



## SCHOOL BOARD MINUTES

Prepared by: Alison Stockman

Place of meeting: Library, Ardross Primary School

Date: 16 September 2015

Present: Andrew Holmes, Patrick Soh, Denelle Ellery, Kate Mathis, Nathan Hickman, Kim Fromant, Tamara Vivian and Karen Wall.

No.	Item	Action & Date of Completion
<b>1.</b>	<p><b>Welcome</b></p> <p>The meeting commenced at 7.24pm. The Chair, Patrick Soh, extended a welcome to all present.</p>	
<b>2.</b>	<p><b>Apologies</b></p> <p>Blythe Maley, Isabel Mangion-Campbell and Heidi Lansdell.</p>	
<b>3.</b>	<p><b>Previous Minutes 12 August 2015</b></p>	
	<p><b>(a) Acceptance</b></p> <p><b>Moved: Nathan Hickman</b></p> <p><b>Motion: That the Minutes of the meeting of 12 August 2015 be accepted as a true and correct representation of the last meeting.</b></p> <p><b>Seconded: Kate Mathis</b></p> <p><b>Motion accepted.</b></p>	
	<p><b>(b) Business Arising</b></p>	
	<p><i>i.</i> <u>School Website - Board information</u> All Policies, the Annual Report and Board Minutes have been loaded on to the website as noted for action in the previous Minutes.</p>	
	<p><i>ii.</i> <u>Letter to Karen Duncan</u> Letter of thanks to be completed before the next meeting.</p>	Andy Holmes and Patrick Soh will complete the letter of thanks before the next meeting.

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iii.	<p><u>Heidi Lansdell</u> It was agreed that Patrick would speak with Heidi regarding her Board membership rather than writing.</p>	Patrick will speak to Heidi prior to the next meeting.
4.	<p><b>Occupational Health and Safety (OH&amp;S)</b></p> <p><b>Ceiling Repairs</b> - the remaining ceilings from Rooms 15 and 16 will be replaced during the school holidays. On Thursday and Friday of the last week of this term, the students will be relocated.</p> <p><b>Nature Play</b> - Nathan Hickman questioned the safety and duty of care for students in the nature playground. Andy responded saying that the area has been made as safe as possible. Further rocks, sand and mulch have been installed and rocks are stable.</p>	Patrick to load Minutes from Board's June meeting on to the website.
5.	<p><b>Independent Public Schools</b></p> <p><i>One Line Budget Updates / Student Centred Funding</i> Registrar and Principal attended Operational Budget Training on Thursday, 20 August. This enabled them to concentrate on the new budget requirements and tidy up unspent funds resulting in a further \$40,000 being added to the funds for this year as a result of days planned not being used. Next year salaries need to be monitored closely to avoid a large carryover at the end of the year. For 2016 we have estimated 386 students. Start up budget of \$3,161,278. This is a small increase (CPI) of 2.6% for next year. Andy showed members the draft planning to date for cash and salaries. Staffing spend estimated at \$2.8M for 2016. Actual budget comes into effect early in 2016 around February after the Census is completed. Starting 2016 with approximately \$200,000 from salary and cash carry over.</p> <p>A question was raised about local intake. Andy spoke to the School Board about the school's position. No out of boundary enrolments accepted except in special circumstances at the Principal's discretion. All schools are required to service their own intake area and not 'poach' for added numbers.</p>	
6.	<p><b>Policies and Areas for Review for 2015</b></p> <p>(a) <b>SAER/IEP (Students at Educational Risk Individual Education Plan) Update</b> Some formatting to standardise with other Policies. Content approved.</p> <p><b>Moved: Denelle Ellery</b></p> <p><b>Motion: Approve content of SAER Policy.</b></p> <p><b>Seconded: Kim Fromant</b> <b>Motion accepted.</b></p>	

No.	Item	Action & Date of Completion
(b)	<p><b>Behaviour Management</b>  Minor formatting to tidy up Policy. Main change is year level from 7 to 6. Letter of commendation for students discussed. Covers positive and negative aspects well.</p> <p><b>Moved: Nathan Hickman</b></p> <p><b>Motion: Approve content of Behaviour Management Policy.</b></p> <p><b>Seconded: Kate Mathis</b></p> <p><b>Motion accepted.</b></p>	
(c)	<p><b>Bullying Policy</b>  Karen Wall provided some notes re definitions. 'Harassment' and 'Bullying' defined as two separate things. Harassment focussing on a characteristic and Bullying enforcing power over another (both involve a more powerful person however harassment is a specific definition). The subject of cyber bullying was raised. A short discussion followed about how the Principal deals with cyber bullying.</p>	<p>Changes, as discussed, to be made and Policy reviewed at next meeting.</p>
(d)	<p><b>Communicating with the School</b>  Emphasis on email and electronic communication to be included. Members happy with content and minor changes, as discussed, to be made.</p> <p><b>Moved: Kim Fromant</b></p> <p><b>Motion: Approve content of Communicating with the School Policy.</b></p> <p><b>Seconded: Tamara Vivian</b></p> <p><b>Motion accepted.</b></p>	
(e)	<p><b>Business Plan</b>  Still in draft form. Highlights "Vision, Belief and Values" to reflect historical significance of the school. Discussed highlighting Priority Focus further - being able to measure milestones and show we are at or above like schools. Aspirational target - at or above like schools on first page. Happy with the overall content. Andy formally thanked Karen, Denelle, Bob, Cath and staff for outstanding work in their efforts with the Plan.</p> <p><b>Moved: Kate Mathis</b></p> <p><b>Motion: Approve content of Business Plan.</b></p> <p><b>Seconded: Tamara Vivian</b></p> <p><b>Motion accepted.</b></p>	

