



Spearwood Primary School School Board July 30 2018 MINUTES

DATE:	Monday 30 July 2018	CHAIRPERSON:	Janine Griffiths
TIME:	3.15 pm	Minute SECRETARY:	Carol Derbyshire
ATTENDEES:	Irinne Dawa, Humna Ashraf, Janine Griffiths, Rebecca Instance, Carol Derbyshire, Jackie Freckelton, Kim Clarke, Christine Heath		
APOLOGIES	Anette Paterson, Needmore Zendera		

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"> ➢ Rebecca to investigate holding a workshop for parents. ➢ Janine to ask City of Cockburn Libraries for support. ➢ Carol to include on uniform order form that parents can send orders via email to admin - actioned ➢ Carol to advertise in newsletter for parents to donate second hand items to the uniform shop – actioned but none received so far. ➢ Carol to ask families who have ponds to donate tadpoles to the school for the new frog pond. ➢ Carol to investigate the installation of Soccer Goals for the small oval – actioned. ➢ Carol to distribute and clear excess furniture – actioned. ➢ Carol to discuss kindly grounds presentation with staff. 	<p>Minutes: Jackie Second: Kim</p> <p>Parent workshops – Tracey will run, awaiting a date.</p> <p>PPP workshop will also be run later in the term.</p> <p>Jessica Donald from City of Cockburn Libraries will assist with early literacy materials and information for parents as required.</p> <p>Carol to ask for tadpoles again in September.</p> <p>Carol to continue discussion regarding presentation of kindly grounds.</p>
2.	Attendance	2.1 Semester One Attendance – tabled and discussed.	
3	NSOS	3.1 National Schools Opinion Survey – complete analysis with staff results included	
4.	Financial Review: Budget, Finance Committee Minutes.	<p>4.1 Comparative Budgets tabled.</p> <p>4.2. Finance Committee Minutes tabled.</p> <p>4.3 One Line Budget Statement tabled</p> <p>4.4 Cash Report tabled</p> <p>4.5 Voluntary Contributions and Charges tabled</p>	<p>School Grant received which included an increase in Chaplaincy Funds to enable Coral to work 2 days per week for the remainder of 2018.</p>

				<p>Sporting schools grant received for 4 whole school Soccer Sessions to be held in Term 3.</p> <p>Rebecca and Carol to draft a letter to the Pre Primary parents outlining what the voluntary contributions are used for and ask for payment. Letter to be sent with next batch of reminder unpaid billing items (Statements).</p> <p>Fairy garden at PP to be built, Kim to donate 'mushrooms'.</p> <p>Welcome Irrine who has agreed to join us on the Board.</p> <p>Rebecca to arrange welcome letter and induction session.</p> <p>Rebecca and Carol to update Board members as plans for fence progress.</p> <p>Carol to continue to seek a supplier for current uniform items.</p>
5.	Sub Committees	Carol	5.1 Grounds Committee Report tabled	
6.	Principal's Report	Rebecca	6.1 Report tabled	
7.	General Business		<p>Fencing Meeting – went well. School to allow 30 days for costings to come through, then community consultation process begins.</p> <p>Uniform Supplier – The uniform shop requested the board to consider a change in uniform as they are having trouble getting a supply of uniform jackets at a reasonable price. Carol has requested costing from 'Aussie Grown' who currently supplies the uniform polo shirts. Decision to be made about the pricing of the uniform items. Even if jackets cost more we may be able to limit price increase by revising profit margin.</p>	

Next Meeting	Term 3 Week 8 Monday 3 September 2018	Signed and Date:		4.15 PM
			Janine Griffiths - Chair	Meeting Closed