



Spearwood Primary School School Board May 2018 MINUTES

DATE:	Monday 14 May 2018	CHAIRPERSON:	Janine Griffiths
TIME:	3.21 pm	Minute SECRETARY:	Carol Derbyshire
ATTENDEES:	Janine Griffiths, Kim Clarke, Jackie Freckelton, Carol Derbyshire, Rebecca Instance, Needmore Zendera (visiting)		
APOLOGIES	Annette Paterson, Christine Heath		

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.</p> <p>1.2 Minutes tabled.</p> <p>1.3 Business Arising</p> <ul style="list-style-type: none"> ➢ Succession planning – Recruitment of new Board members ➢ Dockers Clinic follow up. Occurred at end of Term 1. Enjoyed by all students. ➢ Councillor unsuitable as possible Board candidate – Rebecca sent email notification ➢ Confirm action for Advertising and Sponsorship 	<p>Previous minutes signed.</p> <p>Janine to enquire with other sports teams for clinics/visits.</p> <p>Advertising and sponsorship by Schoolzine newsletter is approved within limits set by the school. Admin staff to monitor and discretion to be used if adverts not deemed appropriate.</p> <p>Code of Conduct reviewed and items that require change/update are: Logo. To be reviewed in Term 2 2019.</p> <p>Rebecca discussed the Terms of Reference, no change at this stage as alterations to board composition were made at previous meeting. To be reviewed in Term 2 2019.</p>
2. Review of Board Functioning	Rebecca	<p>2.1 Code of Conduct</p> <p>2.2 Terms of Reference and 2018 School Councils and Boards Information Package</p>	<p>Voluntary contributions tabled and discussed.</p> <p>Funding Agreement tabled and reviewed by all members as part of presentation on OLB interface.</p>
3. Financial Review: Budget, Finance Committee Minutes.	Carol	<p>3.1 Comparative Budgets tabled Period 3 and 4.</p> <p>3.2. Finance Committee Minutes tabled 20.02.2018 and 14.03.2018.</p> <p>3.3 General Financial business including showing Student Centred Funding on Portal. Tabled: Cash Report, OLB Statement, Minimum Expenditure Requirements.</p> <p>3.4 Funding Agreement for Schools – IPS schools are not required to submit a signed agreement as it is an attachment of our Delivery and Performance Agreement.</p>	
4. Principal's Report	Rebecca	<p>4.1 Report Tabled</p> <p>National School Opinion Survey to students and parents will occur this term, with</p>	<p>On Entry Assessment Data handed out. Members to review</p>

			staff later in the year.		and discuss at next meeting.
5.	General Business	Rebecca	Morning Tea with the School Board Term 2 for Kindy/Pre Primary Parents		Thursday May 31 at 9.00 am, Carol to advertise in Newsletter.
6.	General Business	Rebecca	Security Perimeter Fencing Program – School is on the shortlist for 2018/19		
7.	General Business	Kim	P&C – Did they manage to form a committee?		Yes, officers appointed at AGM.
8.	Subcommittee Report	Carol	Grounds Committee Report		Carol to provide members with minutes.

Next Meeting	Term 2 Week 8 Monday 18 June 2018	Signed and Date:		4.32 PM
			Janine Griffiths - Chair	Meeting Closed
			Rebecca Instance - Principal	