	<p>Constitution and Code of Conduct</p> <p>Board members asked to read through the Constitution and to be mindful of the requirements of Board membership. Patrick read through the Code of Conduct. All members present signed as acceptance of the protocols to be followed. It is noted that meetings are to be held on the fourth and eighth Wednesday evening of each term.</p>	<p>Absent members to read and sign Code of Conduct at next meeting.</p> <p>Board members to reacquaint with Constitution and Code of Ethics.</p>
11.	<p>General Business</p> <p><i>i.</i> The Dress Code Policy will be reviewed this year. Some discussion ensued about changes to the school uniform and the accepted colour for girls' tights with the winter uniform.</p>	Karen will forward the Dress Code Policy to all members by email.

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<p><i>ii.</i></p> <p><i>iii.</i></p>	<p>Review of Hiring Agreements at next meeting.</p> <p>The Matrix was considered by members to determine timelines for review of policies and other actions. Patrick will forward an updated Matrix with proposed review dates to all members. Karen will forward necessary documents to Board members for consideration prior to set meetings.</p> <p>Meeting Close – 9.15 pm.</p> <p>Next Meeting – Wednesday, 25 March 2015 at 7.15pm.</p>	<p>Hire Agreements to be forwarded to members by Karen.</p> <p>Patrick to forward updated Matrix by email to members.</p> <p>Karen to forward necessary documents by email for review.</p>

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Chairperson

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Principal