

**Greenwood Primary School Board
Meeting Minutes
27 August 2018**

- Date 27 August 2018
- Venue Greenwood Primary School - Library

Attendees Samantha Lakin (Chair) Jane Dalin, Carolyn Gordon, Kerri-Anne Hannaford, Jessica Howat, John Logan, Courtney Murphy, Peter Mulcahy, Maureen Perry, Amanda Vicary
 Apologies Melissa Kingston, Hayley McGill

Meeting Commenced: 7:00 pm

Very	Action	Who	When
Acceptance of Previous Minutes (Samantha)	Minutes accepted by the Board members.	Accepted - Carolyn Gordon Moved – John Logan	
Business Arising from previous minutes. (Samantha)	<ul style="list-style-type: none"> ○ Acronyms <i>Completed and handed out to board members</i> ○ TOR Jane is working on this ○ DPA <i>Waiting to get back from the department Feedback form Peter – No Director General at the moment. Once a new DG has been appointed then the DPA can get signed off.</i> ○ Uniforms <i>Free delivery to the school as long as there is a large amount to be delivered.</i> 		
Booklist Provider* (Peter)	<p><i>Jai Shadbolt addressed the meeting on the proposals received</i></p> <p>Previously school has done the book lists with Office Max – administration fee was upped from 1.8% - 2%. Campion have said they will do it with no fee. Jai will enquire whether Office Max will scratch the administration fee.</p>		

	<p>Campion and Office Max both postage free of charge Jai enquired about a rebate back and Campion said they will offer a rebate; however, the difference would be placed on the parents. Office Max has merged with Wink. Board members discussed the proposals</p> <p><u>Board voted to continue the book lists with Office Max for one year. (Unanimously Carried)</u></p>	<p>Jai Shadbolt to liaise with providers</p>	
<p>New School Review Process (Peter)</p>	<ul style="list-style-type: none"> • Peter provided Board members with a summary of the new process and took questions • <p><i>ESAT – Electronic School Assessment Tool</i> <i>There are many schools out there that haven't had a review in over 10 years.</i></p> <p><i>The process has moved from directors coming in and looking at business plans and DPA to the school doing a normal self-assessment processes and upload on to the 'tool' straight away. At the end of the 3 year process the school can select what they want to submit to the reviewers, who then come in and meet with staff who are nominated by the admin tea to validate the self-assessment.</i></p> <p><i>Results are made available to principal, who then puts it on school website and makes it available to the Board.</i> <i>This process is the same across all public schools in WA.</i></p>		
<p>Business Plan draft* (Samantha/Peter)</p>	<p><i>New Business Plan cycle is currently been developed.</i></p> <ul style="list-style-type: none"> • Targets are a lot more specific and measureable. There are also fewer targets. • Peter took board members through the current draft and explained the changes of terminology and other parts that had been adapted. 		

	<ul style="list-style-type: none"> • Peter also discussed and explained the targets in detail to all board members. <p>Naya Cunningham is coming in to take photos ready for the new business plan and information booklet between now and the next board meeting.</p> <p><u>School Board approved draft with minor changes suggested by Board Members (Unanimously Carried)</u></p>		
Finance – 2018 Budget (Peter)	<ul style="list-style-type: none"> • Members were shown the SCFM Budget update. • Discussed progress and staffing adjustments • Projected numbers for 2019 set at a conservative 387 		
Playground Update/Communications (Courtney)	<ul style="list-style-type: none"> • Still working on getting some information on platforms and costings. • Victor De oCampo, a manager of a company that builds nature play grounds will be invited to the next playground meeting. 	Ceri Price coordinating this group. Samantha, Courtney and Peter are members of the committee	
NAPLAN Online (Maureen)	<ul style="list-style-type: none"> • A readiness test of NAPLAN online was held today and will also be held again tomorrow morning. A selection of Year 3 and Year 5 students participated. 		
Values Charter* (Maureen)	<ul style="list-style-type: none"> • Meeting discussed reading. • Board members were asked to provide any feedback on the current Values Charter. <p><i>Some small alterations will be needed to make sure the charter matches up with any changes that have taken place e.g. the moral purpose.</i></p>		

	<u>Board members passed the motion to continue with current Values Charter, with minor changes. (Unanimously carried)</u>		
Farmer's market Proposal <u>Notification</u> for future meeting (Samantha)	<ul style="list-style-type: none"> Sam indicated that the proposal had gone to the P&C and a committee has been established. Jane Murphy would present at the Term 4 Board meeting. 		
Board members for assemblies (Samantha)	<ul style="list-style-type: none"> <i>Board members were asked to nominate themselves for an assembly that had yet to have a board member present.</i> <ul style="list-style-type: none"> <i>Jane will do the 7th of September</i> <i>Courtney will do the 21st September</i> <i>John will do the 2nd November</i> <i>Courtney will do the 30th November</i> 		

Meeting Concluded at: 8:35pm

Next Meeting: Open meeting – 29 October 2018

Signed _____

Board Chair

Date _____