



Coolbinia Primary School Board

Minutes of the meeting held Tuesday 25 October 2016

TIME	Coolbinia Primary School Staffroom Tuesday 25 October 2016, 6.10pm		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>
	1.0	Apologies & Attendance		
1.1	Attendance: Adam Scott (Chairman), Jayne Conley (Principal), Simon Rigby (Parent Representative), Rebekah Melville (Staff representative), Lich Perera (Parent representative), Sandro Di Girolamo (Parent representative – arrived 6.20pm), Annemarie Dembo (Staff representative – arrived 6.25pm), Chris Rowett (co-opted member)			Adam
1.2	Apologies - Debra Holland (Associate Principal), Cameron Edwards (Parent representative), Calvin Hawkins (Parent representative),			Adam/Jayne
1.3	Disclosure of interests - none declared			
	2.0	Minutes of Previous Meeting Minutes Accepted: Lich Perera Seconded: Jayne Conley		
	3.0	Business Arising		
3.1	<ul style="list-style-type: none"> Class Placement 	<ul style="list-style-type: none"> Guidelines now finalised – will get current document on new website 	Jayne	
	<ul style="list-style-type: none"> Protective Behaviours workshops 	<ul style="list-style-type: none"> Next week – staff session before parent workshop 		
	<ul style="list-style-type: none"> Fundraising Policy 	<ul style="list-style-type: none"> Jason and Annemarie to continue drafting updates List of like schools to be distributed by Jayne 		
	<ul style="list-style-type: none"> New website 	<ul style="list-style-type: none"> Date to aspire to go live – Friday 4 November 	Annemarie	
	<ul style="list-style-type: none"> LOTE 2017 	<ul style="list-style-type: none"> Opportunity for \$30 000 over three years to include Korean language and culture in the school. Agreed that it was a great opportunity for Coolbinia to include a tonal language. 	Jayne	
	4.0	Principals Report		
4.1	<ul style="list-style-type: none"> DES Review 	<ul style="list-style-type: none"> Presentation of samples of the data being presented this week to the DES review Some board members will be involved in the Review – Adam will also be at the feedback session on the second day. Written report will be presented when available. 	Jayne	
4.2	<ul style="list-style-type: none"> NQS 	<ul style="list-style-type: none"> K-2 assessment Review - 9 November Kristy Farrow collating information and leading the review 	Jayne	
4.3	<ul style="list-style-type: none"> Maths in 2017 	<ul style="list-style-type: none"> We will not be purchasing Prime Maths books again in 2017 – content not at level in some areas. Focus in 2017 will be on planning and 	Jayne	

		robust teaching and collaboration across year levels.	
4.4	<ul style="list-style-type: none"> Staffing 2017 	<ul style="list-style-type: none"> Nearly finalised Class lists to be out by end of year Parents have been given opportunity to request class placement for educational or social reasons Planning for straight classes across the school, if numbers allow. This may mean we have slightly larger classes than recommended in some years. This is with negotiation with the teachers concerned. <ul style="list-style-type: none"> Class sizes have very little effect on student outcomes – Jayne to present data on what makes a difference to student outcomes (Visible Learning). 	Jayne
4.5	<ul style="list-style-type: none"> Professional Learning for staff 	<ul style="list-style-type: none"> National Improvement Tool Jayne to distribute for Board Members 	Jayne
4.6	<ul style="list-style-type: none"> Use of data to monitor students 	<ul style="list-style-type: none"> Presentation of Data analysis and student tracking across years. As staff have data on their students before they start the year teachers can plan accordingly. Groups of like students can be planned ahead so teaching starts day one. Use of data across the school has been aligned with testing regimes. 	Rebekah
	5.0	Board Business	
5.1	<ul style="list-style-type: none"> Board Survey 	<ul style="list-style-type: none"> School Board survey will be sent out to all members for their reflection on 2016 	Adam
5.2	<ul style="list-style-type: none"> Next Meeting – open for all 	<ul style="list-style-type: none"> Jayne to inform school community Will discuss updates for fundraising policy 	Jayne Adam
5.3	<ul style="list-style-type: none"> Terms of Reference 	<ul style="list-style-type: none"> Board member who has not attended three consecutive meetings will be advised of his removal from Board 	Adam
	6.0	Finance Report	
	<ul style="list-style-type: none"> Finance 	<ul style="list-style-type: none"> One line budget report and minimum spend report tabled Minimum Spend is achieved and budget is on target for the remainder of 2016. 2017 budget planning in progress Contributions and charges 2017 final presented – document endorsed by School Board for distribution to parents 	Chris
	7.0	General Business	

	<ul style="list-style-type: none"> • Thank you 	<ul style="list-style-type: none"> • Thank you to all members for their attendance and support for the extended meeting tonight. 	Adam
	<ul style="list-style-type: none"> • Thank you 	<ul style="list-style-type: none"> • From the Board – we would like to commend the staff on their work and commitment and we look forward to continuing to support them. 	Adam
Next meeting	Tuesday November 29 – open meeting for community		
	Meeting closed at 7.40 pm		
<p>Signed (Chair) Date</p>			