





Roebuck Primary School Board



SCHOOL BOARD MEETING: Minutes – 27 August 2018

Item	Agenda Item	Responsibility	Attachment	Outcome/Action/Who
1	Opening & welcome	Chair		Welcome to Micalley Ross and to return of Josie Rolfe.
1.1	Attendance/apologies / absentees	Chair		Attendance: Kelvin Shem, Duncan Smith Chair, Tim Brooker, Derek Monks, Sheldon Pratley, Ian West, Josie Rolfe and Micalley Ross Apologies: Duncan Smith
1.2	Confirmation of agenda and correspondence	Chair	No	Chair – letter re School Review, changes commencing in 2019 to an electronic “live” document. K Shem shared whilst electronic, the review is no longer published on Schools Online but required to be published on school website.
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 30 July 2018 <i>Recommendation: That the Board endorse the minutes pending corrections, if any.</i>	Chair	Yes	Duncan Smith confirmed that 6.2 mandatory screening has been undertaken. Endorsed T Brooker, seconded K Shem
3.2	Actions arising			<ul style="list-style-type: none"> Raise at next meeting Connect item. K Shem to follow up I West’s mandatory screening.
4	Decisions required			
4.1	Financial Report <i>Recommendation: That the Board endorse the Financial Report for August 2018</i>	Principal	Yes	Next financial report to the Board will reflect that schools financial standing will be positive. Endorsed by the Board.
4.2	Personal Use Items 2019 <i>Recommendation: The Board endorse the tabled Personal Use Items (Booklists) for 2019</i>	Chair	Yes	NB: Cost of Year 3 is a major jump but this is indicative of the move in phase of learning and thereafter PUI’s remain ok. There are many items that parents do not have to buy each year; just carried over. Endorsed by the Board.
5	Items for Discussion			
5.1	Profile and structure of Roebuck Primary School – 3-5 years	Principal	Presentation 15 minutes Q&A 15 minutes	Future directions and background (inc Workforce Plan) in setting the Business Plan and seeking board input for directions on initiatives. Sets the scene for more informed meetings on school targets, direction, initiatives and promotion of Roebuck PS in our local and wider community. What is it we wish for Roebuck PS to be known? K Shem to email updated power point. Members to email feedback to K Shem prior to next meeting with a view for him to compile feedback for a “brainstorming” session at the next board meeting to progress the document. This document will then formulate the direction of the school’s business plan for the next three years. Suggestions on branding/marketing the school also welcomed.
5.4	<i>Agenda Items: School Board Information Board members to email through to the principal by COB Friday prior to the board meeting</i>	Principal	No	Any board member emailed through questions from the online modules to be tabled at this meeting.

6	Items for information			
6.1	Principal's Report	Principal	Yes	See item 5.1 above.
6.4	Sub-committees Reports	Principal	No	School policies review. On the review of various policies how would the board like to do this? Via Connect and feedback at respective meetings or someone chair and get feedback from those who wish to report back to the board with recommendations. D Monk expressed interest in leading a sub-committee. K Shem to share committee options/topics.
7	Other business			
8	Meeting closed:			7:32
8.1	Next Meeting: 22 October 2018 – Open Meeting			

SIGNED:		22 / 10 / 2018
	CHAIRPERSON	DATE
		22 / 10 / 2018
	PRINCIPAL	DATE