



Ardross Primary

An Independent Public School

SCHOOL BOARD MINUTES

Prepared by: Alison Stockman

Place of meeting: Staff Room, Ardross Primary School

Date: 25 March 2015

Present: Karen Duncan, Denelle Ellery, Blythe Maley, Isabel Mangion-Campbell, Kate Mathis, Patrick Soh and Nathan Hickman.

No.	Item	Action & Date of Completion
1.	<p>Welcome</p> <p>The meeting commenced at 7.20pm. The Chairman, Patrick Soh, extended a welcome to all present and in particular, Nathan attending his first official meeting as a Board member.</p>	<p>Members reminded to sign the Code of Conduct and review this in their own time.</p>
2.	<p>Apologies</p> <p>Heidi Lansdell, Kim Fromant (new P&C representative to the Board) and Tamara Vivian.</p>	
3.	<p>Previous Minutes 4 March 2014</p> <p>(a) Acceptance</p> <p>Moved: Blythe Maley</p> <p>Motion: That the Minutes of the meeting of 4 March 2015 be accepted as a true and correct representation of the last meeting.</p> <p>Seconded: Denelle Ellery</p> <p>Motion accepted.</p> <p>(b) Business Arising</p> <p>i. <u>Board Actions & Policy Review Matrix</u> This has been distributed and will be discussed later in the meeting.</p> <p>ii. <u>Uneven Ground in Assembly Area</u> The Gardener has painted a line of fluoro yellow paint to alert people to the ground level change.</p>	

No.	Item	Action & Date of Completion
iii.	<u>Grounds Committee Appointments</u> Nominated pending acceptance: Cath Bishop Nathan Hickman Jason Felstead Bruce Ivers	Nominees to be approached prior to the next meeting to ascertain acceptance on Grounds Committee.
iv.	<u>Code of Conduct</u> At the moment we are one member short. We have five parent/community members and five staff members. We should put out another expression of interest in next week's newsletter.	Karen will organise an expression of interest for School Board in the school newsletter of 1 April 2015.
v.	<u>Dress Code Policy</u> This will be discussed at the next Board meeting.	Board members to read the Policy and forward edits to Karen prior to next meeting.
vi.	<u>Hiring Agreements</u> There is only one agreement with OSH Club and this will come up for renewal this year.	Members asked to review the Agreement and report back at the next meeting.
4.	Occupational Health and Safety (OH&S) <ul style="list-style-type: none"> • Department of Education, Building and Works, has inspected school ceilings and concern has been raised about two ceilings - Room 9 and Room 12. Gordon Roe from Programmed Management Services is coming out to the school to inspect these and initiate works for repair. • Playground cover in playground of Pre-Primary, Rooms 11/12 will be removed as it is now unsafe from termites and too costly to repair. • The play fort has a metal rope bridge which will also be removed as quotes to repair it are not feasible. Funds would be better spent on new equipment. • Missing carpet squares in the Library will shortly be completed. • Front and rear administration doors need to be replaced as they have now become extremely difficult to lock due to constant movement in the weight of the doors. Gordon Roe will be asked to look at these and organise quotes. • Recent 'Lock Down Drill' produced areas of concern including no PA message to Rooms 15 and 16; no locks on inner doors for Chaplain and Learning Co-ordinator; canteen phone not working; admin doors unable to be locked by staff without assistance. • To address children walking safely down the driveway to the staff carpark, the grassed section has been taped off to give students a walking area and blue lines have been painted by the Gardener across the road to direct children to walk a safe path into the school. In doing this, building con- 	

