





## Spearwood Primary School School Board 2017 MINUTES

<b>DATE/TIME:</b>	Monday 12th June, 2017 3.15 pm	<b>CHAIRPERSON:</b>	Janine Griffiths	<b>Minute SECRETARY:</b>	Carol Derbyshire
<b>ATTENDEES:</b>	Janine Griffiths, Christine Heath, Kim Clarke. Marta Rotondella, Carol Derbyshire, Carmela Hrvatin.				
<b>APOLOGIES</b>	Toni Lang, Annette Paterson, Yvette Bowyer				

ITEM	LED BY	DISCUSSION/ PROGRESS REPORT	ACTION/TIMELINE
1.	Marta	<p>1.1 <b>Minutes</b> tabled.</p> <p>1.2 <b>Business Arising</b> Grounds Committee – has been formed and held its first meeting with 4 members. 2 more members were added in the days after the meeting with committee now totalling 6. The committee reviewed the gardener's job description form, gardening budgets and were given the task of assessing the grounds and reporting back on Monday 26<sup>th</sup> of June. The aim of this is to develop a plan of the grounds so we can manage any proposed projects, community involvement, grant applications and busy bees.</p>	<p><b>Minutes:</b> Carol <b>Second:</b> Carmela</p>
2.	Marta	<p>2.1 <b>Comparative Budgets</b> tabled.</p> <p>2.2 <b>Finance Committee Minutes</b> tabled. It is moved that all budget change items outlined in the Finance Committee Minutes dated: 3.05.2017 and 07.06.2017 be ratified by the School Board.</p> <p>2.3 <b>Contributions and Charges</b> figures tabled. Marta to put contributions rates in newsletter.</p> <p>2.4 <b>Letter from Federal Government</b> regarding extra funding tabled.</p> <p>2.5 <b>Selection of Financial Reports</b> Tabled and Discussed Carol to supply the following reports at future meetings: "Cash Report" and "One Line Budget Statement"</p>	<p><b>Moved:</b> Marta <b>Second:</b> Kim <b>Vote:</b> Unanimous Budget changes ratified.</p>
3.	Marta	<p>4.1 <b>Principal's Report</b> Tabled and Discussed.</p>	
4.	Marta	<p>4.1 Marta, Carol and Janine attended to <b>IPS Board training</b> on 18th and 19th May at the Wollaston Conference Centre.</p> <p>4.2 <b>Spearwood Primary School Board Training</b> 4.2.1 Board given Modules Two and Three Review information at last meeting check information and discuss content and answering questions. 4.2.2 Hand out Modules Four and Five next meeting. 4.2.3 Modules Four and Five review will be done next term.</p>	<p>Members to read Modules 4 and 5 for next meeting.</p>

5.	Board Members – Mandatory Criminal History Screening	Carol & Janine	<p>5.1 Carol and Janine to explain process of Criminal Screening and refund. Screening application form completed by Janine and paid \$10 by credit card online. Summary report signed by Marta to confirm her volunteer status at the school. Carol copied and certified Janine's 100 point of ID and submitted the application on Janine's behalf. Janine received a text message to confirm that the screening was complete and received a \$10 credit onto her credit card as reimbursement, then received a letter in the mail with the screening number, copies provided to school. Members wishing to be screened can follow this process via the following link: <a href="https://apps.det.wa.edu.au/ecrc/">https://apps.det.wa.edu.au/ecrc/</a></p> <p>5.2 Discussion on Screening of members and planning procedures for future. Potential new members of the school board are to be given an 'induction pack' which will contain information on the nomination process and criminal screening prior to their nomination being accepted.</p>	
6.	IPS Re-Branding update.	Marta/ Carol	<p>9.1 Pineapple-Planet – Logo, Branding and Website. General discussion about how we will promote and launch the new website. Teachers to ask students to log on via the school website to apps used at school for example: "Mathletics", "Sound Waves" and "Bug Club".</p> <p>9.2 Schoolzine – Newsletters and Calender</p> <p>9.2 School Signage including - Electronic Signs</p> <p>School to wait and see what money is left after branding and website, then plan to budget for the sign in 2018. Costs approx. \$30,000.</p>	Marta to discuss with Ian. Carol to send link to families via SMS message.
7.	Dress Code	Marta	<p><b>Table Dress Code and discuss.</b></p> <p>Changes to the dress code to be added and then discussed via email. Marta will add statement about student uniforms being in good condition, and that students may be excluded from school activities if they continually do not conform to the dress code.</p>	Marta to action.
Next Meeting	Term Three Week Three Monday 31st July	Signed and Date:	 <b>Janine Griffiths - Chair</b>	 <b>Marta Rotondella - Principal</b>
			4.30 PM	Meeting Closed