





## Spearwood Primary School School Board 2017 MINUTES

<b>DATE:</b>	Monday 13th February, 2017	<b>CHAIRPERSON:</b>	Janine Griffiths
<b>TIME:</b>	3.15 pm	<b>Minute SECRETARY:</b>	Carol Derbyshire
<b>ATTENDEES:</b>	Marta Rotondella, Carol Derbyshire, Carmela Hrvatin, Kim Clarke, Janine Griffiths		
<b>APOLOGIES</b>	Christine Heath, Yvette Bowyer (New Nominee), Toni Lang, Annette Paterson.		

ITEM	LED BY	DISCUSSION/ PROGRESS REPORT	ACTION/TIMELINE
1. Apologies, Previous Minutes & Business Arising:	Marta	<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>1.2 Business Arising</p>	Minutes: Marta Second: Janine
2. Composition and Roles of School Council	Marta	<p>2.1 Table and Discuss: School Board Code of Conduct and Terms of Reference.</p> <ul style="list-style-type: none"> <li>Marta to distribute a simplified version of the School Board Terms of Reference and Code of Conduct to all families.</li> </ul> <p>2.2 Discuss Composition of Board in 2017 Principal: Marta Rotondella Compulsory Member Staff Members Manager of Corporate Services - Carol Derbyshire Teacher – Toni Lang (Ad Hoc member 2016) Teacher – Carmela Hrvatin Community Member – Janine Griffiths (2016 term two commenced) Parent Member – Kim Clarke Parent Member – Chris Heath Parent Member – Annette Patterson</p> <ul style="list-style-type: none"> <li>Board to consider including the position of Manager Corporate Services as a compulsory member.</li> </ul> <p>2.3 Vote on Board Chair and Secretary</p> <ul style="list-style-type: none"> <li>Chair: Janine Nominated by Marta, elected unopposed</li> <li>Secretary: Carol nominated by Marta, elected unopposed</li> </ul> <p>2.3.1 Secretary to maintain the register of members' phone numbers and email addresses. <i>It may be useful to regularly update the register with current information. N.B. Please note that it is advisable to obtain consent first, as Boards may be in breach of the (Commonwealth) Privacy Act 1988 by keeping phone numbers on the register without consent.</i></p>	Marta to action.

			<p>2.4 Discuss new parent nominations. At least one required for 2017</p> <ul style="list-style-type: none"> <li>Yvette Bowyer self-nominated. Elected unopposed.</li> </ul> <p>2.5 Discuss Board Training – emailed 9/2/17 and handout.</p> <ul style="list-style-type: none"> <li>New board training top include Marta, Carol and Janine.</li> </ul> <p>3.1 2017 Budget tabled for discussion and ratification.</p> <ul style="list-style-type: none"> <li>“Request that the 2017 School Budget be Ratified.” Moved: Carol Derbyshire Second: Kim Vote: approved Budget Ratified</li> </ul> <p>3.2 Comparative Budgets tabled.</p> <p>3.3 Finance Committee Minutes tabled.</p> <p>3.4 Voluntary Contributions and Charges – payment summary sheets distributed In 2016 we only managed to collect 57.68%, where in 2015 we collected 75%.</p> <ul style="list-style-type: none"> <li>Carol to bring updated Voluntary Contributions and Charges summary sheet to each Board meeting so we can track payments.</li> </ul> <p>3.4 General Financial business including Principal showing Student Centred Funding on Portal.</p>	Marta to action.
3.	Financial Review: Budget, Finance Committee Minutes.	Marta	<p>4.1 Report Tabled and Discussed including - School Restructure and New Class Structure and new staff members.</p>	Carol to Action.
4.	Principal's Report including School Restructuring and New Staff Members.	Marta	<p>Three way conferences are parent meetings with children present. The staff would like to hold these Wednesday 5th April, Week Ten. This will allow reporting and discussing of students this term before formal reports next term. Staff request that we apply for half day closure on that day to enable longer 15 minutes meetings for parents.</p> <ul style="list-style-type: none"> <li>Moved: Marta Second: Kim Vote: approved</li> <li>Board approves of half day closure.</li> </ul>	Marta to seek approvals from RED and notify families.
5.	Three Way conferences, Half day close	Marta	<p>One of the roles of School Board each year is to set policy for advertising.</p> <p>In 2016 the decision was :</p> <p>Community events to be placed in newsletter free of charge that are of benefit to the school community. No newsletter advertising including flyers except where they are to the benefit of students for example sporting groups. Judgement of benefit to be made at school on case by case and where any issues arise they arise to come to next school board meeting.</p> <ul style="list-style-type: none"> <li>2017 continue current arrangements.</li> </ul>	2017 continue current arrangements.
6.	Advertising	Marta		

			<p>13.1 Christian Values Education (CVE) – How will this work in 2017.</p> <ul style="list-style-type: none"><li>• Still waiting to hear from the co-ordinator regarding an opt-in lunchtime program called “kids club” or “treasure hunters</li></ul> <p>13.2 Computer Contract – students and paretns to sign and return to teacher on a yearly basis.</p> <p>13.3 Kim to donate kindy gym for raffle.</p>		
13.	General Business				
Next Meeting	Term One Week Eight Monday 20th March,	Signed and Date:	 Janine Griffiths - Chair	 Marta Rotondella - Principal	5.00 PM Meeting Closed