

**Greenwood Primary School Board
Meeting Minutes
28 May 2018**

- Date 28 May 2018
- Venue Greenwood Primary School - Library

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

Apologies Maureen Perry, Courtney Murphy, Jessica Howat

Meeting Commenced: 7:00 pm

Very	Action	Who	When
Acceptance of Previous Minutes (Samantha)	Minutes accepted by the Board members.		28 May 2018
Business Arising from previous minutes. (Samantha)	<ul style="list-style-type: none"> • Review took place. The School thanks all those members who made themselves available to meet with the reviewers. • SCFM budgets released as expected and school set budgets (see later in agenda) <p><i>Samantha brought up the list of abbreviations and acronyms that was to be emailed out after last meeting</i></p>	Peter will email out abbreviations/acronyms list to all board members	ASAP
IPS Review Report * (Samantha/Peter)	<p>Meeting discussed the contents of the IPS review and the impact upon the School Business Plan and functions of the School Board.</p> <p><i>Peter pointed out the main positives that came from the review. These included our specialist teachers, Student Services leadership, the Board chair, the Board's operations and the reflections that take place across the school.</i></p> <p><i>Development areas include some academic areas, in particular NAPLAN results for year 5s and the continuation of the school's</i></p>		

	<p><i>implementation phase of the Aboriginal Cultural Standards Framework.</i></p> <p><i>Board members also noted the positive comments around the “culture” of the School.</i></p>		
New Terms of Reference support* (Samantha)	<ul style="list-style-type: none"> • Readings discussed. Changes to handbook identified. • New document to be produced <p><i>Functions of the board has been removed from the terms of reference.</i></p> <p><i>All board members now need a screening clearance number</i></p> <p><i>Blue book now needs to be updated to ensure it includes all relevant information.</i></p> <p><i>Peter proposed that a group of parents from the board to make the necessary changes to the blue book.</i></p> <p><i>Community position will be kept open</i></p>	<p>Peter will follow up the process of the screening number and email to Sam who will email to all board members.</p> <p>Jane and Sam (peter will send them digital copied to work from)</p>	Next board meeting
2018-2020 DPA* (Samantha/Peter)	<ul style="list-style-type: none"> • Members discussed the new document • Impact on the Board functions discussed <p><i>There were some minor changes discussed.</i></p> <p><i>Some of these changes need to be put into the blue book when it is updated.</i></p>	<p>Peter will email electronic copy of the DPA to Sam and Jane to be used when updated blue book.</p>	
Uniform Contract (Peter)	<ul style="list-style-type: none"> • Contract up for renewal in October • Members discussed Tudor Uniforms response to community feedback from survey conducted in 2017. • New premises discussed and major order for new fleece is ready to go • Peter proposed that Tudor be given another term of supply and then review. <p><i>Board voted and agreed to renew contract with Tudor Uniforms</i></p>	<p><i>Peter will speak to Nathan and check that free school delivery is still an option.</i></p>	
Business Plan process (Peter)	<ul style="list-style-type: none"> • Peter provided update on timelines and revisited the Board feedback from 2017. Structure will be consistent 		

	<p>with current model and two feedback sessions considered.</p> <ul style="list-style-type: none"> ○ 6 June – Staff review IPS feedback ○ Target setting by leaders ○ Term 3 Board Meeting – draft document to be discussed by School Board. ○ Term 3 staff meeting (date depended on NAPLAN data release) draft discussed by School staff ○ Published early Term 4 		
Financial Update (Peter)	<ul style="list-style-type: none"> ● 2018 Budget presented to the Board members with Finance Committee having approved on March, following SCFM release. <p><i>Peter moved to have budget be endorsed. Samantha seconded.</i></p> <p><i>Board agreed and endorsed the budget.</i></p>		
Playground Update/Communications (Courtney- absent)	<ul style="list-style-type: none"> ● In Courtney’s absence Samantha provided School Board with an update of the work of the Parent/Staff nature Play committee’s work. ● Members discussed how the Board could support the project. <p><i>Mud kitchens are now in.</i></p> <p><i>On the 20th of May roughly 50 volunteers came and cleared the area at the bottom of the oval.</i></p>		
On Entry Data (Amanda/Melissa)	<ul style="list-style-type: none"> ● Members presented with a summary of the data collection process and broad trends. Discussion on how school was addressing the data. ● Amanda presented Pre-Primary mandated data collection. 		

	<p><i>Literal questioning is an area of strength, however, inferring is an area of improvement</i></p> <p><i>Beginning sounds of words is an area of strength but listening and recognising for the middle and end sound is an area of improvement.</i></p> <p><i>Writing does not appear on the summary anymore.</i></p> <p><i>Maths is an area of strength across the PP cohort compared to literacy.</i></p> <ul style="list-style-type: none"> • Melissa addressed the school initiated collection of numeracy for Years 1 and 2. <p><i>Positive results, however, areas of concern consist of partitioning, word problems, multiplication and division and counting backwards.</i></p> <p><i>A whole school maths approach towards problem solving and the vocabulary of maths is now a focus for the staff.</i></p>		
<p>Never Stop Reading initiative (Peter)</p>	<ul style="list-style-type: none"> • Sarah McGowan will be visiting the school on 18 June to read to students and promote this program. She will have morning tea with the staff. • Board members welcome to attend. 	<p>Please inform Office if are planning to attend the morning</p>	<p>RSVP 14 June</p>

Meeting Concluded at: 8:30 pm

Next Meeting: open meeting – 27 August

Signed _____

Board Chair

Date _____