



SCHOOL BOARD MEETING
19/05/2017 (5/2017)
MINUTES

ATTENDEES

Andrew Streeton – Staff Representative / Acting Chairperson
 Anna Taylor – Parent Representative / Secretary
 Brad Girando – Parent Representative
 Karen Lockyer – Principal
 Sharon Downsborough – Staff Representative
 Sally Kwintowski – Community Representative

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome <i>The meeting was opened by Andrew Streeton at 5pm.</i>	
1.2	Apologies Kati Tonkin – Community Representative/Chairperson Jane Forward – Parent Representative Robyn Newman - Staff 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. 4, 2017 (Attachment A) Andrew presented to the Board the minutes of Meeting no.4, 2017 for approval. <i>The Board endorsed the minutes of Meeting no.4 2017 as complete and accurate.</i> <i>Moved: Sharon Seconded: Sally</i>	CONFIRMED
3.2	Actions arising/ongoing business: i) Vision and values: signage Due to the cessation of Jesse French’s employment, Allmark are no longer producing the type of signage required. A new quote is being obtained from Signs and Lines. ii) IPS transition (item 4) The quiz undertaken at the IPS training workshop will be conducted with Board members at a future meeting. ACTION: Karen to obtain a copy of the quiz. iii) Business Plan (item 6)	Ongoing
4.0	Business Plan	
4.1	Discussion on updated draft (Attachment B) A summary of the changes to the draft were presented to the Board. Some statements throughout the plan were re-written and others were combined into a single statement. Andrew suggested the inclusion of milestones for each focus area. He explained that the	Ongoing

purpose of the milestones is to create checkpoints that signal progress towards achieving the goals of the Plan. A summary of the discussion surrounding the changes and milestones for each focus area is recorded below.

Success for all Students

It was clarified that the statement referring to the Kindergarten Reporting template refers to the optional template recently released by the Department of Education.

The school intends to use the Department's Reporting to Parents online system in 2018.

High Quality Teaching

Statements relating to Staff Health and Well Being were moved into the Effective Leadership section.

Summary of milestones suggested and discussed:

- A milestone that specifies a date for the completion and frequency of formal observations for all staff
- A milestone that specifies a date for the establishment of professional learning plans, and review of the plans, for all staff
- The development of a whole school scope and sequence document for STEM

ACTIONS

- Staff representatives to investigate industrial guidelines relating to teacher observations, prior to establishing a milestone
- Andrew to consult with the Technologies Curriculum Team with the view to establishing a milestone related to STEM

Effective Leadership

Comments were added in reference to the curriculum teams and implementation of the Aboriginal Cultural Standards Framework. Previously dot listed points were deleted or combined into statements. Added statements included those referring to building links with the wider community and the promotion of opportunities for parent involvement in the learning program.

Summary of milestones suggested and discussed:

- Completion of surveys (every 2 years)
- A milestone that captures staff participation within the whole school data interpretation and evaluation session, in order to reflect upon and evaluate individual and whole school impact on student achievement
- A milestone that specifies the nature and number of parent workshops to be held throughout each year

ACTION

- Board members to look at other schools' plans to help give ideas for appropriate milestones for this area

Strong Governance

Statements were reworded to capture the involvement and responsibility of the whole school in school governance. It was suggested that the statements related to developing Board member skills in data analysis and the up skilling of Board members to support their roles could be merged. Within the area of Public Relations and Marketing, it was suggested that the statement making reference to school branding be reworded to capture the need to define and review the brand values of the school. An additional statement of proactive media engagement was suggested by Sally.

Summary of milestones suggested and discussed:

- A calendar of regular agenda items is established by the end of 2017
- A comprehensive review schedule for policies is established
- A Workforce Plan is established by the end of 2017

	<p>ACTION</p> <ul style="list-style-type: none"> • Kati to provide guidance in relation to the date for completion of the review schedule <p>The outstanding tasks needed to complete of the Plan were discussed. The plan does not need to be published prior to the DPA signing on June 30th 2017. The following actions were agreed:</p> <p>ACTIONS</p> <ul style="list-style-type: none"> - Karen to review the IPS presentation and extract relevant information for within the Vision and Values section - Staff representatives to draft the Vision and Values and Context sections and email to Sally for editing - Sally to lead the review process of Vision and Values and Context sections - Andrew to complete and circulate the overview of the Self-Assessment Cycle - All members to look at 2-3 plans of other schools to obtain ideas for what may suit the layout and presentations of the NPPS Plan 	
5.0	Correspondence	
	No correspondence was received.	
6.0	Next meeting	
	<p>6/2017: Term 3 Monday 5-6:30pm, date TBC</p> <p>Agenda items (meetings 7 and later):</p> <ul style="list-style-type: none"> * Agenda mapping (regular items for each term) * Business Plan * School Board webpage and brochure review and update * Online modules quiz 	
7.0	Meeting close	
	<i>The meeting was closed at 6.35pm</i>	
Signed	Date	