

**Greenwood Primary School Board  
Meeting Minutes  
1 April 2019**

- Date 1 April 2019
- Venue Greenwood Primary School (GPS) Staffroom

Attendees Samantha (Sam) Lakin (Chair), Caroline Gordon, Melissa Kingston, John Logan, Hayley McGill, Peter Mulcahy (Principal), Maureen Perry, Dean Starbuck, Jodie Southern, Amanda Vicary

Apologies Jessica Howat, Sarah Malu, Courtney Murphy,

Meeting Commenced: 7:00 pm

Very	Action	Who	When
Acceptance of Previous Minutes (Sam)	Minutes accepted by the Board members.	Moved Sam Second Maureen Accepted Unanimous	
Business Arising from previous minutes. (Sam)	<ul style="list-style-type: none"> <li>• Terms of Reference/DPA <i>Presented to meeting by Sam. Adjustments to voting process and placed in handbook for new members. Request to add acronym page to handbook before printing.</i></li> <li>• Readings – Peter has sent a few over the last week. Designed to provide members with taste of research.</li> <li>• Annual Report Chair contribution/ election process – Complete</li> <li>• New members handed Business Plan – Carry over review to term 2 meeting to allow reading opportunity</li> </ul>	Peter	Before term 2 meeting
Welcome New members (Sam)	Sam welcomed and congratulated elected members <ul style="list-style-type: none"> <li>• Parent               <ul style="list-style-type: none"> <li>○ Jessica Howat</li> <li>○ Dean Starbuck</li> </ul> </li> <li>• Staff               <ul style="list-style-type: none"> <li>○ Jodie Southern</li> </ul> </li> </ul>		

	<p>She also explained the connection that our new community member had previously with the Board and her new connection to UWA, thus bringing back that research/University link missing since Deslea Konza departed.</p>		
<p>Appointment of Chair and Secretary(Peter)</p>	<p>Meeting selected these roles for 2019 as</p> <ul style="list-style-type: none"> <li>• Chair - Samantha</li> <li>• Secretary – No nomination. Decide via email group communication</li> </ul>	<p>Sam/Peter</p>	<p>Before next meeting</p>
<p>Financial Update (Peter)</p>	<ul style="list-style-type: none"> <li>• Members were shown the Financial Auto Upload for 2019</li> </ul> <ol style="list-style-type: none"> <li>1. Finance committee met last week and agreed surplus was too operationally small. As such an extra \$30000 was requested to be added to Cash allocation component of SCFM</li> <li>2. Contract for Interactive panels - has been completed by Selection Panel and the decision is now with Commercial Services for approval, before successful tenderer is notified. Total expenditure is in the vicinity of \$100 000</li> </ol> <p>Discussion over chaplain role and need to ensure ongoing service available to the school. Peter explained that a new application process open to all schools will be in place from 2020. Level of funding is still not confirmed.</p> <p>Proposal - that the School Board record that they have been presented with the 2019 Greenwood PS budget and discussed how the direction and expenditure is meeting the Business Plan</p>	<p>Moved – Sam Seconded – John Accepted Unanimous</p>	
<p>2019 Assembly Roster Update (Maureen)</p>	<ul style="list-style-type: none"> <li>• New Board members provided with opportunity to select assemblies that they could attend.</li> </ul>		

	Maureen to approach Sarah re possible dates	Maureen	Before end of term
Annual Report (Sam/Peter)	<p>Members reviewed to draft document</p> <ul style="list-style-type: none"> <li>• Values information needed to be adjusted. Amanda supplied new write up. Peter to replace</li> <li>• Add School Psych award to Principal write up</li> <li>• Discussion over photo clarity</li> <li>• Correct School Board membership error</li> <li>• Add Coding club to highlights</li> <li>• Add progression points to Early Years graphs</li> <li>• Correct SIC box level</li> <li>• Add Digital Technologies section in Future Directions- P28</li> </ul> <p>Proposal - that the School Board endorse the content of the 2018 School Annual Report as per adjustments and Maureen's proofing corrections.</p> <p>Peter to then post on Schools Online and provide copy to community through office and website.</p>	<p>Moved -Melissa Seconded – Hayley Carried Unanimously</p> <p>Maureen Peter</p>	

Meeting Concluded at 8:16pm

Next Meeting: Monday 27 May

Signed \_\_\_\_\_

Board Chair

Date \_\_\_\_\_