

Greenwood Primary School Board - Meeting Minutes

Date	27 March 2024
Time	7pm
Location	Staff room
Chair	Hamish West

Date: Wednesday 27 March 2024

Meeting Time: 7:00pm

Location: Greenwood Primary Staff Room

Attendees: Hamish West (Chair), Dean Gill (Principal), Jai Shadbolt, Jane Dalin, Belinda Piccoli, Tracey Gosling, Jodie Southern and Tim Yorke

Apologies: Jess Howatt

<u>Item</u>	<u>Documents</u>	<u>Purpose</u>	<u>Led by</u>	<u>Recommendations</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, conflicts of interest.</p>	<p>Minutes of 28 February 2024 meeting (Attached)</p>	<p>For approval (minutes)</p> <p>Board Members In and Out 30 votes were registered, Hamish West and Emma were voted in.</p> <p>This will be Jane and Tracey’s final Board meeting. Tracey indicated that she would be available for advice in the future if required.</p> <p>Sandra Dias will be coming onto the Board.</p> <p>Dean spoke to Jason Tomlinson from Warwick High School – Jason indicated that either himself or Sarah (Acting Deputy Principal) would be interested in joining the Board.</p>	<p>Chair/Principal</p>	<p>Minutes of last meeting were endorsed by the Board.</p> <p><i>From previous minutes - the Board queried if the values work was going to have broader input in previous minutes. Maureen stated she was unsure at this stage. Although she mentioned the Board would be consulted.</i></p>

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<p><u>Annual Report</u></p>	<p>Draft Annual Report</p>	<p>Dean provided an overview of the draft annual report draft.</p> <p>Dean advised that this annual report has to be finalised by the end of this term. He will be finalising and publishing this on the schools' internet page.</p>	<p>Dean Gill</p>	<p>The board noted presentation of the Annual Report draft.</p>
<p><u>Funding Agreement and Financial Update</u></p>	<p>Funding Agreement</p>	<p>Dean provided an overview of the Funding Agreement for Board endorsement.</p> <p>Dean/Jai provided an update on the budget and impact on strategic direction. The school is in a comfortable financial space for 2024.</p> <p>There has been an increase in the number of special needs students.</p>	<p>Dean Gill / Jai Shadbolt</p>	<p>Hamish West endorsed the Funding Agreement and this was seconded by Jane Dalin.</p> <p>Board noted presentation of the financial update.</p> <p>Board to follow up how the power generated by solar panels is displayed / recorded. To also find out if this data centrally managed.</p>
<p><u>Business Plan – Relationships and Partnerships</u></p>	<p>Business Plan</p>	<p>Dean provided an update on the new business plan and discussed the Relationships and Partnerships section of the plan.</p> <p>Notes provided by Dean included a strategic direction statement, enabling strategies and milestones / targets.</p> <p>Dean asked for feedback from the members of the Board. There will be an opportunity for the Board members to come together to create their own strategic direction.</p>	<p>Dean Gill</p>	<p>Board noted status of the Business Plan.</p> <p>Board members to review this and come to the next meeting with feedback.</p>
<p><u>Annual Board Meeting Structure</u></p>		<p>Hamish and Dean suggested one meeting to occur in term 1 – later in the term. To manage the timing of the election, the nomination process, the welcoming of new board members.</p>	<p>Hamish West / Dean Gill</p>	<p>Jai Shadbolt endorsed new Term One meeting schedule and Jane Dalin seconded.</p>

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		The election to be announced one month prior to the first scheduled meeting.		Hamish and Dean to revise the Board Handbook to include the above format.
<u>Assembly Roster</u>		Hamish scheduled the volunteers to present certificates at assemblies up until the next board meeting.	Hamish West	Board members volunteered for assemblies up to the next board meeting.
<u>Anzac Service</u>		Dean asked if there would be a Board member that would be willing to present a wreath.	Dean Gill	Dean will circulate to the Board via email.
<u>Next Meeting</u>		Board determined the next meeting for term 2.	Hamish West	Board confirmed the next meet to take place on Wednesday 15 May 2024 at 7:00pm

Signed: 

Dated: 19/11/2025

Chairperson