



Coolbinia Primary School Board

Minutes of the meeting held Tuesday 21 February 2017

TIME	Coolbinia Primary School Staffroom Tuesday 21 February 2017 - meeting opened at 6.05 pm		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), Rebekah Melville (Staff representative), Lich Perera (Parent representative), Cameron Edwards (Parent representative), Jason Hoogland (Parent Representative), Chris Rowett (co-opted member), Julia Creasy (staff representative)			Adam
1.2	Apologies - Jayne Conley (Principal), Annemarie Dembo (Staff representative), Simon Rigby (Parent Representative), Sandro Di Girolamo (Parent representative)			Adam
1.3	Disclosure of interests - none declared			
	2.0	Minutes of Previous Meeting Amendment: Lich Perera apology Minutes Accepted: Rebekah Melville Seconded: Julia Creasy		
	3.0	Business Arising		
3.1	<ul style="list-style-type: none"> Board Survey 	<ul style="list-style-type: none"> Suggest a welcome pack for board members – introduction to the roles and responsibilities – Financial information and reporting requirements - Reports and Guidelines review timeline 	Adam	
3.2	<ul style="list-style-type: none"> Succession Planning 	<ul style="list-style-type: none"> Adam Scott to continue as Chair for 2017 During 2017 identify 2 or 3 board members to step into the role for 2018 New members for 2017 – assess need Adam/Jayne 	Adam	
	4.0	Principals Report		
4.1	<ul style="list-style-type: none"> DES Review 	<ul style="list-style-type: none"> Areas for Improvement – strategic targets to be measurable – Use of community Board members Great report and outcome Take into account findings for new Business Plan 2017 - 2019 	Julia /Rebekah	
4.2	<ul style="list-style-type: none"> Business Plan 2017-19 	<ul style="list-style-type: none"> Staff have worked with Joel Levin – Aha Consulting to set directions for Business Plan Board and parent sessions to be organised with Joel Levin for wider community input Literacy and Numeracy focus 	Rebekah/Julia	
4.3	<ul style="list-style-type: none"> NQS Report 	<ul style="list-style-type: none"> National Quality Standards in Early Childhood Education overall we rated ourselves lower than the assessors NQS is a framework for assessment of the quality of the Early childhood education our school provides Federal govt initiative for childcare, Kindergarten and Pre primary – WA Govt focus is Childcare to Year 2. 	Julia /Rebekah	

	5.0	Board Business	
5.1	<ul style="list-style-type: none"> Guideline revision 	<ul style="list-style-type: none"> Set list for revision of School Policy and Guidelines 2017 	Adam
	6.0	Finance Report	
6.1	<ul style="list-style-type: none"> Finance 	<ul style="list-style-type: none"> 2017 student numbers – 445 Provisional funding now available for planning Funding will be confirmed by Student Census Data and available late March Staffing Levels- Disability funding does not cover fully the Education assistants we use for Special Needs students to access the curriculum 	Chris
	7.0	General Business	
7.1	<ul style="list-style-type: none"> Board Membership 	<ul style="list-style-type: none"> Invite Joel Levin as a community member on our Board Clarification of board membership – P&C do not have a representative on the board. Board members can be members of the P&C but do not represent the board Importance of confidentiality of discussions at Board meetings 	Julia / Rebekah
7.2	<ul style="list-style-type: none"> Board Membership Terms 	<ul style="list-style-type: none"> Board members are appointed for 3 year terms Develop a succession plan to manage the movement of members in and out – minimise large numbers of new members at any one time for continuity 	Adam
	<ul style="list-style-type: none"> Special Programs 	<ul style="list-style-type: none"> Programs offered at the school may not be well communicated to parents Rebekah to manage the distribution of better information for newsletters and school website – raising profile and selection processes Programs include – Inspire, PEAC, SIM music lessons, Robotics, coding Club 	Jason
	<ul style="list-style-type: none"> Parent Info Night 	<ul style="list-style-type: none"> Adam thanked staff for parent evenings Good opportunity to promote the school and welcome new families Very positive feedback from parents 	Adam
	<ul style="list-style-type: none"> Board Meetings 	<ul style="list-style-type: none"> Value member's contribution at meetings Expect meetings to be 6.00 – 7.30pm Documents will be distributed between meetings for your feedback 	Adam
Next meeting	Tuesday March 14 2017		
	Meeting closed at 8.03 pm		
Signed (Chair)		Date	