

## SCHOOL BOARD MEETING MINUTES

Place of meeting: Ardross PS

Time & Date: 7:00pm, Wednesday 2 November 2022

Members: Geoff Cooper (Chair & Parent Representative), Robert Marshall (Principal), Jamie-Lee Cavill Chin (Secretary & Parent Representative), Jane Gibberd (Parent Representative), Lucy Dias (Parent Representative), Matt Snare (Parent Representative), Nicola Rowden (Teacher Representative), Gemma Clarkson (Teacher Representative), Denelle Ellery (Teacher Representative), Kelly Hallums (P&C Representative)

No.	Item	Action & Date of Completion
1.	<b>Welcome &amp; Apologies</b> Public open meeting: Welcome Shiefen Teh	
2.	<b>Previous Minutes 7 September 2022</b> Accepted.	
3.	<b>Business Arising</b> Summary report on exercise of Board's functions: <ul style="list-style-type: none"> <li>The Chair gave a report of the Board's functions and acknowledged actions from the Board over the last 12 months.</li> </ul> Dress Code: noting changes agreed at last meeting: <ul style="list-style-type: none"> <li>The Board noted that the updated Dress Code has been communicated with the school community. As part of sustainability / waste reduction focus, the School is looking into options to donate old uniforms.</li> <li>In response to concerns raised previously (see minutes from meeting 4, 22 June 2022), the Board noted that the P&amp;C have requested a sample shirt with screen printed logo to be presented to the Board at a future meeting.</li> </ul>	
4.	<b>Board Administration</b> The Board noted the need to advertise for 2023 Board nominations. <ul style="list-style-type: none"> <li>Suggestion to increase Board member terms (currently two years).</li> </ul>	Chair and Principal to advertise 2023 Board nominations.  Agenda item for meeting 8: Board member terms

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5.	<p><b>OH&amp;S</b> Covid-19 situation: Removal of mandatory isolation noted by the Board.</p> <p>OSH hazards and repairs:</p> <ul style="list-style-type: none"> <li>• A number of works/repairs have been undertaken as part of playground maintenance. The Principal has not yet received the playground audit report.</li> <li>• A number of trip hazards have been identified and will be actioned/rectified over the coming weeks.</li> <li>• Pre-primary upgrades will be completed this term, with remaining funds to be put towards kitchen garden upgrades.</li> </ul>	
6.	<p><b>Principal's Report</b> <i>Documents: Principal's Report – November 2nd</i> <i>Communicating with the school community policy document</i> <i>Proposed staff development days 2023</i> Noted</p> <ul style="list-style-type: none"> <li>• Changes to the Communicating with school community policy were noted and approved by the Board.</li> <li>• Staff development days 2023 noted and approved by the Board, with no changes.</li> </ul>	<p>Principal to forward the Teaching for Impact overview document to Board members following staff development day.</p> <p>School Board to include 2023 preliminary budget review on agenda for Term 4, Week 8 meeting (<i>c/o from previous minutes</i>). Budget will be presented to the Board in Term 1 2023.</p>
7.	<p><b>Finance Report</b> <i>Documents: Finance Report – 2 November, inc. 2023</i> <i>Voluntary contributions and charges</i> Noted</p> <ul style="list-style-type: none"> <li>• Voluntary Contributions and Charges noted and approved by the Board, with no changes. The Board noted that the building fund is not to be included in the voluntary contributions and charges.</li> </ul>	

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8.	<p><b>Board Sub-Committee Updates</b> <b>Sponsorship, Grants &amp; Facilities</b> No update.</p> <p><b>Sustainability committee / grounds</b> Activities and voluntary contributions for sustainability outlined in the Voluntary Contributions and Charges document.</p>	<p>Presentation of first draft policy document to be presented to School Board Term 4, Week 8 (<i>c/o from previous minutes</i>). Board to discuss types of advertising to be included in policy.</p>
9.	<p><b>P&amp;C update</b> Uniform Shop update:</p> <ul style="list-style-type: none"> <li>The P&amp;C will continue to provide this service on campus and also online in 2023.</li> </ul> <p>Building Fund:</p> <ul style="list-style-type: none"> <li>P&amp;C awaiting approvals before establishing Building Fund account.</li> </ul> <p>Fathering Project</p> <ul style="list-style-type: none"> <li>Board members noted call for more Fathering Project committee representatives to ensure representation across year groups.</li> </ul>	<p>Secretary seeking clarification on the Board's role in selection of uniform (garment design and materials).</p> <p>Building Fund Statement to be presented to the Board Term 4, Week 4 (<i>c/o to next meeting</i>).</p> <p>Fathering Project communications to be added to School community page on Connect.</p> <p>P&amp;C requested to include teaching and administrative staff in communications.</p>
10.	<p><b>Pillar 1 – High Quality Teaching&amp; Learning</b> Curriculum Reports and Academic Target review</p> <ul style="list-style-type: none"> <li>The Board engaged in review and noted 2022 curriculum implementation.</li> </ul>	
11.	<p><b>Business Plan Progress</b> Principal presented School Performance Targets 2022 update. The Board noted progress of academic achievement.</p>	
12.	<p><b>Other business</b> Nil.</p>	
13.	<p><b>Meeting Close</b></p>	

No.	Item	Action & Date of Completion
	<b>Next Meeting</b> Week 8, Term 4 2022 – 7pm Wednesday 30 November 2022	