



Ardross Primary

An Independent Public School

SCHOOL BOARD MINUTES

Prepared by: Alison Stockman

Place of meeting: Staff Room, Ardross Primary School

Date: 13 May 2015

Present: Karen Duncan, Denelle Ellery, Blythe Maley, Isabel Mangion-Campbell, Kate Mathis, Patrick Soh, Nathan Hickman, Tamara Vivian, Kim Fromant and Karen Wall.

No.	Item	Action & Date of Completion
1.	<p>Welcome</p> <p>The meeting commenced at 7.20pm. The Chair, Patrick Soh, extended a welcome to all present and in particular, Kim Fromant as the new P&C representative to the Board and Karen Wall attending her first official meeting as a new Board member.</p>	
2.	<p>Apologies</p> <p>Heidi Lansdell.</p>	
3.	<p>Previous Minutes 25 March 2015</p> <p>(a) Acceptance</p> <p>Moved: Denelle Ellery</p> <p>Motion: That the Minutes of the meeting of 25 March 2015 be accepted as a true and correct representation of the last meeting.</p> <p>Seconded: Blythe Maley</p> <p>Motion accepted.</p> <p>(b) Business Arising</p> <p>i. <u>Code of Conduct</u> New members Kim Fromant and Karen Wall signed the Code of Conduct.</p> <p>ii. <u>Grounds Committee</u> The Gardener, Jason Felstead, has confirmed acceptance to the Committee. Others yet to respond to email.</p>	<p>Patrick will send a copy of the Constitution to Karen.</p>

No.	Item	Action & Date of Completion
iii.	<u>Dress Code Policy</u> Further discussion later in this meeting.	
iv.	<u>Parking Issues</u> Until the High School upgrade is completed, it is expected traffic congestion will continue. The barrier previously preventing contractors parking on the lawn in the school's front yard has been removed to allow them to use it and alleviate the parking on the road. Other issues continue with children riding bikes in the staff car park and parents parking on the grassed area.	Karen will: <ul style="list-style-type: none"> • speak with Paul Lynch, Principal of Applecross SHS at the Network Meeting on 14 May to determine any other strategies available for alleviating the traffic; • organise a "2-week blitz" to monitor parking and observation of traffic safety rules; and • make a telephone call to the Melville City Council to request a Ranger to police the parking.
v.	<u>Hiring Agreements</u> The school's one agreement with OSH Club will come up for renewal this year. It was decided that this agreement should be reviewed on renewal as opposed to each year. Future agreement to be reviewed before signing and upon renewal.	
vi.	<u>School Centred Funding Model (SCFM) Review</u> Presented on 26 March by Patrick Soh.	
vii.	<u>School Business Plan</u> Patrick Soh attended the School Development Day on 20 April. Further discussion by Karen Duncan in Principal's Report.	
viii.	<u>Annual Report</u> Sent out by the Chair last week through 'Dropbox'. Expanded further in this meeting.	
ix.	<u>Financial Reports</u> SCFM and Comparative Budget Report (CBR) distributed to all members prior to meeting.	
x.	<u>New Member Files</u> Files distributed to members.	
4.	Occupational Health and Safety (OH&S) <ul style="list-style-type: none"> • OSH Club reported their security light not working. All lights in school were checked and reset as required. OSH Club reported steps being hazardous. Jason put abrasive yellow strips on edge of steps to alert people. • Ceiling repairs have caused some unwanted disruption and irritation to staff and parents. Both Rooms 12 and 9 have now been repaired. Room 12's storeroom is still to be completed as it has a different priority and is not high risk. A satisfactory result achieved overall. 	

