



# Spearwood Primary School School Board 3 September 2018 MINUTES

<b>DATE:</b>	Monday 3 September 2018	<b>CHAIRPERSON:</b>	Janine Griffiths
<b>TIME:</b>	3.15 pm	<b>Minute SECRETARY:</b>	Carol Derbyshire
<b>ATTENDEES:</b>	Christine Heath, Kim Clarke, Humna Ashraf, Janine Griffiths, Rebecca Instance, Carol Derbyshire, Needmore Zendera		
<b>APOLOGIES</b>	Jackie Freckelton, Annette Paterson, Irrine Dawa		

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"> <li>➤ Carol to ask for tadpoles again in September.</li> <li>➤ Carol to continue discussion regarding presentation of Kindy grounds.</li> <li>➤ 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.</li> <li>➤ Fairy garden at PP to be built, Kim to donate 'mushrooms'.</li> <li>➤ Rebecca to arrange welcome letter and induction session for Irrine.</li> <li>➤ Rebecca and Carol to update Board members as plans for fence progress.</li> <li>➤ Carol to continue to seek a supplier for current uniform items.</li> </ul>	<p>Minutes: Janine Second: Christine</p> <p>Carol will place request in newsletter for tadpoles.</p> <p>Letter sent to all parents who have not paid voluntary contributions. Corrections made to billing, now reflects true percentages of contributions made across categories.</p> <p>Fairy Garden has been built in PP, thanks Donna and Annette. Thanks Kim for the donations.</p> <p>Welcome letter issued and induction session to be scheduled.</p> <p>Fence - estimates coming soon. Letters of support from Mayor and Councillor. Seeking also from Local MP.</p> <p>Uniforms have been ordered with Nell Grey – current supplier as alternate supplier required us to purchase a custom dyed fabric full bolt (approx. 80 jackets) and this is too costly. Expect 10 week turnaround.</p>

				Carol to email supplier prior to Kindy induction meeting if uniforms have not arrived.
				General discussion regarding the transition from CVE/CRE to Treasure Hunters. Opt in program going well with 15 to 20 children attending weekly during lunchtime. Rebecca/Carol to print and distribute policy to members who can send comments.
2.	Policy Review	Rebecca	2.1 Review of school policy and practice on religious education	Board worked through the tool together. Rebecca to collate the answers and set goals.
3	National School Improvement Tool	Rebecca	3.1 National School Improvement Tool – Domain 9:School Community Partnerships	Members to complete the survey and return to Rebecca by Friday September 7 <sup>th</sup> . Rebecca will collate results and report back at next meeting.
4	School Board Effectiveness Survey	Rebecca	4.1 School Board Effectiveness Survey	Carol and Janine to run a session with the new members on "Reading Financial Reports" on Wednesday October 17 at 2.15 pm.
5.	Financial Review: Budget, Finance Committee Minutes.	Carol	5.1 Comparative Budgets tabled. 5.2. Finance Committee Minutes tabled. 5.3 One Line Budget Statement tabled 5.4 Cash Report tabled 5.5 Voluntary Contributions and Charges tabled	Next project with a 'design a garden' competition for classes. Garden bed between Room 4 and Old Canteen to be refreshed. Winning class gets to plant out the garden at next Busy Bee and receive a Sausage Sizzle Lunch on that day.
5.	Sub Committees	Carol	5.1 Grounds Committee Report tabled	
6.	Principal's Report	Rebecca	6.1 Report tabled	

Next Meeting	Term 4 Week 3 Monday 22 October 2018	Signed and Date:	Rebecca Instance - Principal	Meeting Closed
			<i>Jaraine Griffiths</i> 6/9/18. <i>BA</i> 6/9/18	4:39 PM
			Jaraine Griffiths - Chair	