

## Greenwood Primary School Board - Meeting Minutes

<b>Date</b>	<b>3 April 2025</b>
<b>Time</b>	<b>7pm</b>
<b>Location</b>	<b>Staff room</b>
<b>Chair</b>	<b>Hamish West</b>

**Attendees:** Hamish West (chair), Dean Gill, Tim Yorke, Jai Shadbolt, Emma McFarland O'Shea, Melissa McDonald

**Apologies:** Jessica Howatt, Jodie Southern, Sandra Dias, Jennifer Stojceski, Sarah McGill, Matt Kerr

<u>Item</u>	<u>Documents</u>	<u>Purpose</u>	<u>Led by</u>	<u>Recommendations</u>
<p><b><u>Welcome</u></b></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>	Minutes of 14 November 2024 meeting (Attached)	For approval (minutes)	Chair/Principal	<p>Minutes of last meeting are endorsed.</p> <p>School review happening in Term 2.</p> <p>Board self-reflection update provided, followed by discussion. Tim will email survey results.</p>
<p><b><u>Welcome New Members</u></b></p> <p>Welcome new staff and parent members to the board</p>		For noting	Chair/Principal	New member welcomed in absentia.
<p><b><u>Board Structure</u></b></p> <p>Nominate and endorse board chair and secretary</p>		For decision	Chair	Given a significant number of board members are absent, revisit at next meeting.
<p><b><u>Board Documents</u></b></p> <p>Board handbook review and refresh</p>	Draft handbook	For discussion	Chair	<p>Board discussed handbook:</p> <ul style="list-style-type: none"> <li>• Creation of FAQ of main points from the Terms of Reference.</li> <li>• Code of Ethics to align with values.</li> <li>• Expand Annual School Board Responsibilities (included any pre-requisites before meetings).</li> <li>• Jai will check Ikon for updated template.</li> </ul> <p>Further update to be provided at next meeting.</p>

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<p><b><u>Financial Update</u></b> Jai to provide a report on the financial position of the school and position against strategic directions of the school plan.</p>	<p>Financial Report (provided at meeting)</p>	<p>For Noting/discussion</p>	<p>Jai Shadbolt</p>	<p>Discussion of allocations and questions answered.  Board has noted 2025 Budget.</p>
<p><b><u>Annual Report</u></b> Overview of 2024 Annual Report</p>	<p>Annual report</p>	<p>For Noting/discussion</p>	<p>Principal</p>	<p>Board noted status of the Annual Report – awaiting final data required and formatting. Dean will email the completed report.</p>
<p><b><u>Workforce Planning</u></b> Dean to provide an overview of the workforce planning, highlighting any issues</p>		<p>For discussion</p>	<p>Principal</p>	<p>Board noted workforce planning.</p>
<p><b><u>Business Plan and statement of expectations</u></b> Dean to provide and update on the business plan and statement of expectations.</p>	<p>Draft materials</p>	<p>For noting/discussion</p>	<p>Principal</p>	<p>Board noted status of the Business Plan – will be updated to incorporate staff and student wellbeing (including NAIDOC). Revisit at next meeting.</p>
<p><b><u>Assembly Roster</u></b> Organise schedule of volunteers to present certificates at assemblies.</p>		<p>For decision</p>	<p>Principal/Chair</p>	<p>Board members volunteered for assemblies. Revisit at next meeting for those absent.</p>
<p><b><u>Next Meeting</u></b> Decide next meeting date. Potentially all meeting dates for the year.</p>		<p>For Decision</p>	<p>Chair</p>	<p>Dates agreed upon for the remainder of the year, with Term 3 being an open meeting:</p> <ul style="list-style-type: none"> <li>• Term 2 – 8<sup>th</sup> May (week 2)</li> <li>• Term 3 – 14<sup>th</sup> August (week 4)</li> <li>• Term 4 – 6<sup>th</sup> November (week 4)</li> </ul>

Signed: \_\_\_\_\_



Chairperson

Dated: 18/11/2025 \_\_\_\_\_