



Since 1899

**SCHOOL BOARD MEETING
15/05/2017 (3/2017)
MINUTES**

ATTENDEES

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

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome <i>The meeting was opened by Kati Tonkin at 5pm.</i> The membership document (Attachment A) was distributed amongst Board members by Anna prior to the meeting.	CONFIRMED
1.2	Apologies Sharon Downsborough – Staff Representative Sally Kwintowski – Community Representative	
1.3	Confirmation of agenda <i>The Board confirmed the agenda.</i>	CONFIRMED
2.0	Disclosure of interests	
	<i>Nil disclosure.</i>	
3.0	Minutes of previous meeting	
3.1	Review of Minutes of Meeting No. 2, 2017 (Attachment B) Kati presented to the Board the minutes of Meeting no.2, 2017 for approval. <i>The sentence relating to the funding documents was amended to “Three reports will be drafted by the admin team and presented to the Board at the next meeting.”</i> <i>The Board endorsed the minutes of Meeting no.2 2017 as complete and accurate.</i> <i>Moved: Robyn Seconded: Jane</i>	CONFIRMED
3.2	Actions arising/ongoing business: i) Vision and values: signage An update on progress will occur at the next meeting. ii) IPS transition (item 4) iii) Business Plan (item 6)	Ongoing
4.0	IPS Transition	
4.1	i) Report on governance training (Attachment C)	Ongoing

	<p>The report from the IPS transition training (Attachment C) was discussed. The training was described by attendees as informative and valuable.</p> <p>ii) Online Modules Board members confirmed they completed modules 1, 2 and 3 of the online training.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Karen will circulate modules 4 and 5 for completion by members prior to the next meeting. • A quiz relating to the online modules will be undertaken by Board members at future meetings. <p>iii) Police clearance Any School Board member who commences tenure from term 2, 2017 is now required to obtain police clearance. It is recommended that all members who commenced their tenure prior to term two, 2017 also obtain clearance. A discussion was held regarding the course of action, should a current Board member or applicant not obtain clearance. Karen advised that the Department would not divulge details to the school but the person would not be eligible to serve on the School Board. It was agreed that future calls for nomination must include a statement indicating that police clearance is required. Karen will investigate whether the Department of Education has a related policy or guidelines.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Members will read the Frequently Asked Questions document that accompanies the Application for Police Clearance form and vote to decide whether all members will undertake the screening at the next meeting. • Kati will deliver the police clearance form to Sally for her action. 	
5.0 Annual Report; Budget; Webpage and Brochure review and update		
5.1	<p>i) The Annual Report The report will be circulated by Karen for endorsement by email when ready.</p> <p>ii) Budget The Funding Agreement was noted. Karen explained that changes to the budget occurred after the census data was uploaded. The funds are split into salaries and cash, without breakdown into cost centres. Extra funds have been allocated to salary to undertake school priorities; however this can be transferred back to cash if needed. There was a discussion surrounding the funds classified as "Charges and Fees". Karen clarified these as funds requested for excursions and incursions. Budget reports will be provided for review at future meetings.</p> <p><i>The Board endorsed the budget.</i> <i>Moved: Robyn Seconded: Brad</i></p> <p>iii) Webpage and Brochure review and update The webpage brochure review is still in progress and will be discussed at the next meeting.</p> <p><i>Robyn left the meeting at 5.45pm</i></p>	<p>Ongoing</p> <p>Ongoing</p> <p>Endorsed</p> <p>Ongoing</p>
6.0 Business Plan		
6.1	<p>During the discussion of the draft Business Plan the following points were raised:</p> <ul style="list-style-type: none"> • Board members must have a collective understanding of the purpose of the Business Plan. • The identification of clear targets should precede the development strategies and milestones. • The wording of the targets should capture what is to be achieved and how it will be measured. • Data can be used to track students across years, or compare cohorts from year to 	Ongoing

	<p>year.</p> <ul style="list-style-type: none"> • The phrase “<i>arrest the downward trend</i>” will be changed to “reverse the downward trend in” as the word “arrest” was considered by some members to suggest it would be acceptable for results to flat line, although this is certainly not the intention. • Effective and lasting improvement in schools is a long-term endeavour. • The targets should capture the aspiration for NPPS students to achieve comparable results to students attending “like” schools. • A progress goal could be for students to achieve results above like schools in 2020. • Some of the targets focus on improving poor results (year 3 NAPLAN) while others capture the aspiration for extending capable students into higher NAPLAN bands. • Teacher quality will be in part measured using results of surveys year 2-6 students complete about their teachers. This survey includes questions related to elements of the explicit teaching framework. The surveys will be administered twice per term with teachers expected to show improvement where such improvement is necessary. • Improving parent awareness of the impact of absenteeism as a result of vacations during school time is an important strategy which will be employed in an effort to improve attendance targets. Ways of educating parents in this regard were discussed. • The Attitude, Behaviour and Effort data will be reviewed by the admin team to establish non-academic targets. <p>ACTION:</p> <ul style="list-style-type: none"> • The draft of the Business Plan will be updated by the admin team and circulated prior to the next meeting, which will again mostly be devoted to work on the Business Plan. • Brad will draw up bullet points for the Context section on the basis of relevant points raised during today’s discussion. 	
7.0	Fencing and CCTV Proposal	
7.1	<p>The following concerns relating to the security of the school were raised:</p> <ul style="list-style-type: none"> • The school oval is perceived, and used, as a community oval. The school is happy for the community to make use of the oval outside of school hours. • The staff car park is used for public use and access, posing a significant risk to student safety. • Antisocial and criminal behaviour, including vandalism, is regularly occurring on the school grounds outside of school hours. <p>The options for improving school security were discussed and include:</p> <ul style="list-style-type: none"> • Partial perimeter fencing on one side of the school, with additional fencing on Peach Street; • enclosure of the main part of the school with ring lock fencing; and • garrison fencing that runs between the administration building and library. <p>School Board members strongly support the submission for perimeter security within the school.</p> <p><i>Jane left the meeting at 6.30pm.</i></p> <p>An additional proposal for improving school security by installing several CCTV cameras throughout key locations within the school was outlined.</p> <p>School Board members strongly support the submission for CCTV installation within the school.</p>	Ongoing
8.0	Correspondence	
	No correspondence was received.	
9.0	Next meeting	
	4/2017: Monday 5-6:30pm, Term 2, Week 6 - Monday 29st May 2017	

	<p>Agenda items:</p> <ul style="list-style-type: none"> * Business Plan * Police clearance decision <p>Agenda items for future meetings:</p> <ul style="list-style-type: none"> * School Board webpage and brochure review and update * Online modules quiz * Agenda mapping (regular items for each term) 	
10.0	Meeting close	
	<i>The meeting was closed at 6.58pm</i>	
Signed	Date	