



Scarborough Primary School Board

1 March 2017

6.30PM

Library

<p>Jason Crofts (Principal) Trisha Lee (Chair) Erica Salt (Deputy) Debbie Potter (Teacher) Dawn Jones (Teacher) Sonia Allin (Community member)</p>	<p>Andrea Marchesi (Parent member) Diane Hall (Parent elected member) Corey Jackson (Parent member) Apologies Felicity Walker (Parent member) (P&C rep) Paul Hamilton (Parent member)</p>
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Agenda Ref	Item	Notes / Resolution	Action
	Welcome and overview of meeting TL	Introductions of new and existing board members	
1	Election of Board Chair and Deputy Chair roles JC	Positions declared vacant – nominations requested Nominations: FW and DP for TL as chairman FW nominated CJ as deputy. AM self-nominted if CJ not wanting position	TL accepted position CJ to be asked if would like to accept nomination - TL.
2	Board membership a. Welcome to new members in 2017 b. Confirmation of tenure c. Code of Conduct and website profiles (attachment)	b. Review of board tenure document. AM and FW have 2 year tenure. TL and DH have one more year of tenure. PH has a three-year tenure. Discussion around community member position (SA tenure has ended). Possible community member from Scarborough Business Association. Specific tenures and roles can be decided upon appointment. c. Code of Conduct distributed for signing by all members.	TL to continue to investigate a member of SBA to be on board. SA to stay on the board. All board members to hand a signed copy of the Code of Conduct to JC by the end of the week. New board members to create profiles for website. Existing members to review profiles.
3	Approval of previous minutes (attachment)	Approved: JC Seconded: TL	

4	Financial Update a. 2017 minimum expenditure requirements (attachment) JC	a. Census date last Friday. Discussion around minimum expenditure requirements. Robyn Smith creating draft budget. Explanation of funding model from JC. Current student number: 172 and we are expected to grow by approximately 25 per year.	Draft budget to be presented at next meeting JC/ES
5	From previous Meeting(s) Items carried over until second meeting of year a. Marketing Strategy TL b. Operational Planning Overview ES	a.	
6	P&C Update FW	Update on AGM – office bearers positions Canteen discussed P&C wishlist in progress from school	
7	General Business a. DPA (attached) b. Business Plan review timeline c. 2017 calendar d. IPS Review 2017 e. Voluntary Contributions f. DH: Positive feedback g. DH: 3-week winter break h. Classreps	a. We are reviewed against the DPA by the IPS review – compliance document. Explained by JC to board. b. Term 2 and Term 3 process. TL explained Business Plan c. 3 year policy review established in 2015. Semester 1: Anaphylaxis and Communication Policy. School to draft d. Discussion of review process. IPS review report will be publicly available after the review – Schools Online e. Voluntary Contributions – Robyn Smith to analyse incoming payments f. Positive feedback about the wellbeing of their children has been nurtured. Do we look at capturing anecdotes on our website. g. Student attendance data tabled and discussed. We cannot have a 3-week holiday in winter. h. Class rep info has been dispersed and encouraged through the newsletter	a. All board members to read through DPA and familiarize. Future meetings to address each aspect of the DPA b. ES to present a summary of how we operationalize the Business Plan at next meeting JC to send dashboard data to new board members BP revision – look at wording to address community members who value high academic success as well as community engagement. c. Draft policies to be presented to board for review and endorsement during Semester 1 f. Think about measurable way to capture the positive change in student wellbeing. All to consider for next meeting.
	Signed:	_____ Trisha Lee – School Chair	Date: _____

Meeting Concluded: 8.15 pm. Next Meeting: 6.30pm – Date TBC