



Coolbinia Primary School Board

Minutes of the meeting held Tuesday 1 March 2016

TIME	Coolbinia Primary School Staffroom Tuesday 1 March 2016, 6.00pm		Board to: <i>Identify whether board is to note, confirm or decide in relation to the item.</i>	Who: <i>Identify person to lead discussion on that item.</i>
6.05 pm	1.0	Apologies & Attendance		
1.1	Attendance: Mark Wirtz (Chairman), Calvin Hawkins(Parent representative- via phone link), Jayne Conley (Principal), Debra Holland (Associate Principal), Adam Scott (Parent representative), Rebekah Melville (Staff representative), Lich Perera (Parent representative), Sandro Di Girolamo (Parent representative), Chris Rowett (co-opted member) Annemarie Dembo (Staff representative), Simon Rigby (Parent Representative)			Mark
1.2	Apologies -			Mark
1.3	Welcome to our new members General introductions of members			Mark and Jayne
1.4	Disclosure of interests - none declared			
	2.0	Minutes of Previous Meeting 5.2 Anaphylaxis misspelt Minutes Confirmed: Adam Scott Seconded: Rebekah Melville Change to be made and minutes to be placed on school website		
	3.0	Business Arising		
3.1	<ul style="list-style-type: none"> Fees and Charges 	<ul style="list-style-type: none"> Approval from board last year Endorsed without amendments as tabled in 2015. 	Jayne	
3.2	<ul style="list-style-type: none"> Behaviour Management Policy 	<ul style="list-style-type: none"> Minor changes to policy - documenting the line of management /delegation Endorsed by council 	Jayne	
	4.0	Budget/ Finance Report		
4.1	<ul style="list-style-type: none"> Student Centred Funding 	<ul style="list-style-type: none"> Students numbers 453 students and 323 families Preliminary Student Centred Funding statement tabled Govt requirement for all schools to spend 10% of reserves this year and spend all funds received this year on this years students. Adam described SCFM to new board members Further Financial information at next meeting 	Chris / Adam	
4.2	<ul style="list-style-type: none"> Priorities for 2016 	<ul style="list-style-type: none"> Whole school curriculum programs across Kindy – Year 6 Consolidation of ICT across the school – 	Chris/ Jayne	

		SOE4.5 implementation 8 March <ul style="list-style-type: none"> Professional Learning and whole of school programs led across the school through Learning Area Teams and Phase of Learning teams 	
	5.0	Board Business	
5.1	<ul style="list-style-type: none"> Annual Report 	<ul style="list-style-type: none"> Thanks to school staff for their help to finalize the Annual Report Suggestions <ul style="list-style-type: none"> Survey feedback small sample size – 3.7 to well over 4 is outstanding results Targets need “Outcome : Achieved” to emphasize our achievements Inclusion of an executive summary about page 4 to outline our achievements. Data table of student monitoring needs to be readable or out. Finance - One line budget – Salaries need to be included. Jayne to edit with suggested amendments and send back to members School Board endorses the annual report subject to the amendments discussed. Mark Wirtz to approve final document on Board’s behalf. 	Jayne
5.2	<ul style="list-style-type: none"> School Board Training - new members 	<ul style="list-style-type: none"> Role of Members <ul style="list-style-type: none"> to review and develop policy Monitor and review business plan Set targets for achievement Community consultation and creating draft policy to present to Board Advocate for the school both in the school community and the wider community Strategic management of the school – operational matters are not Board business- approach Principal Bring differing skills and knowledge to the Board Members to access our Terms of Reference for understanding of the role – Jayne to send through to members 	Mark
5.3	<ul style="list-style-type: none"> Policy development Schedule/ board planner 2016 	<ul style="list-style-type: none"> New Mobile Phone policy – may need to include other digital devices – Jayne to draft Policies to review Semester 1 – Review Terms of Reference, Fundraising Policy, Reconciliation Action Plan, Behaviour Management. Review of Annual Report Business Plan Audit -Term 3 	Jayne/ Mark

		<ul style="list-style-type: none"> • IPS review – September/ October 2016 • Draft Business Plan 2017 – 19 Term 4 • Workforce Plan 2017 – Term 4 • All policies to be available for Board Members 	
5.4	<ul style="list-style-type: none"> • Uniform Policy 	<ul style="list-style-type: none"> • Changes needed to the year levels • Year levels for uniform to be changed K – 6 in line with our students’ safety in the community and reflecting the parent and community commitment to uniforms across the whole school • School Board approves changes to reflect updated year levels. 	Jayne
	6.0	School Board	
	<ul style="list-style-type: none"> • New Chairperson 	<ul style="list-style-type: none"> • Mark to step aside as his children are now at high school. Mark has agreed to be part of our IPS review later in the year as he has been chair for the last three years. • Role of the chair is to conduct meetings, advocate for the school and coordinate parent feedback and help draft School Policy and Plans • To have some continuity Adam Scott has accepted the role, with the understanding that a vice chair can step in if Adam has a conflict of interest due to his role at DoE. • Thanks to Mark for his three c’s - Consultation, conciliation and collaboration. The tone of meetings has been open and inclusive of all members. Mark has appreciated the role that others have played on the board during his years. • Email Jayne if you are wish to become Vice-Chair 	Mark
	<ul style="list-style-type: none"> • Board Members 	<ul style="list-style-type: none"> • Four new members have join us • Two more new members are wishing to join the Board – we can have up to 10 parent reps on our board and Board members agreed to invite them for next meeting. 	Jayne
	<ul style="list-style-type: none"> • Website information 	<ul style="list-style-type: none"> • Minutes of December meeting to be uploaded to school website • Please forward a short info blurb about yourself for the school website. Email to Coolbinia.ps@education.wa.edu.au 	Annemarie/ Chris
	Thank you	<ul style="list-style-type: none"> • Thanks to New members for attending • Special thanks to Calvin for the phone conference 	
Next meeting	Tuesday 3 May 2016 @ 6:00pm.		
	Meeting closed at 7.19 pm		

Signed (Chair)

Date