



Spearwood Primary School School Board February 2018 MINUTES

DATE:	Monday 12 February 2018	CHAIRPERSON:	Janine Griffiths
TIME:	3.15 pm	Minute SECRETARY:	Carol Derbyshire
ATTENDEES:	Christine Heath, Rebecca Instance, Janine Griffiths, Kim Clarke, Carol Derbyshire		
APOLOGIES	Annette Paterson		

ITEM	LED BY	DISCUSSION/ PROGRESS REPORT	ACTION/TIMELINE
1. Apologies, Previous Minutes & Business Arising:	Rebecca	<p>1.1 For this item Principal will act in Chair and Carol Derbyshire will act as secretary. Formal election for these positions to take place as item two.</p> <p>1.2 Minutes tabled.</p> <p>1.3 Business Arising</p> <ul style="list-style-type: none"> ➢ Carol to add School Development Day dates to website, term planners etc. – completed. ➢ Treasure Hunters – program confirmed. Information and permission slips sent out through Consent2Go. Start date will be Tuesday 13 February 2018. – 15 students to commence. ➢ Hard copy of updated Terms of Reference to be provided to all Board members at first 2018 meeting. – <u>provided and discussed.</u> 	Minutes: Kim Second: Christine
2. Composition and Roles of School Board	Rebecca	<p>3.1 Discuss Board membership in 2018</p> <p>Principal: Rebecca Instance Compulsory Member Staff Members Manager of Corporate Services - Carol Derbyshire <u>Teacher – Jackie Freckelton</u> Community Member – Janine Griffiths (2016 term two commenced) Parent Member – Kim Clarke Parent Member – Chris Heath Parent Member – Annette Patterson</p> <p>3.2 Call for parent member nominations made in first newsletter. At least one required for 2018</p> <p>3.3 Succession planning</p>	<p>Membership discussed. Kim to approach Lindsay Sweetman, Janine to nominate a representative from the P&C. Carol and Janine to discuss possible representation from the Filipino Community Group.</p> <p>All current members to indicate at next meeting their start and intended resignation dates to assist with succession planning.</p>

3.	Financial Review: Budget, Finance Committee Minutes.	Carol	<p>3.1 2018 Budget to be endorsed via email once it becomes operational.</p> <p>3.2 Comparative Budgets tabled.</p> <p>3.3 Finance Committee Minutes</p> <p>3.4 General Financial business including showing Student Centred Funding on Portal. – defer to Week 8 meeting</p>	<p>All members to be provided with up to date budget as soon as possible after census.</p> <p>A reduction in student numbers means there is not enough money available to request from Student Centred Funding, the previously approved cash amount of (\$142,224).</p> <p>Finance Committee Minutes were not available at the time of the meeting, Carol to email out to all members as soon as possible.</p>
4.	Principal's Report including current class structure and new staff members.	Rebecca	4.1 Report Tabled and Discussed including – Current class structure and new staff members.	<p>Update to tabled document: Carpets have been installed in Room 6.</p> <p>Italian teacher to be appointed after resignation of Caroline Colliss.</p>
5.	2017 – 2019 Business Plan Review	Rebecca	5.1 Review progress via the Annual Report	<p>All members present approve the Annual Report 2017.</p> <p>Annette to be contacted by email to seek approval or comment.</p>
6.	School Annual Report	Rebecca	6.1 Discuss Annual Report and seek endorsement. Emailed copy provided via email with agenda.	<p>Moved: Kim</p> <p>Second: Chris</p> <p>Approved: All (except Annette, whose approval will be sought via email).</p>
7	2017 Attendance Data	Rebecca	7.1 Review 2017 Attendance data.	<p>Attendance plans will be in place for all at risk students in 2018.</p>
13.	General Business		Raise profile of the School Board – members to approve of article in Newsletter	<p>Article to include, 'Who we are', 'What we do' and some info on 'Why parents are members'.</p> <p>All approved</p>
Next Meeting		Term One Week Eight Monday 19 March 2018	Signed and Date:	<p><i>J. Griffiths</i> Janine Griffiths - Chair</p> <p><i>R. Instance</i> Rebecca Instance - Principal</p>
			4.10 PM	Meeting Closed