



# Scarborough Primary School Board

**5 April 2017**

**6.30PM**

**Library**

Jason Crofts (Principal) <b>Apologies</b> Trisha Lee (Chair) Erica Salt ( Acting Principal) Debbie Potter (Acting Deputy) Dawn Jones (Teacher) Sonia Allin (Community member)	Andrea Marchesi (Parent member) Diane Hall (Parent elected member) Corey Jackson (Parent member) Felicity Walker (Parent member) (P&C rep) Paul Hamilton (Parent member)
--	--

Agenda Ref	Item	Notes / Resolution	Action
	Welcome and overview of meeting TL	Apologies from Jason	
1	Deputy Chair role TL	Nominated: PH Seconded: TL	
2	Previous Minutes TL a. Codes of Conduct and website profiles b. Board Member from SBA	Trish was unable to catch up with SBA as they have been busy.  Bios on website out of date. Erica will edit them if everyone is happy. New members have sent there's to Erica.  Approved: DJ Seconded: FW	Trish will follow up soon.  Erica to update Bios on website.
3	Operational Planning review ES	Sequence is: (The What) 1: Overarching departmental documents 2: Targets set 3. Operational Plans written Academic side only in the targets, but be aware there are other targets to do with pastoral care ,values etc not included in targets.	

		<p>ES explained the overarching documents like WAC that the targets are set from.</p> <p>ES explained that as we have a small cohort of students the overall data is not as valuable as it can be easily skewed by one child, so we look more closely at the value add for each child so we can set individual goals.</p> <p>ES explained the importance of looking at data of our stable cohort.</p> <p>(The How) – Our Pedagogical Commitment- written by staff. Includes all the different strategies we use as teachers</p> <p>Discussed the reflective process teachers go through to constantly improve their teaching using the AITSL document and school pedagogical framework.</p> <p>Discussed the similarity of teaching goal setting to student goal setting.</p> <p>Discussed the changes in teaching to teachers having to be more reflective.</p> <p>ES explained the assessment process and how it links to targets.</p>	
4	Three Way Conferencing Update ES	<p>System numbers of 3 way interviews not totally correct as many parents booked verbally and their appointment were not online.</p> <p>FW brought up how it was difficult to comment on survey at the end because parents with more than one child may have had different experiences depending on year level.</p> <p>Goal setting was discussed as a difficult concept for some children.</p> <p>One of the outcomes of the survey was 10 minutes was too short. ES explained the time teachers put into arranging these meetings.</p> <p>DP explained the time consuming component of finding and entering the data onto the sheet but also explaining the benefits of having the data on one sheet. CJ offered his services to help with collating that data in some way that would make the process quicker. CP liked the component of the conferences that included strategies for home and individual learning goals for children.</p> <p>ES explained briefly the SAER flowcharts.</p>	
5	Financial Update ES <ul style="list-style-type: none"> <li>a. Draft</li> <li>b. Voluntary Contributions</li> </ul>	<p>D1787- high because unpaid expenses from 2016.</p> <p>BMW have our school on a list for a major audit where they check buildings and facilities. School staff are keeping a look out to add things on a list they can look at.</p> <p>Chaplain money is the whole year and subsidized by chaplaincy program.</p> <p>Discussed the amounts in the budgets and the costs of some areas such as electricity, water, swimming.</p>	

		<p>Discussed the reason behind the board looking at the budget is to make sure there is nothing suspicious. Endorsed by the School Board.</p> <p>Voluntary Contributions put on booklist this year to see if we get more paid. End 2016 57% Kindy had paid this year so far 51% paid. We hope to get 70% paid Pre-Primary 2016- 51% 2017 Term 1 61% Primary 2016 48% 2017 Term 1 39%</p> <p>Discussed how to get more people completing surveys. Usage of senior students to get parents complete surveys using I Pads.</p> <p>Discussed making parents aware of where voluntary contributions go. ES explained how last year we sent out a diagram explain where it goes. Discussed payment plan and how to make parents more aware. Discussed ideas for how we can make parents more aware of voluntary contributions. CJ suggested we have some sort of display of survey results so parents etc know why we are asking survey questions and what we do with what we find out.</p>	<p>CJ will get together with Robyn/Jason and create a survey monkey on the whys etc voluntary contributions are not paid.</p>
6	<p>From previous Meeting(s) TL a. Marketing Strategy</p>	<p>Target audiences are internal and external community. Our reputation externally quite good. TL suggested we focus of building our relationships with our internal community. Key communication tools at the moment are class rep, teacher emails, assembly, school newsletter, school website. TL suggested we need ways to make our marketing work maybe by forming a committee and using our communication avenues more effective, TL suggested we need to organize someone to coordinate the class reps and come up with an outline of their role. FW volunteered for this role. Discussed marketing ideas. Committee will be JC, PH and AM with CJ joining later.</p>	<p>FW and ES will meet early term to discuss class reps and their roles.</p> <p>PH will create a marketing strategy.</p>
7	<p>P&amp;C Update FW</p>	<p>Discussed the canteen. Due to lack of profits P&amp;C taking it back to one day a week and run by volunteers. CJ discussed results of the survey. Discussed next fundraiser which will be a Mother's Day event. Discussed review of the canteen menu so items on menu are not red light.</p>	

7	<p>General Business</p> <p>a. 3 Oceans development-submission to community consultation? TL</p> <p>b. Skool Bag App</p> <p>c. School Board Schedule</p> <p>d. Annual Report</p>	<p>a. Potentially a new 300 residence development which will impact on numbers, traffic flow, social demographic etc. TL explained there is a survey out open for public consultation. TL suggested the school possibly complete the survey monkey or submit a more detailed written response. AM suggested we independently find out about it and come up with pros and cons to School Board members within the week. After discussion decided TL will research the development.</p> <p>b. AM discussed the update of the app and website as term planners not up to date and newsletter not going on apps. Also some links go to nothing</p> <p>c. Discussed School Board schedule. TL thinks we need to revise the School Board Planner. ES explained process for review. School Board will be involved in term 2 looking at business plan and what needs to be improved etc. When the review occurs members from the School Board may be interviewed.  AM would like to have on the planner what has been done, what needs reviewing etc.</p> <p>d. TL asked about the Annual Report. DP replied it is nearly complete.</p>	<p>a. TL to research pros and cons of the development and email to rest of school board by Friday 14/4/17. School board members to reply with any thoughts and concerns. ES will catch up with principal from St Johns to discuss the development.</p> <p>b. ES to follow up.</p> <p>c. Put on next agenda reviewing of the business plan. ES and JC will review the School Board planner and bring to next meeting suggestions for getting ready for IPS Review and what is critical to be done.</p> <p>d. Jason to present the Annual report at the next meeting.</p>
	Signed:	_____ Trisha Lee – School Chair	Date: _____

Meeting Concluded: 8:25pm. Next Meeting: 6.30pm – May 10