

**Greenwood Primary School Board
Meeting Minutes
27 February 2019**

- Date 27 February 2019
- Venue Greenwood Primary School (GPS) Staffroom

Attendees Samantha (Sam) Lakin (Chair), Jane Dalin, Caroline Gordon, Kerri-Anne Hannaford, Jessica Howat, Hayley McGill, Peter Mulcahy (Principal),
Maureen Perry, Amanda Vicary

Apologies John Logan, Courtney Murphy, Melissa Kingston

Meeting Commenced: 7:00 pm

Very	Action	Who	When
Acceptance of Previous Minutes (Sam)	Minutes accepted by the Board members.	Kerri-Anne Hannaford Seconded – Amanda Vicary	
Business Arising from previous minutes. (Sam)	<ul style="list-style-type: none"> • Terms of Reference/DPA <i>Jane will begin working on this now.</i>	Jane Dalin	Next meeting
Process-End of Tenure Staff and Parent (Peter)	<p>Meeting recognised and thanked members for contributions</p> <ul style="list-style-type: none"> • Kerri-Anne Hannaford – Staff • Jane Dalin – Parent • Jessica Howat – Parent <p>Peter explained the Process</p> <ul style="list-style-type: none"> • Noted that retiring members are welcome to renominate <i>If required, a voting process will be carried out.</i>	Peter to put out nominations	Week commencing 4 March
Community membership Discussion (Sam)	<ul style="list-style-type: none"> • Peter spoke to Paul Swan and the person Paul recommended and both declined. • Sarah Malu was put forward as a community member if she is interested. <i>Board members all agreed that Sarah would be a beneficial community member for the board.</i>	Peter to ask Sarah Malu	ASAP

Board Decisions Schedule (Sam)	<ul style="list-style-type: none"> Members provided with draft document. Discussion, Board Assembly roster added and approval to be included in School Board documentation 	Jane/Sam	Next meeting
2018 Assembly roster for School Board members (Maureen)	<ul style="list-style-type: none"> Maureen provided dates and parent members selected an assembly in first semester. Continuing members asked to complete Term 1 dates as much as they could. 1 March – no-one as of yet 21 March – Hayley McGill 29 March – Caroline Gordon ANZAC assembly – Sam will attend as board representative but all board members welcome and encouraged to attend if you can make it. 10 May – no-one as of yet 24 May – Jessica Howat? 7 June (choir) – no-one as of yet 21 June – no-one as of yet 5 July – Sam Lakin 13 Sep – Caroline Gordon <i>Other dates will be addressed at a later board meeting.</i> 		
Business Plan (Sam)	<ul style="list-style-type: none"> Board members provided with hard copy of the published Plan Discussion on the accountability of the School Board to monitoring against the targets in the plan and the opportunity to make adjustments as the cycle unfolds. <i>The business plan is a working document, so changes can occur through the cycle. Targets are much more measurable with this Business Plan and there are less of them. Peter regularly sends out readings to staff on topics such as early childhood, wellbeing and digital technologies. Peter asked if board members would like to begin receiving these readings too and board indicated they would. Peter to start emailing these readings out to members shortly.</i> 	<p>Members to review at additional Term 1 meeting</p> <p>Peter to email as appropriate</p>	<p>After elections</p> <p>ongoing</p>

NSOS Parent Survey Data	<ul style="list-style-type: none"> Members had the data presented pre-meeting. <i>Peter reminded board members about confidentiality processes around data. There should be no discussion about survey data outside of the board meeting.</i> Workshopped feedback. Discussion around that there were only 29 submissions which represented under 10% of community. There were 16 other surveys partially completed and therefore data was unavailable from the system. <i>Discussion was had regarding how this could be improved.</i> <i>Incentives and paper copies were suggested by Hayley as that's how her school gets more parents to complete survey.</i> Members were also then provided with overview of the staff analysis of the surveys 		
Annual Report (Peter)	<ul style="list-style-type: none"> Currently being put together. Awaiting staff input in a couple of curriculum areas. <i>Completed annual report will be ready for board members to look at next board meeting.</i> School Board Chair to provide a write up as per recommendation from previous DES Review. Members provided with the opportunity to give ideas to Sam. 	Sam to complete write up	Week commencing 11 March
Financial Update (Peter)	<ul style="list-style-type: none"> Initial Budgets have been submitted and discussed by administration. Last Finance Committee meeting of 2018 looked at the budget proposals. Salary components have been entered in planning documents on SCFM. School will be funded on 395 students when census data is approved. <ul style="list-style-type: none"> 18 Aboriginal Students 10 EALD Funded Students 3 Current funded Disability Resourcing students. 		

	<p>Awaiting review of the level for one student and application to be reviewed for a fourth.</p> <ul style="list-style-type: none">• Preliminary SCFM Cash Auto load shown to meeting as work in progress and Carry forward factor discussed. <p><i>Normal School Board finance template will be available next meeting once census data is approved and funds allocated.</i></p>		
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Meeting Concluded at 8:36spm

Next Meeting: Monday 1 April

Signed _____

Board Chair

Date _____