No.	Item	Action & Date of Completion
	tractors for the High School are now parking in the street at the front of the school giving less access by parents to drop off and collect students. Parent parking continues to be an issue with the extra volume of traffic associated with the building of the High School. It was suggested that the school approach the site supervisor to find a solution with parking for the contractors. This led to a further suggestion that staff be requested to reverse park in the staff carpark so that exiting the carpark is visibly safer.	Karen will organise a meeting with the site supervisor of the High School building project in regard to contractors' vehicles parked in the street.
5.	<p>Independent Public Schools</p> <p>It was revealed on Monday that the Department had given schools in the State an extra \$46.5M adding slightly to their base rate. Figures will be reviewed for the next meeting. Board members invited to check the School Centred Funding Model (SCFM) with the Principal tomorrow morning at 8am.</p>	A review by any interested members of the SCFM will be held in the school library at 8am on Thursday, 26 March.
6.	<p>Policies and Areas for Review for 2015</p> <p>(a) School Business Plan One Business Plan which needs to be approved by the Department for IPS and the School. The document is for a period of three years – 2015 to 2017, to be reviewed in 2017 so it is ready for 2018. Karen is seeking to have this revised to a four page document able to be handed to parents. All staff are considering this option and looking at mirroring the Applecross Senior High School document. The Board have been invited to the School Development Day, Monday 20 April, to work on the Business Plan. Patrick suggested we need to have more specific and measurable targets (in line with Review findings).</p> <p>Moved: Patrick Soh</p> <p>Motion: That the IPS Business Plan be the same as the School Business Plan.</p> <p>Seconded: Karen Duncan</p> <p>Motion accepted.</p> <p>(b) Annual Report This is a 'work in progress'. Looking to present differently and in a smaller format with reports and performance data. Learning Area Reports to be in an abridged style.</p> <p>(c) Facilities Hire Agreements To be actioned at next Board meeting.</p> <p>(d) Learning Area Coordinators Updates These were presented to the Board as follows:</p>	<p>Reminder to School Board members intending to be present on 20 April, to email Karen.</p> <p>Aim to complete by 10 June 2015 – date of second Board meeting in Term 2.</p> <p>Target – first meeting in Term 2.</p> <p>Action – Patrick to contact Mark Downey for past Chairman's Report.</p>

No.	Item	Action & Date of Completion
i.	<u>Humanities and Social Sciences</u> Report presented as compiled by Fiona Schaper. A copy of the Report was tabled at the meeting and is attached to these Minutes.	
ii.	<u>Art</u> Report presented as compiled by Sue Warren. A copy of the Report was tabled at the meeting and is attached to these Minutes.	
iii.	<u>Literacy</u> Report presented as compiled by Cathy Riley and Blythe Maley. A copy of the Report was tabled at the meeting and is attached to these Minutes.	
iv.	<u>Science</u> Report presented as compiled by Lindsay Macmillan. A copy of the Report was tabled at the meeting and is attached to these Minutes.	
v.	<u>Maths</u> Report presented as compiled by Auriol Heary. A copy of the Report was tabled at the meeting and is attached to these Minutes.	
vi.	<u>Health</u> Report presented as compiled by Denelle Ellery. A copy of the Report was tabled at the meeting and is attached to these Minutes.	
vii.	<u>Music</u> Report presented as compiled by Lynda Pateman. A copy of the Report was tabled at the meeting and is attached to these Minutes.	
	Moved: Patrick Soh	
	Motion: That the Learning Area Reports be received as read.	
	Seconded: Denelle Ellery	
	Motion accepted.	
(e)	Delivery and Performance Agreement	
	This will be sent to the school by the Department to be signed. It has not yet been received.	
7.	Principal's Report	
	<ul style="list-style-type: none"> SCFM Budgets are now operational and funds have been requested by the school for 2015 through the new 'SAM' process. 	

