

SCHOOL BOARD MEETING: Minutes – 18 March 2019

Item	Agenda Item	Responsibility	Attachment	Outcome/Action/Who
1	Opening & welcome 6:03pm	Chair		
1.1	Attendance/apologies / absentees	Chair		Attendance : Duncan Smith (Chair), Josephine Eastwood, Kelvin Shem, Ian West, Micalley Ross, Duncan Smith, Tim Brooker and Sheldon Pratley Minutes : April Oswald Apologies : Derek Monks
1.2	Confirmation of agenda and correspondence	Chair	No	Chair – letter IPS Review Term 3 2019, change to past format, i.e after perusing online data, one day face to face with members of the Board and school staff.
2	Disclosure of Interest	All		
2.1	Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda.			None Declared
3	Minutes of previous meeting	All		
3.1	Review of previous meeting minutes 19 November 2018 <i>Recommendation: That the Board endorse the minutes pending corrections, if any.</i>	Chair	Yes	Endorsed : Duncan Smith Seconded : Tim Brooker
3.2	Actions arising			Utilities, raise at next School Board meeting 13 May 2019
4	Decisions required			
4.1	Financial Report <i>Recommendation: That the Board endorse the End of Year Financial Summary 2018</i>	Principal	Yes	Endorsed : Board
4.2	Financial Report <i>Recommendation: That the Board endorse the Financial Report for March 2019 as pending Dept conversion as per Audit period</i>	Principal	Yes	26 March Funding will be confirmed Endorsed : Board accepts, pending confirmation from DoE.
4.3	Financial Budget for 2019 <i>Recommendation: The Board endorse the proposed (Cash) budget for 2019.</i>	Principal	Yes	Endorsed : Board accepts as a draft.
4.4	Contributions Letter <i>Recommendation: That the board endorse the sending home of the Contribution letter throughout the year</i>	Principal	Yes	Endorsed : Board accepts and supports regular letters being forwarded to families who have yet to make a contribution.
4.5	Review of School Board members & Tenure	Chair	Yes	Duncan Smith (Chair) tenure has been reached. DC submitted that he wishes to continue in role. Expressions of interest for nominations to the Board will be sought from the community. If more than one nomination, ballot system will take place. Process to be completed by end of Term 1, 2019.
4.6	Communication Protocols	Principal		Principal's internal direction to staff not to answer emails outside 7:30am – 4:30pm. 48hr turn around. Feedback invited. Derek Monks penned and submitted suggested response. Critical emergency – office to make the call.

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				Resolved Principal investigate setting up email 'auto response' notifications to external emails, i.e. your email has been received and responded to within 48 hours. Endorsed : Board
4.7	Connect – communications	Principal		Currently experimenting with minimum volume sharing with community. What would the Board like to see/receive as parents? Feedback... Years 1 and 4 similar volumes. SP reflected on BSHS communications - inconsistent. TB classroom activity acceptable. IW performance management. Principal provide feedback to Connect Development Team, requesting ability to generate reports to reflect on communications/use by classrooms. (Done – email 6 May 2019 – Adam Cheetham)
5	Items for Discussion			
5.1	Student Centred Funding Statement <i>Information as per the SCFM on school resourcing</i>	Principal	Yes	Received
5.2	Behaviour Management	Micaley	Yes (e)	PowerPoint Presentation (ecopy) Received
5.3	Kimberley Schools Project (KSP)	Principal	Yes	Commenced 2019. Evidence based teaching. JE shared that you can see students taking instruction on board. Received
5.4	School review (ESAT)	Principal	Yes	PowerPoint – electronic version presented. Formal training is scheduled for next week.
6	Items for information			
6.1	Principal's Report	Principal	Yes	Chair shared that he has witnessed KindiLink program being successful. Received
6.2	Annual Calendar - confirmed	Principal	Yes	Received
6.3	Sub-committees Reports	Principal	No	No reports
7	Other business			
7.1	Assembly Schedule 2019	Chair		Expressions requested of Board Members. Document to be emailed to members for consideration.
8	Meeting closed: 7:48pm			
8.1	Next Meeting: 13 May 2019			

SIGNED:		13 / 05 / 2019
	CHAIRPERSON	DATE
		13 / 05 / 2019

PRINCIPAL

DATE