

## Greenwood Primary School Board - Meeting Minutes

**Attendees:** Hamish West (chair), Dean Gill, Tim Yorke, Jai Shadbolt, Emma McFarland O'Shea, Melissa McDonald, Sandra Dias, Matt Kerr, Sarah McGill

<b>Date</b>	<b>8 May 2025</b>
<b>Time</b>	<b>7pm</b>
<b>Location</b>	<b>Staff room</b>
<b>Chair</b>	<b>Hamish West</b>

**Apologies:** Jessica Howatt, Jodie Southern, Jennifer Stojceski

<u>Item</u>	<u>Documents</u>	<u>Purpose</u>	<u>Led by</u>	<u>Outcome</u>
<p><b>Welcome</b> 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 3 April 2025 meeting	For approval (minutes)	Chair/ Principal	Minutes of last meeting endorsed.
<p><b><u>New members and Board Structure</u></b> Introduction of new and returning board members to the group. Decide on Board Chair and Secretary</p>		For Decision	Chair/ Principal	Hamish West elected as Chair and Emma McFarland as Secretary
<p><b><u>Relationships and Partnerships</u></b> Dean will discuss new goals in the school business plan for relationships and partnerships. The board to discuss its role in this space</p>	Draft materials	For noting/ discussion	Principal	<p>Board noted Relationships and Partnerships of the Business Plan.</p> <p>Discussion about updating members on Teaching and Learning (in relation to Business Plan) – through data, updates on new behaviour policy, and presenting NAPLAN data (potentially at open meeting).</p> <p>Discussion around raising profile of board members, ideas included:</p> <ul style="list-style-type: none"> <li>• Continuing with Kindy induction</li> <li>• Key events, such as book week</li> <li>• Displaying photos (noticeboard, website, occasional newsletter)</li> </ul> <p>Discussion re relationship with Warwick SHS, particularly in relation to younger year levels.</p> <p>Noted that a policy index is needed for future reference, and that moving forward any school policies should go through the board.</p> <p>Board training modules need to be completed by members. Discussion re how this may look. Dean will enquire at next network meeting if there is any interest from other schools to have them presented in-person.</p>
<p><b><u>On Entry Results</u></b> Dean will provide an overview of this</p>		For noting/ discussion	Principal	Board noted on entry results

OFFICIAL

<p><b><u>Board Documents</u></b> Board handbook review and refresh</p>	<p>Draft handbook</p>	<p>For discussion</p>	<p>Chair</p>	<p>Board viewed draft document, including updated Code of Conduct, Code of Ethics (aligned to GPS values), Guidelines for meeting structure (including processes required to be completed before the meeting). FAQ to be added. Board members happy with the draft. Melissa, Tim, Emma and Sarah agreed to provide support with refining the document – Chair will email a copy for review. Discussion re formalising decision-making process – determined that where a decision is required, the motion should be raised (being on the agenda meets the time requirement for this), seconded at the meeting, and a more formal vote to occur after discussion. This process will be reflected in the handbook. Current quorum needed to hold a meeting is 6 board members. 8 board members are required for a motion to pass. Further discussion needed to determine if the quorum should be raised so that motions are able to be passed at meetings.</p>
<p><b><u>Financial Report</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</p>	<p>For discussion and endorsement</p>	<p>Jai Shadbolt</p>	<p>Board noted presentation of financial report</p>
<p><b><u>Public Meeting</u></b> Discuss whether Term 3 or Term 4 meeting will be the Public Meeting</p>		<p>For discussion/decision</p>	<p>Chair</p>	<p>Term 3 (14 August) will be the public meeting. Charges &amp; contributions and NAPLAN data should be on the agenda for this 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</p>	<p>Board members volunteered for assemblies up to the next board meeting</p>
<p><b><u>Next Meetings</u></b> Decide next two meeting dates.</p>		<p>For Decision</p>	<p>Chair</p>	<p>Term 3 meeting is 14 August, Term 4 meeting is 6 November.</p>
<p><b><u>General Business</u></b> School Review Volunteer Week</p>		<p>For noting/discussion</p>	<p>Principal/ Sandra Dias</p>	<p>Official school review report will be shared when available, however able to share that it was positive and staff are very happy with the result. Volunteer Week is 18-24 May. There will be a morning tea Friday 23<sup>rd</sup> following the assembly to thank all school volunteers. Board members will receive an invitation.</p>

Signed: 

Chairperson

Dated: 18/11/2025