No.	Item	Action & Date of Completion
8.	<ul style="list-style-type: none"> • Attended a meeting with Sharyn O’Neill (Director of Schools) who says schools should have a plan for funds with a time frame attached and not be hanging on to funds ‘for a rainy day’. Funds should be for this year’s students. • Classroom walk throughs will resume in Term 2 with leadership people contributing to this. It is a 10 min snapshot with positive feedback given. Nathan Hickman questioned the purpose of the walk through and Karen explained that it is a Department priority and promotes Teacher quality through peer review. • Attended the School Faction Carnival – first for a long time and found it an enjoyable event. • Prac teachers in the school from today. • Discussing format of the school newsletter to make it more student oriented and hopefully to give parents more incentive to read and enjoy it. Other means of communication considered, including a school Facebook page with one way communication only from the school. When the Communication Policy is reviewed it is requested that electronic means of communication be considered. • Bob Parker is currently on six weeks’ LSL (long service leave), returning to school Week 4 of Term 2. Gail is acting LSC (Learning Support Coordinator) on Tuesdays while Cathy Riley is acting Deputy Principal and on Thursdays, Denelle Ellery is acting Deputy Principal. • Principal is on LSL from Tuesday, 31 March for three days prior to term break. <p>P&C Report to the Board</p> <p>In the absence of the P&C representative, Kim Fromant, Patrick mentioned the following:</p> <p>P&C have approved \$23,500.00 funding for the school in line with the Teachers’ ‘Wish List’ as follows:</p> <ul style="list-style-type: none"> • Literacy (Readers) \$10,000.00 • EAL bilingual books \$3,000.00 • Café blinds for library verandah \$2,000.00 • Reading Eggs, Scitech & Mathletics \$10,000.00 • Educational Resources \$3,500.00 • Library TV \$1,000.00 • Behaviour Reward Movie \$3,500.00 	

No.	Item	Action & Date of Completion
<p>9.</p> <p>(a) Finance</p>	<p>Board Sub-Committee Updates</p> <p>The Comparative Budget Report (CBR) discussed with a few budget changes approved by the Finance Committee.</p> <p>Two accounts have been created for the Chaplaincy Program in the school being D2615 Chaplaincy Program for funding the program and D2625 Chaplain for expenses related to delivering the program.</p> <p>A further new account was created for the Educational Resources being funded by the P&C with \$3,500.00 and matched by the school. This will allow purchases for minor items requested by teachers to be tracked. The Committee also approved the purchase of block out blinds in Rooms 15 and 16 at a quoted total price of \$5,600.00.</p> <p>The SCFM budget shows that the Reserve is likely to be \$120,000.00 for this year. Lots of LSL helping with the funding. One staff member possibly not funded for next year so the reserve would help with their employment.</p> <p>Moved: Blythe Maley</p> <p>Motion: That the Board supports the Finance Committee decisions.</p> <p>Seconded: Nathan Hickman</p> <p>Motion accepted.</p>	<p>Action – Patrick will distribute the latest CBR and SCFM to Board members prior to the next meeting.</p>
<p>(b) Sponsorship</p>	<p>Three businesses have been approved to advertise in the school newsletter - Settle Wise Conveyancing, Farmer’s Direct and a community Church group.</p> <p>Moved: Denelle Ellery</p> <p>Motion: That the Board supports the approval of the above businesses to advertise in the school newsletter.</p> <p>Seconded: Kate Mathis</p> <p>Motion accepted.</p> <p>It was also mentioned that Rascal Sport had enquired about running an afterschool sport program, hiring the school oval and charging parents from \$11-\$15 per session. In view of the AASC (Active After School Sport Commission) likely to run later in the year again, the request was denied.</p>	

No.	Item	Action & Date of Completion
10.	<p>General Business</p> <p>(a) Term 2 and Term 4 Professional Development Days Kate Mathis enquired as to whether an extra day would be approved and possibly available as a reporting day. The ruling for PD Days will be checked. The Board was informed that it is at the Principal's discretion to determine best use of the days.</p> <p>(b) Matrix Review Cycle Next meeting the Dress Code Policy will be discussed.</p> <p>School Board Files New members will receive files for storing Board information at the next meeting.</p> <p>Meeting Close – 9.25pm</p> <p>Next Meeting – Wednesday, 13 May 2015 at 7.00pm.</p>	<p>Board members to take home the Dress Code Policy and look at this in preparation for the next meeting.</p> <p>Karen will arrange for files to be available at the next meeting.</p>

.....
Chairperson

.....
Principal