

Greenwood Primary School Board - Meeting Minutes

Date: Tuesday 30 March 2021

Time: 7pm

Location: Greenwood Primary Staff Room

Meeting closed at 9.10pm

Attendees: Sam Lakin (Chair), Peter Mulcahy, Maureen Perry, Jodie Southern, Jess Howat, Jane Dalin, Jenn Stojceski, Tracey Gosling, Hamish West, Glenn Tyrie, Lina Marsland.

Apologies: Sarah Malu,

Absent: Dean Starbuck

<u>Item</u>	<u>Recommendations</u>	<u>Summary of discussion</u>	<u>Actions (By who and when)</u>
<p><u>Welcome</u> Introductions: Welcome to all new members (new members were provided induction prior to meeting) and each person to introduce themselves</p> <p>Apologies: Sarah Malu</p> <p>Noting of minutes of previous meeting.</p> <p>Business arising from previous meeting: Handbook updates from members and website update. Will be discussed later.</p> <p>Correspondence in and out: Letter advising school review in Term 3</p>	<p>Minutes of 25 Feb 2021 meeting</p>	<p>Meeting opened at 7pm.</p> <p>Apologies noted.</p> <p>Introduction and welcome to new members</p> <p>Handbook update later in agenda.</p> <p>Board Members if available, to meet with School Review team. Discuss self-assessment, and what information the Board receives at meetings.</p>	<p>Minutes of last meeting dated 25 February 2021 are endorsed.</p> <p><u>Motion:</u> Jess Howat <u>Seconded:</u> Maureen Perry <u>Accepted:</u> All</p>

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<p><u>Review of board structure.</u> Nominate and confirm board chair and secretary</p>	<p>Note information provided</p>	<p>Election Chair and Secretary</p> <p>Samantha Lakin to continue as Chair</p> <p>Jodie Southern to continue as Secretary</p>	<p><i>Chair</i> Motion: Jane Dalin Seconded: Glenn Tyrie Accepted: All <i>Secretary</i> Motion: Maureen Perry Seconded: Jess Howat Accepted: All</p>
<p><u>Annual Report</u> Peter to provide draft 2020 Annual Report (and chair report for inclusion in annual report).</p>	<p>Note information provided</p>	<p>Members discussed the reading provided. Ideas discussed.</p> <ul style="list-style-type: none"> Request all borders on photographs to be the same. 	<p>Motion – School Board notes the Annual Report for 2020. Accepted: All</p>
<p><u>Financial Update</u> Peter to provide a report on the financial position of the school and position against strategic directions of the school plan.</p>	<p>Board discuss and if agreed approve continuation of program</p>	<p>2021 Budget discussed and Board members had opportunity for clarifications.</p> <p>All teacher/staff requests were committed to being supported.</p>	<p>Noted: School Board notes the completion and acceptance of the 2021 Budget by the Finance Committee of the school on 25 March 2021</p>
<p><u>Website Update</u> Peter to discuss progress regarding the school website update</p>	<p>Board discussed results</p>	<ul style="list-style-type: none"> School has received updated quote for services from Sims Designs. Paula Moore and Jai Shadbolt working with Jennifer around content. Logo designs will be ready for staff discussion start of Term 2. Board members will be emailed the options Photographer session will be booked for term 2 following the session later in this meeting. Gaps in messaging coverage will be taken by that photographer. 	
<p><u>Handbook Update</u> Members who undertook the task of reviewing sections of the old handbook present to Board. Jane/Jess: welcome note Dean: Code of conduct</p>	<p>Note information provided</p>	<ul style="list-style-type: none"> Welcome Note: To be sent to all board. Code of Conduct Acronyms <p>All reviewed</p>	<p>School Board to accept changes to Handbook at the next Board Meeting.</p>

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Peter/Maureen: acronym page			
<p><u>Principal Update</u> Peter and Maureen attended NAPLAN training on 12 March 2021</p>	Note Information provided	<p>Roles of Principal, Coordinator and Test Administrator clarified</p> <ul style="list-style-type: none"> • Coordinated Practice test held for Year 5s in TA 13 to test systems 25 March 2021 • Omnibus available for Year 3 and Year 5 early next term • Year 3 will also do a practice pen and paper Writing test. 	Business Plan will be available in Term 2
<p><u>Photo Selection</u> Board reviews and selects photos for inclusion in new Business Plan.</p>	Decision over Marketing Photos for next Business Plan cycle.	<p>Board members shown MSP marketing shots taken from end of 2020</p> <p>Selection made 11 photographs considered.</p> <p>Discussion on areas that members see as needing highlighting as part of marketing the school over the next 3 years.</p>	<p><u>Motion:</u> Photos as chosen tonight will be considered at the next meeting alongside new shots taken by Sims Marketing.</p>
<p><u>Faction Colours</u></p>	Aboriginal Seasons to be used as Faction names.	The idea was received positively by all board attending.	To be discussed further at the next Board meeting.
<p><u>Assembly Roster</u> Board representatives are required at assemblies to hand out certificates. This helps increase the visibility of the Board and increase its presence in the community</p>	Note information provided	<p>New members given the opportunity to complete gaps in roster. Remainder of allocated days below.</p> <p>23rd July: Mrs Lakin 6th August: Mr West 20th August: Mr Tyrie 10th September: Mrs Howat 24th September: Mrs Dalin 22nd October: Mr West 5th November: Mrs Gosling 19th November: Mrs Lakin or Mrs Howat 3rd December: Mrs Howat</p>	

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Next Meeting Decide on best meeting day that suits the new Board. Board are most likely going to have 2 meetings in Term 2 which is unusual		Discussion was a Wednesday evenings for 2021.	
Next Meeting Term 2 2021	Board decide on best date for next meeting	Board discussed options and decided on 5 th May 2021.	

Meeting closed at 9.10pm

Signed _____

Dated: _____