

**Greenwood Primary School Board**

**Meeting Minutes**

**26 March 2018**

- Date                26 March 2018
- Venue              Greenwood Primary School (GPS) Staffroom

Attendees        Jane Dalin, Carolyn Gordon, Kerri-Anne Hannaford, Melissa Kingston, Samantha Lakin, John Logan, Hayley McGill, Peter Mulcahy, (Principal – Acting Chair), Maureen Perry, Amanda Vicary, Deslea Konza

Apologies        Courtney Murphey, Jessica Howat

Meeting Commenced:        7:00 pm

Very	Action	Who	When
Acceptance of Previous Minutes (Peter)	Minutes accepted by the Board members.	Melissa Kingston Seconded - Maureen Perry	
Business Arising from previous minutes. (Sarah)	<ul style="list-style-type: none"> <li>• Meeting for induction offered by Sarah Malu <i>Jane was unable to attend the meeting for induction.</i></li> <li>• John indicated his willingness to continue as a Community member. We welcome him back to the Board for a new term.</li> <li>• No recommendations were received from members around other community members to approach. Staff had discussions with Dr Paul Swan who has suggested an ECU colleague, Paula Mildenhall who may be a great person to have given maths emphasis. She may know someone else in that area of expertise.</li> </ul>	Peter to ask Paula if she would consider being a member of the board	
Welcome new members (Peter)	Meeting recognised the two new members of the Board Jane Dalin and Hayley McGill.		
Election of Chair (Peter)	<ul style="list-style-type: none"> <li>• Nomination received from Samantha Lakin who met with Sarah Malu.</li> </ul> <i>Samantha was elected as chair</i>		
Handbook discussion (Samantha)	<ul style="list-style-type: none"> <li>• Members given the opportunity to discuss any issue arising from the handbook and support questions from new members.</li> </ul>		
Business Plan review document	<ul style="list-style-type: none"> <li>• Members provided with times required for meeting with</li> </ul>	Sam to ask Courtney	

(Samantha/Peter)	<p>reviewers. <b>Tuesday 10 April 1.55pm -3.30pm</b></p> <p><i>Sarah will sit in as board chair for the review as she has been Chair of the School Council 2013/2014 and the School Board 2015-2017.</i></p> <p><i>Board will be spoken to as a group not individually</i></p> <ul style="list-style-type: none"> <li>• Purpose of session also discussed</li> </ul> <p>What the reviewers are looking for: To determine the Board's contribution to school improvement during course of Delivery and performance agreement (DPA).</p> <p>Verify participation in planning, monitoring and reviewing school improvement.</p> <p>Verify connection with community.</p> <p>Verify sustainability of governance processes.</p> <p>Verify vision alignment with community expectations</p> <ul style="list-style-type: none"> <li>• Members discussed reading to reinforce understandings of the reflection from previous sessions.</li> </ul>	<p>and Jess if they can be available to attend meeting with reviewers.</p> <p>Peter to send out email with DPA with abbreviations clearly explained.</p>	
Board member availability	<ul style="list-style-type: none"> <li>• Members requested to check calendars and be in attendance for the above session.</li> </ul>		
Financial Update (Peter)	<ul style="list-style-type: none"> <li>• SCFM released 27 March. School Finance Committee meeting to discuss budget allocations as per documents around staff planning and staff allocation, shown at the last Board meeting.</li> </ul> <p><i>Due to get budget allocation tomorrow morning (Tuesday 27 March)</i></p> <p><i>Finance committee will then meet on the 28 March</i></p>		

Meeting Concluded at 7:53 pm

Next Meeting: Monday 28 May

Signed \_\_\_\_\_

Board Chair

Date \_\_\_\_\_