

## SCHOOL BOARD MEETING: Minutes –13 February 2017

Item	Agenda Item	Responsibility	Attachment	Outcome/Action/Who
1	Opening & welcome	Chair		Meeting open 6.01pm
1.1	Attendance/apologies / absentees	Chair		<b>Attendance:</b> Kelvin Shem, Louise Bowtell, Ceridwen Cameron, Angela Crowe, Tim Brooker, Deb Hannagan, Will Richards, Thomasina Parks. <b>Apologies:</b> Bec Fall, Edie Wright
1.2	Confirmation of agenda and correspondence	Chair	Yes	Email from Tim Brooker regarding Board nominee Addition of Sheldon Pratley (KS to contact and arrange a meeting to discuss inviting to attend next meeting)
2	<b>Disclosure of Interest</b>			
2.1	Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda.	All	No	None identified.
3	<b>Minutes of previous meeting</b>			
3.1	<b>Review of previous meeting minutes from 21<sup>st</sup> November 2016.</b>	All	Yes	<b>Moved:</b> Tim Brooker <b>Seconded:</b> Ceridwen Cameron
3.2	<b>Actions arising</b>			Nil
4	<b>Decisions required</b>			
4.1	<b>Financial Report</b> <i>Recommendation: That the Board endorse the Financial Report for the commencement of 2017</i>	Principal	Yes	Board endorsed Financial Report and Draft Comparative Budget <b>Moved:</b> Angela Crowe <b>Seconded:</b> Will Richards
4.2	<b>Languages</b> Board to develop an approach that elicits the school community's perspectives regarding the teaching of a Language at Roebuck PS from 2018 (sustainability) (cluster) (usefulness) (context)	Principal	Yes	<b>Action:</b> Kelvin to liaise with Cluster Board members and in particular BSHS to identify what languages they are going to focus on, and report back to the Board.
5	<b>Items for Discussion</b>			
5.1	<b>LAPS</b> Presentation by Deb Hannagan of the LAPS program.			Slideshow presentation of LAPS program and Roebuck Primary School Students results for 2014-2016.
5.2	<b>School Board Annual Planner</b>	Principal	Yes	Discussion of School Board items for attention in 2017.
5.3	<b>School Board Effectiveness</b>	Principal	Yes	Reflection on Board effectiveness survey from 2016 that was discussed final meeting of 2016.
5.4	<b>Cluster Board feedback</b>	Principal	Yes	General information on Broome Cluster progress. Roebuck to remain part of cluster in its current state as a federation style of cluster with no formal elections of cluster board members. Cluster principals meet twice per term to ensure cluster style

Item	Agenda Item	Responsibility	Attachment	Outcome/Action/Who
				coverage of individual and collective school operations
<b>6</b>	<b>Items for information</b>			
<b>6.1</b>	<b>Principal's Report</b>	Principal	Yes	Principal's report noted and accepted.
<b>6.2</b>	<b>Board Membership/Composition/Tenure</b> <i>For the board to give consideration to the profile (numbers and diversity) of the school board and to ensure this is reflective of our school community including co-opted members who have the skills, knowledge and capacity to serve the boards interests and governance.</i>	Principal	Yes	<b>Action:</b> Board members provide thoughts on the first meeting of term 1 to occur later in the term. Board members to email any thoughts on this through, Kelvin to speak to Sheldon Pratley regarding possible place on the board. Discussion on composition of Board for the future. Recommendation that Board be reduced to 9 positions. 1 x Principal, 2 x Staff Members, 6 x Parent/Community members. Elections to take place between week 8 Term 1 and Week 2 Term 2, this will allow for hand over from exiting members to new members at Week 3 Term 2 meeting. Board members endorsed the composition and election change.
<b>6.3</b>	<b>Voluntary Contributions and Charges</b> Set from Finance meeting on 2.12.2016. Wanted 70% collection rate in 2016. Received: 68% - Kindergarten; 68.33% Pre-primary; 47.51% Year 1-6: Whole school 51.95%. Set for 2017: (check finance minutes) 50 %	Principal	No	Board discussed reducing the % expectation of Voluntary Contribution to allow for more accurate budget and expenditure forecasts. Board agreed to work from 50% expectation for 2017
<b>6.4</b>	<b>Sub-committees Reports</b>	Principal	No	Nothing to report.
<b>7</b>	<b>Other business</b>			
	<b>Uniform Policy</b> Minor amendment to Uniform Policy regarding Leavers Shirts to allow shirt to be colour other than all maroon.	Louise	Yes	Board endorsed that the Year 6 Leavers Shirts have Roebuck logo and incorporate 6 kinds of best colours and mascot image into the design and that this be reflected in the School Uniform Policy as an update.

<b>NEXT MEETING:</b>	27 <sup>th</sup> March 2017	<b>MEETING CLOSED:</b>	7.21pm	<b>SIGNED:</b>		<b>CHAIRPERSON</b>	<b>DATE</b>
						<b>PRINCIPAL</b>	<b>DATE</b>