



## SCHOOL BOARD MEETING: Minutes 22 October 2018

Item	Agenda Item	Responsibility	Attachment	Outcome/Action/Who
1	Opening & welcome	Chair		This meeting is the annual 'open meeting'. Jo Morrissy welcomed.
1.1	Attendance/apologies / absentees	Chair		<b>Attendance:</b> Derek Monk, Ian West, Duncan Smith, Micalay Ross, Josie Eastwood, Duncan Smith (Chair), Sheldon Pratley, Tim Brooker, Kelvin Shem and April Oswald (Minutes)
1.2	Confirmation of agenda and correspondence	Chair		Nil
2	<b>Disclosure of Interest</b>	<b>All</b>		
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	<b>Minutes of previous meeting</b>	<b>All</b>		
3.1	Review of previous meeting minutes 27 Aug 2018 <i>Recommendation: That the Board endorse the minutes pending corrections, if any.</i>	Chair	Yes	Endorsed: Duncan Smith (Chair) Seconded: Sheldon Pratley
3.2	Actions arising			Nil
4	<b>Decisions required</b>			
4.1	Financial Report <i>Recommendation: That the Board endorse the Financial Report for Sept 2018</i>	Principal	Yes	Comfortably met DoE 'Minimum Expenditure' financial requirements. Ongoing issue with expenditure on utilities (DoE funding calculator vs expectation schools can meet rising costs). Principal seeks assistance from the board to raise issue with department. <b>Action:</b> Next meeting. Endorsed: Duncan Smith Seconded: Sheldon Pratley
4.2	Community Use School Facilities <i>Recommendation: The Board endorse the use of school facilities regarding OSH (Outside School Hours)</i>	Chair	No	NB: See Principal's report It is recommended by the Department that school facilities are leased at a commercial rate. Initial discussions for after school facility, possibility of using Wagtail 1 (preference) or Whimbrel 6. Move that Principal investigates this option and report back to board. <b>Action:</b> Next meeting. Endorsed: Duncan Smith Seconded: Duncan Smith (Chair)
4.3	Cluster concept <i>Recommendation: The board adopt a position on the cluster of five Broome schools that reflects Roebuck Primary School's context.</i>	Chair	No	Structure still being explored; Chair's meet Tm 1 and Tm 4. Previous meeting for Cluster was cancelled, new meeting yet to be scheduled. Principal has a meeting scheduled Thursday with Cluster. <b>Moved:</b> Kelvin Shem share with Cluster Principals option of Chair's meeting Tm 1 and Tm 4 with Principal reporting on his cluster meetings.
4.4				
5	<b>Items for Discussion</b>			
5.1	NAPLAN Results	Principal	Yes	Micalay Ross presented results in the curriculum areas. Progress being made but not at the scale desired. 2019 targets currently being addressed, i.e. working with Year 2 and Year 4 teachers.

Item	Agenda Item	Responsibility	Attachment	Outcome/Action/Who
5.2	School Survey <i>What trends and outcomes are within this survey data?</i>	Principal	Yes	Feedback from survey is shared with staff (scheduled SDD) along with the the community via newsletter/website.
5.3	<i>Agenda Items: School Board Information Recommendation: A designated agenda item be made available at each board meeting for item/s that may arise from Board Training Modules- time capped 10 minutes</i>	Principal	No	Nil. <b>Moved:</b> Retain on agenda.
6	<b>Items for information</b>			
6.1	Chair's Report	Chair	Yes	Received
6.2	Principal's Report	Principal	Yes	Received
6.2	School Board Self-assessment review	Chair	Yes	Collect from board members to be compiled and presented at the final meeting - 19 November 2018. A word version is in the email out so members may elect to complete electronically and email back to either Duncan or Kelvin Response to be submitted to either Duncan Smith (Chair) or Kelvin Shem by Friday, <b>26 October</b> 2018.
6.3	School structure 2019 <i>Tabled electronically at the meeting</i>	Chair	No	Received
6.4	Workforce Plan <i>Tabled electronically at the meeting</i>	Chair	No	Reference against the Workforce Plan
6.5	Staff shirts	Principal	Yes	Received
6.6	Sub-committees Reports <i>Request for board members to nominate to chair – be the contact reference on school policy reviews. cyclic review implementation from 2019</i>	Principal	No	Duncan Smith (CB) and Derek Monks wish to receive policies via email.
7	<b>Other business</b>			
	Draft Plans will be sent prior to the next meeting			Business Plan and Mission Statement
8	<b>Meeting closed:</b>			7:30pm
8.1	<b>Next Meeting: 19 November 2018</b>			

<b>SIGNED:</b>		22 / 10 / 2018
	<b>CHAIRPERSON</b>	<b>DATE</b>
		22 / 10 / 2018
	<b>PRINCIPAL</b>	<b>DATE</b>