



# Spearwood Primary School School Board 2017 MINUTES

<b>DATE/TIME:</b>	Monday 27th Nov., 2017	3.15 pm	<b>CHAIRPERSON:</b>	Janine Griffiths	<b>Minute SECRETARY:</b>	Carol Derbyshire
<b>ATTENDEES:</b>	Janine Griffiths, Kim Clarke, Christine Heath, Annette Paterson. Marta Rotondella, Carol Derbyshire, Carmela Hrvatin, Toni Lang.					
<b>APOLOGIES</b>	Yvette Bowyer – emailed apology					

ITEM	LED BY	DISCUSSION/ PROGRESS REPORT	ACTION/TIMELINE
1. Apologies, Previous Minutes & Business Arising:	Marta	<p>1.1 Minutes tabled.</p> <p>1.2 <b>Business Arising</b></p> <p>1.2.1 School Board did not have a quorum of 60% and a voting majority of parents and community members at the last meeting. As items were time sensitive and 14 day notice is required to call an extra meeting. Janine Griffiths and Marta Rotondella emailed and came to an agreement that the information would be emailed all and we would ask for email approval of the items that required and they would be tabled again at this meeting. <b>This decision and consequent actions require ratification at this meeting.</b></p> <p>1.2.2 Emails of approval from all four parents members were quickly received thanks for the prompt replies from those parents. This means the: School Development Days and Voluntary Contributions and Charges could be widely published to parents as required in November. Also the Code of Conduct information could be made public and removed from draft to approved and published stage.</p> <p>1.2.3 All this information will be put on website and newsletters. Hard copies sent to families for School Calendar dates and Voluntary Contributions and Charges.</p> <p>1.2.4 As a result of this issue Principal requested and Chairperson agreed to put the Terms of Reference on the agenda for this meeting. It is on as item 5.</p>	<p>Minutes: Carol Second: <b>Toni</b></p> <p><b>Previous Meetings</b> <b>Decisions Ratified: All present</b></p>
2. Financial Review: Budget, Finance Committee Minutes.	Carol	<p>2.1 <b>Finance Committee Minutes</b> tabled Budget Change Item – D1505, D6610, D6625 Comparative <b>Budgets</b> tabled.</p> <p>2.2 <b>Contributions and Charges</b> figures tabled. – 2018 aim: <b>To be more visible in the community as to what the funds are spent on, in the hope it will encourage payments.</b></p> <p>2.3 <b>Financial Reports</b> tabled and discussed (OLB and Cash)</p>	<p>Moved: Janine Second: Kim Budget Changes Ratified: <b>All present</b></p>
3. Budget 2018 - Draft	Carol	<p>3.1 – Budget tabled</p> <p>3.2 – Budget Approval</p> <ul style="list-style-type: none"> <li>• <b>2018 Budget Approved.</b></li> </ul>	<p>Moved: Carol Second: <b>Annette</b> Approved: <b>All present</b></p>
4. Principal's Report	Marta	<p>4.1 <b>Principal's Report</b> tabled and discussed with Progress in School Business Plan 2017 and Planning for 2017 Annual Report.</p> <ul style="list-style-type: none"> <li>• <b>Tabled and discussed</b></li> </ul>	

5.	Review of School Board: Terms of Reference	Marta	<p>Discuss and Decide on appropriate representation numbers.</p> <p><b>8.1 Staff</b> - Within the current Terms of Reference it is proposed that we reduce actual staff membership by one for 2018 – we have membership of 2-3 plus principal in 2017 we have elected three but for 2018 2 plus Principal should suffice.</p> <p><b>8.2. Parents</b> - Propose that we edit Terms of Reference to increase the parent representatives to a range (not just 4).</p> <ul style="list-style-type: none"> <li>• <b>Changed to from to 4 - 6</b></li> </ul> <p><b>8.3 Community Members</b> - Look at Community representation and decide if number is sufficient and if /who we may invite to improve the voting ratio.</p> <ul style="list-style-type: none"> <li>• <b>Amounts is 1 – 3 this is good. Focus on getting extra Community members in 2018.</b></li> <li>• <b>Change also required on total number to 7 – 12</b></li> </ul>	<p>Marta to make changes and email to Board Members. Hare copies to be given in all members 2018 – part of induction of new members to go through this and Code of Conduct.</p> <p>Moved: Marta Second: Janine Vote: All present</p>
6.	Approval Dates 2018 and 2019	Marta	<p>9.1 I would like to plan ahead for <b>2018 Half Day Close for Three Way Conferences</b> – Proposed Date is Term One Week Eleven, Thursday 12th April, 2018 School Board approval is required.</p> <ul style="list-style-type: none"> <li>• <b>Approved.</b></li> </ul> <p>9.2 School <b>Development Days</b> require School board approval and they have been done for 2018. The Network has proposed a date for 2019 to hold a conference - <b>Friday 31st May 2019</b> this is the Friday before the WA Day Long weekend so families will have a four day break. This will enable Spearwood Staff to have access to Professional Learning paid for by the Network.</p> <ul style="list-style-type: none"> <li>• <b>Approved.</b></li> </ul>	<p>Moved: Marta Second: Christine Vote: All present</p> <p>Moved: Marta Second: Toni Vote: All present</p> <p>Carol to add dates to website, term planners etc.</p>
7.	Religious Instruction.	Marta	<p>Great News - Youth Care: Christian Values Education, have found two wonderful volunteers to run the <b>Treasurers Hunters</b> program on Tuesday lunchtimes next year starting 6th February, 2018. Tracey Irving and I met Michelle who will be running the sessions with her sister and trying to recruit further volunteers as support.</p>	<p>Marta to send tout information to community. Follow up required in 2018.</p>
Next Meeting:	Term One 2018 Week Three		<p>Signed and Date:</p> <p><i>Janine Griffiths</i> Janine Griffiths - Chair</p> <p><i>M. Rotondella</i> Marta Rotondella - Principal</p>	<p>3.50 PM</p> <p>Meeting Closed</p>