



Since 1899

**SCHOOL BOARD MEETING
29/05/2017 (4/2017)
MINUTES**

ATTENDEES

Kati Tonkin – Community Representative/Chairperson
 Brad Girando – Parent Representative
 Robyn Newman - Staff Representative
 Sharon Downsborough – Staff Representative
 Andrew Streeton – Staff Representative
 Sally Kwintowski – Community Representative

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome <i>The meeting was opened by Kati Tonkin at 5pm.</i>	CONFIRMED
1.2	Apologies: Karen Lockyer – Principal Anna Taylor – Parent Representative/Secretary Jane Forward – Parent 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. 3, 2017 Kati presented to the Board the minutes of Meeting no.3, 2017 for approval. <i>The Board endorsed the minutes of Meeting no.3 2017 as complete and accurate.</i> <i>Moved: Andrew Seconded: Kati</i>	CONFIRMED
3.2	Actions arising/ongoing business: i) It was discussed that Andrew’s membership of the Board needs renewing. Kati to follow-	Ongoing

	up with Karen, including on whether a staff vote is required	
4.0	IPS Transition	
4.1	<p>i) Police clearance</p> <p>As per discussions at prior meetings, any School Board member who commences tenure from term 2, 2017 is now required to obtain police clearance (noting staff members will already have provided their clearances to the School). It was agreed that clearances should be sought by existing non-staff members.</p> <p><i>The Board proposed that existing non-staff members source police clearances</i> <i>Moved: Robin Seconded: Sharon</i></p>	CONFIRMED
5.0	Business Plan	
5.1	<p>The discussion of the draft Business Plan included:</p> <ul style="list-style-type: none"> • Kati raised feedback provided by Anna and Jane via email (noting both were absent). Anna felt the new targets, having been amended following consultation with Gavin Morris of the Education Department, were useful and better worded. Jane queried if some of the targets were too granular and possibly more operational plan matters. Jane was also interested to know what strategies were to be completed in the first year (if none were did this suggest no stretch targets existed) • Andrew raised that each target was discussed with staff during a session held the week prior. There seemed to be a view amongst staff that the Year 5 targets may be difficult to achieve • It was agreed that the targets for Year 3 reading and writing should be amended / re-ordered so as they were clearer. For instance, the writing target should read “Close the gap in Year 3 NAPLAN writing to be the same as like-schools by 2020” (with the reading target to be amended along the same lines) • The stretch nature of targets 1.5 and 1.6 (re Year 5 numeracy) was discussed, as was the fact it would 	Ongoing

be more difficult to achieve than as previously drafted

- It was discussed that target 1.7, if not framed immediately by context in a later version of the plan, may benefit from insertion of “from non-attendance” to make it clear what the target relates to
- A new target for ACER surveying was discussed. Andrew felt that the School had some form of control over the outcomes (for instance via programs to deal with anger and build resilience). As such, outcomes were not entirely driven by factors outside the School’s control
- The “Effective Leadership” targets were discussed. Points covered included:
 - How to get more survey participation (including timing aspects and suggestions around providing IPADs at open nights to parents to complete surveys)
 - Including a target regarding needing leadership at all levels of the School (not just from senior staff members)
 - Strategies for Effective Leadership could cover parent engagement initiatives such as open classrooms
 - Discussion was held on adding something from Staff Survey views on leadership
- Discussions around strategies touched on:
 - Whether the strategy on “standardised testing” should specifically mention ACER or some other (more explicit) description
 - A new strategy around student workshops
 - Adding “identified students” to the “documented plans” strategy to ensure a perception was not created that all students have or require these
- It was agreed staff input should be sourced on the “Staff Health and

	<p>Emotional Well-being” strategies. Discussions on this topic covered:</p> <ul style="list-style-type: none"> ○ A suggestion on orientating new staff on the Employee Assistance Program ○ Strategies aimed at fostering a social culture ○ Providing support to improve performance <ul style="list-style-type: none"> ● In regards the “Milestones” section, it was discussed whether timings were required or just events. It was also agreed to group milestone (via table formatting changes) if ones were not devised for each strategy (to avoid having empty boxes) ● Sally offered to send through suggestions for wider community engagement strategies for the “Effective Leadership” section 	
6.0	Correspondence	
	No correspondence was received.	
7.0	Next meeting	
	<p>5/2017: to be held in approximately 2-3 weeks time (Kati to confirm a date with Karen)</p>	
8.0	Meeting close	
	<p><i>The meeting was closed at approximately 6.30pm</i></p>	
<p>Signed Date</p>		