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5.	<p>Independent Public Schools <i>One Line Budget Update</i> Patrick Soh showed an overview of the SCFM from the discussion held following the last meeting with \$3.351M. Expenses included salaries of \$2.983M (currently showing as \$2.961M). The amount required to keep aside to employ one teacher's salary of \$104,000.00 is still viable with \$94,000.00 currently available in salaries.</p>	
6.	<p>Policies and Areas for Review for 2015</p> <p>(a) Dress Code Several aspects of the Dress Code Policy were discussed and edits will be made to the Policy with a view to approving the revised Policy at the next meeting.</p> <p>Points of change include:</p> <ul style="list-style-type: none"> • Adding two additional choices of white and black leggings along with bottle green to the girls' leggings' colour choice. • Allowing a long sleeved undershirt in bottle green, black or white to be worn in winter under yellow shirts for Years Pre Primary-6. • Choir uniform to be mentioned in same way as River Rangers' uniform requirement. <p>(b) Annual Report Karen showed the new Annual Report on the screen. The Board requested to look at the document and feed back any observations or corrections.</p> <p>(c) Delivery and Performance Agreement Carried forward to the next meeting as it is not yet available from Central Office.</p>	<p>Email Karen with any further changes to be considered. Check the School Information Booklet for clarification of wearing jewellery and nail polish.</p> <p>Feedback for changes to be forwarded to Karen by the end of the week. Karen to send a copy to Board members by the end of next week.</p>
7.	<p>Principal's Report</p> <p>The Report, as tabled, is attached to the Minutes. The main points included:</p> <ul style="list-style-type: none"> • National Assessment Program – Literacy and Numeracy (NAPLAN) testing currently underway. • English as an Additional Language (EAL) and literacy support in the school to be considered - costing done for one teacher and two EAs (part time) @ approximately \$42,000.00. • Ceiling Repairs. • School Business and Strategic Plan 2015-2017. • School Development Day - considered priorities for 2015 as "The Whole Child", "High Quality Teaching and Learning", "Collaboration and Partnerships". Minor priorities discussed today at staff meeting. Aiming to get a first draft by the next meeting. 	

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8.	<ul style="list-style-type: none"> • Undertaking Performance Management with staff. • Delivery and Performance Agreements. • Request for change of School logo and seeking stakeholders with professional design for ideas. Several thoughts and discussion from the historic benefits to the existing logo and to making a cost decision in a difficult financial environment. • Parent request - BYO (Bring Your Own) Device Program. • Japanese Exchange Program - teacher support. <p>P&C Update to the Board</p> <p>Kim Fromant reported the main discussion points from the last meeting:</p> <ul style="list-style-type: none"> • Canteen - two parents 'stepped up' and helped out while the Manager took bereavement leave. Volunteers are still hard to get and canteen has taken a loss of about \$1500.00. Possibly due to additional wages for training and not having Year 7 boys. • Robin Hood project - results on Monday. • Grill'd - we made 2nd prize of \$100. • Donations given to the school to purchase Library TV; blinds for Kindy and cafe blinds for Library; Readers; movie and possibly boards for art. • IGA Grant for leavers' shirts. • Claire having an allergy aware fundraising afternoon tea probably to be held in library. 	<p>Look at the BYO program at Booragoon PS to assess viability.</p>
9.	<p>Board Sub-Committee Updates</p> <p>(a) Finance</p> <ul style="list-style-type: none"> • Revenue is currently showing \$290,000.00 for SCFM but is actually \$275,000.00. This will be adjusted to give an accurate reflection of funds available and in particular the amount available in the unallocated budget (\$35,000.00). • Education Resources to be increased to \$7,000.00 being the school's contribution to match the P&C donation. • A couple of cost centre budgets approved increases – Humanities & Social Services (HASS) of \$900.00 for expenditure on ANZAC commemorative medals; Music - \$500.00 for ongoing Marimba lessons; \$800 for Pizza with the Principal increased in Student Behaviour Awards; Camp account \$1000.00 deposit for next year's Camp. • First half of the SCFM received in April Gateway. 	

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10.	<p>Moved: Karen Duncan</p> <p>Motion: Acceptance of the Finance Report as approved by the Finance Committee and revision of SCFM revenue budget to \$275,000.00.</p> <p>Seconded: Blythe Maley</p> <p>Motion accepted.</p> <p>(b) Sponsorship</p> <p>Another application for Home Care Centre is to be considered for approval and the Committee will meet and review this application prior to next School Board meeting.</p> <p>(c) Grounds</p> <p>No Report was available for this meeting.</p> <p>General Business</p> <p>No General Business was raised.</p> <p>Meeting Close - 9.20pm.</p> <p>Next meeting - Wednesday, 10 June 2015 at 7.15pm.</p>	

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Chairperson

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Principal