

Greenwood Primary School Board - Meeting Minutes

Date: Wednesday 4 August 2021 (postponed 30 June meeting due to lockdown)

Time: 7pm

Location: Greenwood Primary Staff Room

Meeting closed at 8.45pm

Attendees: Peter Mulcahy, Lina Marsland, Maureen Perry, Jodie Southern, Jane Dalin, Sarah Malu, Dean Starbuck, Glenn Tyrie, Jess Howat.

Apologies: Sam Lakin (Chair), Jenn Stojceski, Tracey Gosling, Hamish West

<u>Item</u>	<u>Recommendations</u>	<u>Summary of discussion</u>	<u>Actions (By who and when)</u>
<p><u>Welcome</u></p> <p>Noting of minutes of previous meeting.</p> <p>Business arising from previous meeting:</p> <p>Correspondence in and out: None</p>	<p>Minutes of 5 May 2021 meeting</p>	<p>Meeting opened at 7pm.</p> <p>Handbook, Faction name change, Photos, logo to be discussed during meeting.</p> <p>Peter has sourced updated Board training modules.</p>	<p>Minutes of last meeting dated 30 March are endorsed.</p> <p><u>Motion:</u> Jess Howat <u>Seconded:</u> Jane Dalin <u>Accepted:</u> All</p>
<p><u>School Review</u></p>		<p>School Review date – this is confirmed as 25 August</p> <p>All data must be placed on ESAT and sent through to reviewers by 17 August.</p> <p>Parent and Community Board members requested to make themselves available if possible on that afternoon to meet with reviewers specifically about Board functioning and other relationship discussions. P&C executive and John Logan (Board member, COJ, Radio station) to be invited.</p>	<p>Board noted.</p> <p>Email Peter availability to attend</p>

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<p><u>Board Handbook.</u> Review Code of Conduct (Dean)/intro for approval</p>	<p>Note information provided</p>	<p>Sandy Pethick has drafted handbook with new welcome and new acronyms. Peter has downloaded new Terms of Reference. Request that Peter and Sam check issues and update the terms of reference with our current structure. DPA will be replaced by signed Statement of Expectations. Cover will be from new photos. (later in meeting to be discussed)</p>	<p>Board approves publishing of 2021-2023 Handbook.</p> <p>Sandy Pethick to put together</p>
<p><u>Faction Colours</u> Faction names confirmed.</p>	<p>Note information provided</p>	<ul style="list-style-type: none"> • Sharla Oxenham and Belinda Dunham have begun design process with selected Yr 5/6 and some Aboriginal students across the school of the Faction Flags. Once completed formal announcement to community. <p>Red – Birak Blue – Mookaroo Green – Djeran Gold – Kambarang</p>	<p><u>Noted by Board</u></p>
<p><u>School Logo</u> Feedback from email voting for Board members and staff provided to Sims for use.</p>	<p>Note Options provided by Sims Design</p>	<p>Final decision was clearly option 3A. Uniform design update. 42 staff and Board members voted. Number 1 preference allocated 2 votes and number 2 - 1 vote</p> <ul style="list-style-type: none"> • 3A - 27 votes • 1B – 17 votes • 3B - 15 votes • 3C – 13 votes <p>Sims designs and Tudor uniforms have worked together to develop the new design suiting the Blue of the uniforms.</p>	<p>Noted by Board</p>

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<p><u>Photos</u> Jennifer Sims came and took photos. These will be provided for Board to review</p>		<p>Over 450 photos taken. Board worked in pairs to look at digital version of the marketing shots.</p> <p>Each pair chose their top 30 and then 10 others. These will be collated and added to the other shots chosen from MSP. A committee will then cut these down to 30 main photos and others will be used as reserves for special applicable projects if required.</p>	<p>Board selection process undertaken</p> <p>Committee nominated as</p> <p>Peter, Maureen, Jai Shadbolt, Paula Moore, Sam (Chair)</p>
<p><u>Draft Business Plan Review.</u> Discussion of Progress</p>	<p>Note Information provided</p>	<p>Agreed text has been used by staff as part of a review process against the domains of 'The Standard'.</p> <p>Once photos chosen publishing can occur.</p>	<p>Noted by Board</p>
<p><u>Financial Update</u> Peter to provide a report on the financial position against planned expenditure.</p>	<p>Financial Report</p>	<ul style="list-style-type: none"> • Board looked at the Comparative Cash Budget 	<p>Board notes information contained in documentation.</p> <ul style="list-style-type: none"> • Query on Administrative costs being approx. \$1000 over budget. <p>Noted by Board – Peter to provide response</p>
<p><u>Ziggies – contract review</u> Ziggies contract review. Review survey data</p>		<p>Data collected from survey of parents</p> <p>They have said they would do another year possibly 2 of free postage.</p>	<p>Board agreed to negotiate Ziggies for a further 2 years.</p> <p><u>Motion:</u> Maureen Perry <u>Seconded:</u> Dean Starbuck <u>Accepted:</u> All</p>

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<u>Assembly Roster</u> Maureen		Volunteers from Board confirmed for Semester 2 to present certificates at assembly	Noted
<u>Next Meeting</u> Term 3 2021			15 September (Special meeting)

Signed _____

Dated: _____