



# Southern Grove Primary School

## Board Meeting

Wednesday 4<sup>th</sup> April 2018

<b>Date</b>	4 March 2018	<b>Chair Person</b>	Principal: Rebecca Burns (temporary)
<b>Time</b>	7.00pm	<b>Minute Secretary</b>	Business Manager: Vanessa Pugh

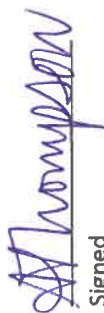
<b>Attendees</b>	Rebecca Burns, Leanne Santaromita, Vanessa Pugh, Krystal Jager, Jen Forster, Carla Howe, Nahin Ahmed, Kevin Gao, Stuart Cobb, Jayne Horton, Anni Thompson, Alladean Chidukwani
<b>Apologies</b>	

	Item	Led By	Discussion	Action / Who
1.0	Welcome and Introductions	Bec Burns		
2.0	Role of the School Board	Bec Burns	<ul style="list-style-type: none"> <li>Members have all been emailed board reading which included Role of School Board</li> <li>Brief overview of Board input discussed:               <ul style="list-style-type: none"> <li>Development of the (3 year) Business Plan</li> <li>Review of School Performance                   <ul style="list-style-type: none"> <li>Financial</li> <li>Annual Report endorsed by Board</li> <li>Review of School Priorities</li> <li>School promotion in the community</li> </ul> </li> <li>School Board is not involved in the day to day / operational running of the school</li> </ul> </li> </ul>	<p>Agenda will generally be out the week before meeting</p> <p>Members please give 48 hours' notice if they can't attend to <a href="mailto:Vanessa.pugh@education.wa.edu.au">Vanessa.pugh@education.wa.edu.au</a></p>
3.0	Terms of Reference and Code of Conduct	Bec Burns	<ul style="list-style-type: none"> <li>Draft of the Terms of Reference has been sent to all members</li> <li>Item 12 clarified</li> <li>Code of Conduct               <ul style="list-style-type: none"> <li>Confidentiality clarified</li> <li>Board members are not to enter into any discussion with parents or public who try to discuss school issues directly with them</li> </ul> </li> <li>School parents are able to attend any meeting they choose</li> </ul>	<p>Terms of Reference accepted by Board</p> <p>Code of Conduct accepted by Board</p>

	Item	Led By	Discussion	Action / Who
4.0	Board Chair Selection	Bec Burns	<ul style="list-style-type: none"> <li>Responsibility of the Board Chair</li> <li>- Meet with Principal to form the meeting agenda</li> <li>- Chair the meetings</li> <li>- Check minutes of meetings before circulation to members</li> <li>Nominees asked for</li> </ul>	Anni Thompson nominated as Chair Person and accepted by Board
5.0	Board Training	Bec Burns	<ul style="list-style-type: none"> <li>3 hours of training is required – would members prefer to do this in a single block or over time?</li> <li>Single block agreed</li> </ul>	Bec will send out times for a 3 hour block of training on a Saturday afternoon Term 2
6.0	Finance Report	Vanessa Pugh	<ul style="list-style-type: none"> <li>Members given reports</li> <li>1. Cash Report (cash at bank end of February 2018)</li> <li>2. Operational One Line Budget Statement (cash and salary report)</li> <li>3. Financial Summary Budget (cash report – current date)</li> <li>Reports explained to Board members</li> <li>Additional income avenues for school discussed</li> <li>1. Facilities hire 2019</li> <li>2. After school care 2019</li> <li>3. Variety Club Grant for Special Needs students</li> <li>4. Board members to let school know of any grant and additional funding you hear of</li> </ul>	
7.0	Reporting to Parents Information	Leanne Santaromita	<ul style="list-style-type: none"> <li>Areas our school will be reporting on was explained</li> <li>1. Kindy – identity, Connecting and Contributing, Learning and Thinking, Communicating</li> <li>2. P-6 will be the 8 Learning Areas</li> <li>We have not decided what language we will have – this will be a future board discussion</li> <li>Report format will be the standard DET report and we will be trialling the Kindy report</li> <li>All reporting will be with consultation between school and parents <ul style="list-style-type: none"> <li>- EAL students will be catered for</li> <li>- SEN reports will be available</li> </ul> </li> </ul>	Wednesday 23 <sup>rd</sup> May school will be suspended from 11.00am for Parent/Teacher meetings prior to formulation of reports
8.0	Business Development Plan	Bec Burns	<ul style="list-style-type: none"> <li>In Term 2 we will commence forming our School Business Plan</li> </ul>	Board will be presented with samples from other schools and have input to the planning

9.0	Other Business	Led By	Discussion	Action / Who
		Bec Burns	<ul style="list-style-type: none"> <li>• Building update               <ul style="list-style-type: none"> <li>- Final part of playground will be completed during the holidays</li> <li>- Fence needs to be moved in to accommodate survey issues</li> <li>- Main build is currently 2 days ahead of schedule</li> <li>- Presented school plans, designs, colours, etc to the board</li> </ul> </li> <li>• Parent Communication               <ul style="list-style-type: none"> <li>- Connect will take over from Facebook as our primary means of communication</li> <li>- School Board will be set up as a Connect Group</li> </ul> </li> <li>• Homework Policy               <ul style="list-style-type: none"> <li>- Homework policy is <u>reading</u></li> <li>- Senior students will be prepared in Semester 2 for high school with more planning and timetabling</li> </ul> </li> </ul>	

Meeting Closed: 8.15pm  
 Next Meeting: Week 7



Signed  
 Chairperson

9.4.18  
 Date