



Coolbinia Primary School Board

Minutes of the meeting held Tuesday 28 July, 2015

TIME	Coolbinia Primary School Staff Room Tuesday 28 July 2015, 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>
6.00 pm	1.0	Apologies & Attendance		
1.1	Attendance: Mark Wirtz (Chairman), Pubudu Premachandra (Parent representative), Jayne Conley (Principal), Debra Holland (Associate Principal), Adam Scott (Parent representative), Eve Lucas (Community representative), Rebekah Melville (Staff representative), Annemarie Dembo (Staff representative).			Mark
1.2	Apologies - Ian Yiannakis (Parent representative), Sue Meaghan (Parent representative)			Mark
1.3	Confirmation of agenda and welcome new Principal Jayne Conley. Jayne provided a brief work history and her first impressions of CPS.			Mark and Jayne
1.4	Disclosure of interests none declared			
6.06 pm	2.0	Minutes of Previous Meeting Confirmed: Adam Scott Seconded: Eve Lucas		
6.08 pm	3.0	Business Arising		
3.1 3.2 3.3 3.4	<ul style="list-style-type: none"> New Board members enrolled to attend the DoE endorsed Board Induction course this week. Other Board members are welcome to attend at a later date. Tenure of Board members: information can be obtained from previous Board Minutes. Query regarding school's contribution to the new playground. Structure board meeting and minutes to reflect the five headings of the business plan. 		Jayne has arranged induction course registration. Adam Scott will create a spread sheet and Deb Holland will forward information to Adam Scott Playground query Jayne to follow up with Business Manager	Mark
6.15 pm	4.0	Board Business		

4.1	<ul style="list-style-type: none"> Jayne spoke about the high number of out of area 2016 Kindy applications for enrolment at our school when local schools would like them to attend their schools to build their enrolment numbers. 	Draft 2016 Voluntary Contributions and Charges will be endorsed after staff consultation and CPS Finance Committee approval.	Jayne
4.2	<ul style="list-style-type: none"> Jayne announced the Bushland group is now non-existent and is concerned about the upkeep of this large area. 		
4.3	<ul style="list-style-type: none"> Presentation and discussion of the Draft 2016 Voluntary Contributions and Charges for the Board's input. 		
5.0		Policy Review	
5.1	<ul style="list-style-type: none"> Anaphylaxis policy Query about the reintroduction of eggs due to 'no known' students currently enrolled with an allergy to eggs. Board considered this a Risk Management matter. Jayne will facilitate a review of this policy. 	Jayne will conduct further investigations before the introduction of a known allergen to the school. Annemarie will educate the community with a reference to the new policy title to include 'formerly known as SAER policy' when posting the new policy on the school's website.	Jayne and Rebekah
5.2	<ul style="list-style-type: none"> Behaviour Management Policy is currently being upgraded by Scott Bosworth. Jayne discussed some of the key features of the policy, based on Tribes and the in- class consequences. Board members please submit feedback on the policy to Jayne via email. 		
5.3	<ul style="list-style-type: none"> SAER This policy was reviewed by staff. Processes are now in place to reflect the policy procedures and responsibilities. Discussion: of a new title as suggested by Eve, 'Planning for personalised learning policy' was suggested and endorsed by the Board. Debra thanked Rebekah for facilitating the review process with staff and the Board. 		
5.4	<ul style="list-style-type: none"> Dress Code The winter jackets with stripes are more expensive and will take longer to deliver order. The Board reached a consensus to accept the non- striped jackets. Sue Meaghan emailed her recommendations regarding the change included in dress code policy. The Board endorsed the roll out of the non- striped jackets and the change will be included in the dress code policy. 		

	6.0	Financial Report	
6.1		o Carried over to next meeting	
		o	
	7.0	Other Business	
7.1		<ul style="list-style-type: none"> • Correspondence in: 2016 WA Education Awards are now open for nomination. Board discussion of suitable nominees. Jayne will ask Julia Creasy to facilitate the suggested nomination. • Two Board meetings are arranged for Term 4: Week 4 20/10/15 @ 6.00pm Week 8 1/12/15 @ 6.00pm (the annual open meeting). • School Dental staff are returning to Mt Lawley PS and the dental van is moving off site in August 2015. The fence will be re-erected near the garden area bordering on the car park for student safety reasons. 	
7.2			
7.3			
		Next meeting	
		Tuesday 20 October 2015 @ 6:00pm.	
7.13 pm	8.0	Meeting closed at 7.00pm	
Signed (Chair) Date			