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7.	<p><b>Principal's Report</b></p> <ul style="list-style-type: none"> <li>• <b>NAPLAN results</b> explained using information available on the Department website. Members were shown progress with same cohort of students from testing in Years 3, 5 and 7. This is then measured against like schools. This year, the Year 5 students showed an increase from Years 3-5 compared to like schools of: <ul style="list-style-type: none"> <li>• 117 NAPLANS in Numeracy compared to 103;</li> <li>• 97 NAPLANS in Reading compared to 76;</li> <li>• 68 NAPLANS in Writing compared to 6;</li> <li>• 98 NAPLANS in Spelling compared to 89; and</li> <li>• 77 NAPLANS in Punctuation and Grammar compared to 86.</li> </ul> </li> </ul> <p>Andy also presented Patrick's graphed analysis. Parents will have access to results online and all have their child's reports.</p> <ul style="list-style-type: none"> <li>• DPA - signed by Patrick and the Director General of Education.</li> <li>• Nathan proposed that the Board acknowledge the role of teachers in student success by writing letters to them from the Board. This would highlight the promotion of celebrating success for students and staff. This is being considered.</li> <li>• Four students and two teachers go to Brisbane for the National finals of the Future Problem Solving (FPS) competition in the first week of Term 4. The team is very competitive. Cost per student is \$1,500 and families will pay \$500 each with the P&amp;C donating \$3,000 and the school funding the balance.</li> </ul> <p><b>Moved: Kate Mathis</b></p> <p><b>Motion: Approve Principal's Report.</b></p> <p><b>Seconded: Denelle Ellery</b></p> <p><b>Motion accepted.</b></p>	
8.	<p><b>P&amp;C Update to the Board</b></p> <p>Kim Fromant presented the P&amp;C Report.</p> <ul style="list-style-type: none"> <li>• Meeting held Monday, 14 September 2015 with about 17 people present.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Confirmed Maggie Dent presentation on 13 November - "From the Sandpit to Adulthood" @ \$25 to be held at the High School.</li> <li>• The Canteen Manager, Di Palladino, has resigned. Leanne Peacock will step up initially as a 3 month trial. Volunteer situation is still dire.</li> <li>• Claire Greenwell has resigned as P&amp;C President. Sam Hickman will step up for the next few meetings.</li> <li>• Another successful Grant for \$2,000 thanks to Cornelia Major and Rebekah Hannaford.</li> <li>• Student requests for 2016 classes to be made to the Principal in writing.</li> <li>• New Secretary, Angela Tooker, and Treasurer, Naomi Edwardes first official meeting.</li> <li>• P&amp;C have about \$40,000 after projected spending for this year. \$20,000 to be put into saving fund.</li> <li>• Congratulations extended to FPS team.</li> </ul> <p><b>Moved: Tamara Vivian</b></p> <p><b>Motion: Approve P&amp;C Report.</b></p> <p><b>Seconded: Andy Holmes</b></p> <p><b>Motion accepted.</b></p> <p><b>9. Board Sub-Committee Updates</b></p> <p><b>(a) Finance</b></p> <ul style="list-style-type: none"> <li>• CBR - sent to members after Finance Meeting due to end of month processing at time.</li> <li>• Two new photocopiers purchased for the Administration and Library.</li> <li>• Budgets to be updated with P&amp;C donations.</li> <li>• Cath Bishop keen to have Ardross part of a Low Carbon Schools Pilot Program.</li> <li>• Funding for FPS approved.</li> </ul> <p><b>Moved: Nathan Hickman</b></p> <p><b>Motion: Approve Finance Report to Board.</b></p> <p><b>Seconded: Denelle Ellery</b></p> <p><b>Motion accepted.</b></p>	

No.	Item	Action & Date of Completion
(b)	<p><b>Sponsorship</b></p> <p>No report available for the meeting.</p>	
(c)	<p><b>Grounds</b></p> <p>A Grounds meeting was held on 6 August. Items discussed included - Nature playground, gardens, Bruce and contract renewal over 12 months, goal posts tidy up, OH&amp;S concern for padding around basketball posts and the Transportable being removed.</p> <p>The Board commented on the aesthetically pleasing surrounds and the great work of the Gardener, Mr Felstead and the Sustainability Committee.</p> <p><b>Moved: Tamara Vivian</b></p> <p><b>Motion: Approve Grounds Report to Board.</b></p> <p><b>Seconded: Karen Wall</b></p> <p><b>Motion accepted.</b></p>	<p>Nathan Hickman to forward meeting minutes before the end of term.</p> <p>School to organise basketball padding before the end of term.</p>
10.	<p><b>General Business</b></p> <p>No General Business.</p>	
11.	<p><b>Meeting Close</b></p> <p>The meeting closed at 9.18pm.</p> <p><b>Next meeting</b></p> <p>Next scheduled meeting of the School Board is an Open Meeting to be held on Wednesday, 4 November 2015 at 7.15pm.</p>	

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Chairperson

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Principal