



Since 1899

**SCHOOL BOARD MEETING  
27 March 2017 (2/2017)  
MINUTES**

**ATTENDEES**

Kati Tonkin – Community Representative/Chairperson  
 Anna Taylor – Parent Representative/Secretary  
 Jane Forward – Parent Representative  
 Robyn Newman - Staff Representative  
 Andrew Streeton – Staff Representative  
 Sharon Downsborough – Staff Representative  
 Karen Lockyer - Principal

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	<p>Opening and welcome (Attachment A: Membership)</p> <p><i>The meeting was opened by Kati Tonkin at 5pm</i></p> <p>The Membership Summary document was circulated.            Anna will update the document and distribute amongst Board members.</p>	Ongoing
1.2	<p>Apologies</p> <p>Brad Girando – Parent Representative</p>	
1.3	<p>Confirmation of agenda</p> <p><i>The Board confirmed the agenda.</i></p>	CONFIRMED
<b>2.0</b>	<b>Disclosure of interests</b>	
	<i>Nil disclosure.</i>	
<b>3.0</b>	<b>Minutes of previous meeting</b>	
3.1	<p>Review of Minutes of Meeting No. 1, 2017 (Attachment B)            Kati presented to the Board the minutes of Meeting no.1, 2017 for approval.</p> <p><i>The Board endorsed the minutes of Meeting no.1 2017 as complete and accurate.</i>  <i>Moved: Sharon                      Seconded: Robyn</i></p>	CONFIRMED
3.2	<p>Actions arising/ongoing business:</p> <p>i) Vision and values: signage            Brad sent through two quotes. It was confirmed the work will be carried out by Allmark.            Karen confirmed funds of \$1300 were received from Bendigo Bank. The outstanding amount for the signage work will be met by the school.            Karen will provide an update on progress at the next meeting.</p>	Ongoing

	<p>ii) IPS transition – online modules</p> <p>It is a requirement of the IPS transition process that all Board members complete five IPS training modules. Karen will email modules one, two and three as soon as possible. All Board members will read through the modules and complete the review questions before the next meeting.</p> <p>Modules four and five will be provided for completion and discussion at future meetings.</p> <p>iii) Business Plan (item 6)</p>	Ongoing
<b>4.0</b>	<b>Election of Chair</b>	
4.1	<p>Nominations and election</p> <p>Kati renominated for the position of chair for a period of 12 months.</p> <p><i>Seconded: Jane</i></p> <p>To facilitate a smooth transition to a new chair in 2018, it was suggested a prospective chair participate in key aspects of the role throughout 2017.</p>	CONFIRMED
<b>5.0</b>	<b>Budget</b>	
5.1	<p>Presentation of budget (Attachment C)</p> <p>Karen presented the budget and explained how funds are allocated to the school by the Department of Education.</p> <p>The following allocations were outlined:</p> <ul style="list-style-type: none"> <li>- Student Centred Funding (Kindergarten – Year 6)</li> <li>- Student Characteristics Funding (Aboriginality, Disability, English as a Second Language, Social Disadvantage)</li> <li>- School Characteristics (Enrolment-linked base)</li> </ul> <p>Additional funding is provided for the following targeted initiatives:</p> <ul style="list-style-type: none"> <li>- Universal Access to the Early Childhood Program (Kindergarten 15 hrs per week)</li> <li>- National Quality Standards Implementation</li> <li>- IPS implementation</li> </ul> <p>Karen presented the planned salary expenditure for 2017. An additional 0.4FTE has been allocated to the role of School Officer. Some funds have been kept in reserves. Of the budget, 96% must be spend within the 2017 school year.</p> <p>Three reports will be drafted by the admin team and presented to the Board at the next meeting.</p>	Ongoing
<b>6.0</b>	<b>Business Plan</b>	
6.1	<p>Discussion of draft sections (Attachment D)</p> <p>The draft of the business plan was presented and discussed. Karen presented the strategies and milestones within the four priority areas. It was suggested that the wording is changed from “milestones” to “monitoring tools”.</p> <p>It is anticipated that a full draft of the plan will be completed by the first meeting of term 2. An opportunity to consult staff and community for feedback will be made upon completion of the full draft.</p> <p>Karen will email the updated plan to Board members for further review and feedback. Parent and Community members were asked to focus their input on the area of “Governance”.</p> <p>A working party, comprised of parent and community members, will complete the introductory part of the report after the target areas section has been finalised.</p>	Ongoing

<b>7.0</b>	<b>School Board website and brochure review and update</b>	
7.1	<p>WP update (Attachment E)</p> <p>Sally Kwintowski reviewed the brochure suggested edits were actioned by Jane. Further review and updating of the brochure is needed to ensure the document outlines the function of the School Board in an engaging and clear format.</p> <p>Jane will create a new brochure and present it to the Board at next meeting. Once the brochure has been finalised, changes will be made to the webpage so that the information and language match the brochure.</p>	Ongoing
<b>8.0</b>	<b>Correspondence</b>	
	<p>i) Karen forwarded on an email received from Andrew Main. Andrew is member of the community who has prepared a submission to the City of Vincent. The submission proposes several measures be taken to make the streets within the local area safer for pedestrians and cyclists. Andrew requested support by the school of the measures outlined within his report. Karen will reply to Andrew and advise him that the Board supports his submission.</p> <p>ii) Samantha Rees advised Kati via email that she has withdrawn her application for the Community Representative position. Board members agreed to offer the position to Sally Kwintowski. Kati will contact Sally.</p>	<p>CONFIRMED</p> <p>Ongoing</p>
<b>9.0</b>	<b>Next meeting</b>	
	<p><b>3/2017:</b> Monday 5-6:30pm, Term 2, Week 2 - Monday 1<sup>st</sup> May (TBC)</p> <p>Agenda items:</p> <ul style="list-style-type: none"> <li>* Agenda mapping (regular items for each term)</li> <li>* Business Plan (finalisation prior to printing and distribution)</li> <li>* Annual Report (by circulation prior to meeting #3)</li> </ul> <p>Karen to email the annual report prior to next meeting</p>	
<b>10.0</b>	<b>Meeting close</b>	
	<i>The meeting was closed at 6.24pm</i>	
<b>Signed</b>	<b>Date</b>	