



EDNEY PRIMARY SCHOOL BOARD

	<p>MINUTES OF SCHOOL BOARD MEETING</p> <p>Meeting No. 2 / 2017</p> <p>Edney Primary School Library</p> <p>Tuesday 14th March 2017</p>
1.0	Welcome and Apologies
	<p>Present: Aaron Chaplin, Karina Mallard, Tambri Farrar, Kate Malkiewicz, Jill Durant, Stacey Brown, Maureen Wignell, Steve Rapps, Erica Moore, Susan Swaby</p> <p>Apologies: Phyllis Duncan, Tania deLuca, Jodie Van Der Zwan Lauren Irving, Phil Mutter</p> <p>Observers – Charise Calleja</p> <p>Meeting opened at 6.00pm</p> <p>Confirmation of Agenda</p>
2.0	Disclosure of Interests
	No real, perceived or potential conflicts of interest were identified by any member in relation to items on the agenda.
3.0	Minutes of Previous Meeting
3.1	Previous Minutes accepted as true and correct. Moved Erica Moore, 2nd Susan Swaby
3.2	<p>Actions arising</p> <ul style="list-style-type: none"> o No actions arising
4.0	Review, discuss and endorse Annual Report
	<p>The Draft 2016 Annual Report has been prepared based on learning area reviews presented to staff and Board. The Board are asked to consider and approve the Annual Report for publication.</p> <p>Aaron presented the report showing any adjustments that will be made in final report. Board members were invited to ask questions or present comments as presentation was being delivered.</p> <ul style="list-style-type: none"> o Questions regarding the Balance Statement December 2016 – Aaron and Karina Mallard were able to answer queries regarding Reserve Accounts. o Further discussion as to how some figures on page 21 of School Annual Report were derived. Board members satisfied with explanation from Aaron and Karina. o Feedback from Board members regarding Annual Report was positive with mention of being well presented and student centred. o Steve Rapps moved motion for the 2016 Edney Annual Report be approved for publication. Tambri 2nd the motion – pending corrections o The Board then voted unanimously to approve the 2016 School Annual Report for publication.

5.0	Edney 2020 Strategic Plan
	<p>The Board are asked to participate in a further development activity to refine the School priorities for the 2017-2020 Business Plan.</p> <ul style="list-style-type: none"> ○ Aaron discussed how the Board members and school staff had previously participated in a “Blue Sky” thinking activity. ○ Board members were then asked to look at ideas presented at the previous Board meeting and attempt to fit them into the 4 school priorities. ○ Members were then able to view the ideas and move ideas if they thought they fitted better under another school priority. <p>These ideas will now be presented at a staff meeting to review both staff and School Board ideas.</p>
6.0	Development of Roles and Responsibilities for the School Board
	<p>A discussion was held regarding the expected behaviour of a School Board Member.</p> <ul style="list-style-type: none"> • commitment to the Board • Commitment to pre-reading • Commitment to attendance • Commitment to support decisions made as a Board. We need to show we are united on decisions made. We do not always have to agree personally but as a majority we will agree • Need to respect other Board members opinions and questions • Need to get Board members more recognised in the wider school community. • Where do teachers go if they have issues with school or principal? • in regards to questions /opinions- they are allowed to be forthright but must always be respectful • Board members represent the school so any questions members have the wider school community would also have • The Code of Conduct shows respect for the Head of Board/Chairperson • Board nominations, will need to be clear on how long an individual can be on the board for • Board members need to be approachable and be aware of what a School Board issue is. Board members need to be able to listen and refer to school admin if the issue is not Board related • However, it is not always clear if it is a board issue or not. Then members would seek clarification from Kate. • Need for succession planning • As a Board member, we should publicly support decisions made by the Principal • The Board meetings are the time to ask questions and have discussions • All meetings should follow meeting protocol and not have general discussions • If general discussion is needed it needs to be chaired or minuted as such • Terms of reference for the School Board. How do we discuss when we finish or when tenure is over? Will this go in the terms of reference? • In regards to a Code of Conduct. What are the consequences for not following the Code? • Where will this be stated? <p>This discussion will inform the revision of the Board Terms of Reference and Code of Conduct for Board Members scheduled for our next meeting.</p>
7.0	Development / Discussion of Parent and Community Engagement Initiatives
	<p>The Board discussed opportunities for improving engagement between and with the school and community. Key discussion points:</p> <ul style="list-style-type: none"> ○ Need to have a line-up of Board members for parents and community to become familiar with ○ To engage with charities- students/parents/school could be involved. ○ Information nights for parents i.e. Maggie Dent

	<ul style="list-style-type: none"> ○ Could the community utilise our school resources more effectively? i.e. netball courts/ computing room for elderly ○ Invite different members of the community to school assemblies. ○ After school classes, i.e. art ○ Can we find a way of getting more people into the school and they would actually do "work" ? ○ Parents with special skills could be used or encouraged to support/help school ○ Hiring out of school for events i.e. canteen, undercover area. ○ Guest speakers at assemblies ○ Staff wellness & massages. <p>Discussion ideas were added to the consideration for inclusion in the School Plan under the "Community" priority.</p>
8.0	Review of Homework Policy
	<p>The Board are asked to consider the school homework policy and if it meets the needs of our school, children, parents and is consistent with evidence for improvement.</p> <p>Aaron explained that this policy was discussed during a staff meeting and Board members were now invited to have a discussion.</p> <ul style="list-style-type: none"> ○ Does it benefit the students? Does it benefit staff? ○ Discussed how parents complain some because of too much homework others because not enough. How to keep parents happy? ○ Homework should be a time to reinforce work not present new work ○ At present homework is inconsistent within the school. ○ Wording of policy. Has looked at Victoria Education Department homework policy statement and thought it was reflective of what we want to achieve. ○ Would like to see access to websites used by school to support student in the policy <p>Policy will be revised and presented at a future Board Meeting.</p>
9.0	Reports and operational matters
9.1	<p>Financial Report</p> <p>Aaron displayed Finance Report and explained that no money has come in yet.</p> <ul style="list-style-type: none"> ○ There is an expectation to spend percentage of school budget yet no money is deposited in 1st term ○ Need to keep Reserve Funds Account at a minimum balance ○ When money does come in will need to then review spending/costs
9.2	<p>Staffing Report</p> <p>Nothing to report.</p>
9.3	<p>Buildings and Grounds Report</p> <ul style="list-style-type: none"> ○ Fencing has been completed ○ There was vandalism of fence and school property ○ Music room has been recarpeted ○ Sandpits have been topped up.

10.0	Other Business
	<p>Aaron discussed reviewing community membership of the Board</p> <ul style="list-style-type: none"> ○ It was suggested that some local businesses such as Friendlies Chemist might be considered for Board membership. ○ Steve Price could be approached ○ Rob and Robyn from Baptist Church could be potential new community members. <p>Action. Kate will discuss with Aaron</p> <p>Action Community member review at next meeting</p>
11.0	Next Meeting
	<p>Tuesday 2nd May 2017 6pm</p> <p>Aaron explained that we may need an extra meeting before the end of Term 1 to endorse the School Plan.</p>
12.0	Roundtable Review
	<p>Stacey reviewed the meeting mentioning the review of the Annual report and looking towards the future with the review of Board ideas</p>
13.0	Meeting Close
	<p>Kate stated there was no further business, thanked all members for attending and declared the meeting closed at 7.35pm.</p>