



Spearwood Primary School School Board March 2018 MINUTES

DATE:	Monday 19 March 2018	CHAIRPERSON:	Janine Griffiths
TIME:	3.15 pm	Minute SECRETARY:	Simone Blom
ATTENDEES:	Rebecca Instance, Janine Griffiths, Simone Blom, Christine Heath, Annette Paterson, Kim Clarke		
APOLOGIES	Jackie Freckelton, Carol Derbyshire		

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 Simone Blom will act as secretary.</p> <p>1.2 Minutes tabled.</p> <p>1.3 Business Arising</p> <ul style="list-style-type: none"> ➤ Succession planning - All current members to indicate at next meeting their start and intended resignation dates to assist with succession planning. Rebecca handed form around for members to note start and end dates of their tenure. 	Minutes: Christine Heath Second: Annette Paterson
2. Induction of School Board	Rebecca	3.1 Induction of new Board members – Rebecca showed 'Induction' booklet she has been working on.	Rebecca to continue to work on Induction Book.
3. Financial Review: Budget, Finance Committee Minutes.	Rebecca and Simone	<p>3.1 Comparative Budgets tabled.</p> <p>3.2. Finance Committee Minutes tabled.</p> <p>3.3 General Financial business.</p>	Carol/Rebecca to go over Financials in more depth next meeting once Student Centred Funding money is received.
4. Principal's Report including current class structure and new staff members.	Rebecca	4.1 Report Tabled and Discussed including – Digital Literacies Grant Initiative, 3 way conferences, staffing changes	Rebecca asked for Boards support in promoting 3 way conferences within the community.
5. Advertising and Sponsorship	Rebecca	5.1 Newsletter now online - School focus remains on promoting the quality education provided at Spearwood. Board agreed but Janine noted that if local services, that are beneficial to our community, eg Doctors surgery want to advertise we should allow this.	
6. General Business		<p>Christine - will donate some music books to the music room.</p> <p>Janine – Councillor representative not required.</p> <p>Rebecca – Contact list – Members checked details and updated.</p> <p>Rebecca – Annual Report finished, Board viewed. It will now go on website and schools online.</p> <p>Rebecca – Gave Anzac Day invites to members.</p>	Rebecca will send email notification re councillor.

			<p>Christine – Enquiry re end of year activities for Graduates. Rebecca said it would be organised soon but not an overnight camp. General discussion re 'new members', unfortunate that no one from morning tea came along but that Board members would keep pursuing. Janine – Dockers clinic cancelled in 2017 – when rebooked?</p>	<p>Rebecca to chase up Dockers Clinic.</p>
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<p>Next Meeting</p>	<p>Term Two Week Three Monday 14 May 2018 3.15pm</p>	<p>Signed and Date:</p>	<p><i>Janine Griffiths</i> Janine Griffiths - Chair</p>	<p><i>R. Instance</i> Rebecca Instance - Principal</p>	<p>3.43 PM Meeting Closed</p>
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