

Greenwood Primary School Board - Meeting Minutes

Date: Tuesday 16 June 2020

Time: 7pm

Location: Greenwood Primary Staff Room

Meeting closed: 8.40pm

Attendees: Samantha Lakin, Peter Mulcahy, Jennifer Stojceski, Maureen Perry, Hayley McGill, Jessica Howat, Regina Deleeuw, Jane Dalin, Jodie Southern

Apologies: Sarah Malu, and John Logan

Absent: Dean Starbuck

<u>Item</u>	<u>Recommendations</u>	<u>Summary of discussion</u>	<u>Actions (By who and when)</u>
<u>Welcome</u>	Minutes of last meeting dated 25 February 2020 are endorsed.	<p>Sam: Meeting opened at 7pm.</p> <p>Apologies noted.</p> <p>Welcome to new members Jenn, Regina & Jane</p> <p>Minutes of meeting 25 February endorsed (Meeting planned for April 2020 was cancelled due to Covid)</p> <p>Business from last meeting: Connect for Board members? To be advised. <i>Peter Mulcahy to contact Jan Loftus.</i></p>	<p>Minutes of last meeting dated 25 February 2020 are endorsed.</p> <p>Motion: Jessica Howat Seconded: Maureen Perry Accepted: All</p>
<u>Review of Board structure.</u> Nominations/confirmation of Chair and Secretary	Note information provided	<p>Peter: Every year we need to decide on/confirm Chair and Secretary.</p> <p>Discussion of Chair role... No new nominations.</p> <p>Discussion of Secretary role... No new nominations.</p>	<p>Board Appoints Sam Lakin as Chair for 2020 Motion: Peter Mulcahy Seconded: Jess Howat Accepted: All</p> <p>Board Approves Jodie Southern as secretary for 2020 Motion: Hayley McGill Seconded: Maureen Perry Accepted: All</p>

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<u>Review of Board Handbook</u>	Discuss Handbook decide on any amendments/improvements	Sam/Peter: Board discussed the current Handbook. New members received Handbook and were asked to comment on and amendments/improvements.	
<u>Covid Update</u>	Note information provided	Peter: Phase 3 processes are working well in school with parents following the request to allow students to keep their independence. Morning parents on site range 3-10 and afternoon parents range 2-6 since opportunity was given. This week we will announce that PP students will now depart at 3:00pm and K at 2:50pm Staff have involved leadership students in as many activities as possible. Staff also conducted a review of processes – Peter presented summary of assessment. Postponed Year 6 Ern Halliday booked for 3rd Term	Board notes information.
<u>Annual Report</u>	After discussion, Board approves Annual Report	Peter: Board discussed report draft and changes made to allow document to be finalised. Aboriginal artwork designed by students to be considered for cover/borders of the 2020 Annual Report.	Board approves Annual Report with discussed amendments Motion: Peter Mulcahy Seconded: Jessica Howat Accepted: All
<u>School Performance data</u>	Note information provided	Peter: Peter and staff to provide information of Staff analysis of On Entry Data.	Board notes information

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		<p>Staff began to analyse this data in groups. Peter presented templates being used. And provided range of data being analysed.</p> <p>Process will be completed at the next staff meeting. Peter to provide brief written summary at the next meeting.</p>	
<u>Financial Report</u>	Note information provided	<p>Peter: Board presented with budget which was signed off by Finance Committee on 30 March 2020. COVID cancellation of planned end of Term meeting meant carried over to this meeting.</p> <p>Due to COVID 19 complications, schools are not required to meet 96% Minimum Spend for 2020.</p> <p>Board provided with financial update looking at current Cash Statement</p>	<p>Board notes information on 2020 Finance Committee approved School Budget.</p> <p>Motion: Maureen Perry Seconded: Jane Dalin Accepted: All</p> <p>Board Notes other finance notes discussed.</p>
<u>Board Communication with Community</u>	Board discusses ways we can communicate/promote the Board to the community	<p>Sam/Chair: Are we happy with the Board's presence in the Community? Are there ways or anything we can do to promote ourselves better or make our presence known more?</p> <p>Newsletter: "Board Member in Focus" in each Newsletter.</p> <p>Badges for new Board Members to be ordered.</p>	
<u>Third Party Use Processes</u>	Board discusses and approves third party use of school process	<p>Peter: New process in that 'Community Use' agreements may no longer be used. Instead all</p>	<p>Board Approves the use of the facility by Greenwood Netball Club, Warwick Greenwood Cricket Club and Wanneroo</p>

