



## Coolbinia Primary School Board

### Minutes of the meeting held Tuesday June 16, 2015

TIME	Coolbinia Primary School Staff Room Tuesday 16 June, 6.00pm		<b>Board to:</b> <i>Identify whether board is to note, confirm or decide in relation to the item.</i>	<b>Who:</b> <i>Identify person to lead discussion on that item.</i>
<b>6.00 pm</b>	<b>1.0</b>	<b>Apologies &amp; Attendance</b>		
1.1	Attendance: Mark Wirtz (Chairman), Pubudu Premachandra, Shayne Harris (Principal), Adam Scott (Parent representative), Julia Creasy (for Debra Holland, staff representative), Eve Lucas (Community representative), Rebekah Melville (staff representative), Ian Yiannakis (parent representative), Sue Meaghan (Parent representative)			Mark
1.2	Apologies - Annemarie Dembo (staff representative)			Mark
1.3	Confirmation of agenda.			Mark
1.4	Disclosure of interests none declared			
<b>6.06 pm</b>	<b>2.0</b>	<b>Minutes of Previous Meeting</b> Confirmed: Pubudu Premachandra Seconded: Eve Lucas		
<b>6.08 pm</b>	<b>3.0</b>	<b>Business Arising</b>		
3.1	<ul style="list-style-type: none"> <li>Annual report</li> </ul> Endorsed by school board June 16, 2015			Mark
<b>6.15 pm</b>	<b>4.0</b>	<b>Board Business</b>		
4.1	<ul style="list-style-type: none"> <li><b>School Board Effectiveness Survey</b> <ul style="list-style-type: none"> <li>Collation of results</li> <li>Mark thanked everyone for their input</li> </ul> </li> </ul>		Actions to be considered from results: Induction of board members  Shayne to look into School of Innovation and Reform Unit induction opportunities	Mark
4.2	<ul style="list-style-type: none"> <li><b>Terms of Reference for board membership</b></li> </ul>			

	<ul style="list-style-type: none"> <li>○ Tenure and membership</li> <li>○ Board happy with current structure of members</li> <li>○ Towards the end of 2015, expressions of interest for the commencement of 2016 will be invited. This will be published in the school newsletter.</li> <li>○ Interested people need to supply name only. Wording will be carefully checked prior to being published in the school newsletter. Depending on numbers of interested people, an election may occur if needed.</li> </ul>	Adam Scott will create a spreadsheet to record the length of tenure of board members	Mark
	<b>5.0</b>	<b>Policy Review</b>	
5.1	<ul style="list-style-type: none"> <li>● <b>Anaphylaxis policy</b> <ul style="list-style-type: none"> <li>○ A parent has responded to the request for interest via email. He/she has offered to take on a consultative role. This parent has a medical background.</li> <li>○ Action: This parent will be asked to be involved once a draft policy has been constructed. This draft policy will be ready for mid Term Three (pre reading prior to next meeting) The parent will be contacted to indicate timeline and involvement desired. Behaviour management and SAER are policies in focus.</li> </ul> </li> </ul>		Shayne
5.2	<ul style="list-style-type: none"> <li>● <b>Behaviour Management</b> <ul style="list-style-type: none"> <li>○ Policy is currently being upgraded by a CPS staff member. Drafting is underway</li> </ul> </li> </ul>	A Draft will come to the board for further consultation prior to the next meeting for reading prior to the meeting	
5.3	<ul style="list-style-type: none"> <li>● <b>SAER</b> This policy will be going to the staff for consultation on July 21. This process will take approximately two weeks and then this will be presented to the board. The draft of this policy will be available for all board members for reading prior to the next board meeting. Action: Most policies to be completed by the end of the 2015.</li> </ul>	Structure board meeting and minutes to reflect the five headings of the business plan. Shayne to commence this task with the staff.	
	<b>6.0</b>	<b>Financial Report</b>	
6.1	<ul style="list-style-type: none"> <li>● Financial report, summary of finances to date. <ul style="list-style-type: none"> <li>○ The creation of the LSC TAGS role as well as</li> </ul> </li> </ul>		Shayne

	<p>the addition of one extra teaching day for the Curriculum Coordinator role. Dr Elaine Lewis has been provided with one extra day to compensate for the many extra days she works at the school. Voluntary contributions: 91.43%</p> <ul style="list-style-type: none"> <li>○ Expenses also relate to Focus 2015 – Classroom observations and coaching committee</li> <li>○ The LSC role goes a long way to achieving targets</li> <li>○ Pubudu: Julie Carlson has promised \$12,000 for the playground to cover GST</li> <li>○ Shayne: Is aware of this and will deal with it with the Business Manager</li> <li>○ Shayne: Canteen needs some money spent on the large freezer to lift it off the ground. Cost is</li> </ul>		
	<p><b>7.0 SAER/LSC</b></p>		
	<ul style="list-style-type: none"> <li>○ The role out is underway</li> <li>○ Data base is being established to track children through the school to ensure handover issues are avoided. (ACER Online testing, report grades, previous literacy or numeracy testing, NAPLAN, On Entry)</li> <li>○ A spread sheet is being constructed to collate a triangulation of data.</li> <li>○ Many children have been identified as a result of this process. Teachers are then provided with support to use a IEP template (max three smart goals). Monitoring is happening every five weeks. Aiming for greater than 55% of IEP goals.</li> <li>○ Parents and teachers are approaching Bek for consultation</li> <li>○ The aim is to provide a total support safety net for children at both ends of the spectrum.</li> <li>○ Intervention for SAER is continuing as is cross setting in some year groups.</li> <li>○ Bek supports teachers and students by providing strategies and support.</li> <li>○ The next plan is to triangulate data for talented and gifted students. Probably in Years 2,4,6.</li> <li>○ Adam Scott commented on the very positive parent perception of cross setting across year groups</li> <li>○ Message to community needs to be very clear that all students are being catered for in</li> </ul>		<p>Rebekah</p>

		<p>the community.</p> <ul style="list-style-type: none"> <li>○ Adam Scott commented that the community needs education about the process to ensure that everyone feels as though their child's needs are being tangibly catered for.</li> <li>○ Shayne Harris: This role has enabled Debra Holland to take on the K-2 leadership role.</li> <li>○ CPS has been accepted in the ABLEWA trial. The resources from this will assist teachers to develop skills of students at various levels.</li> </ul>		
	<b>8.0</b>	<b>Other Business</b>		
8.1		<ul style="list-style-type: none"> <li>• Congratulations to the school, particularly Dr Elaine Lewis for the recent announcement of the United Nations Association of Australia World Environment Day Awards School of the Year - Winner.</li> <li>• CPS entered into a formal relationship with the visiting school from Malaysia.</li> <li>• We have developed two sister schools - Indonesia and Malaysia</li> </ul>		
		<b>Next meeting</b>		
		<b>Tuesday 6pm. Date to be confirmed</b>		
<b>7.13 pm</b>	<b>9.0</b>	<b>Meeting closed</b>		
<p>Signed (Chair ) <span style="float: right;">Date</span></p>				