



Scarborough Primary School Board

16 November 2016

6.30PM

Library

OPEN MEETING

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| Jason Crofts (Principal) Trisha Lee (Chair) Erica Salt (Deputy) Anita Codling (Teacher) Elizabeth Petrou (Teacher) Sonia Allin (Community member) Apologies | Christian Buttrose (Parent elected member) Diane Hall (Parent elected member) Apologies Corey Jackson (Parent elected member) Lauren Christensen (Parent elected member) Melinda Mounsey (P&C rep) |
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Community members present:

Paul Hamilton (parent)

Dawn Jones (teacher)

| Agenda Ref | Item | Notes / Resolution | Action |
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| | Welcome and overview of meeting TL | | |
| 1 | Board Membership TL a. P&C Rep Melinda Mounsey b. Acknowledgement of members leaving the board c. 2017 board member additions | a. Welcome to Melinda – P&C president and rep for board b. Acknowledgement of Josh, Lauren and Christian who have/are departing board c. New member – Paul Hamilton (parent) | |

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| 2 | Approval of previous minutes (attachment) | <p>Actions arising: marketing strategy group forming currently – look at revisiting in light of PH’s skillset. CJ shown interest</p> <p>Sponsorship policy now on website</p> <p>Religious policy endorsed</p> <p>NAPLAN update went into newsletter</p> <p>Endorsed: CJ Seconded: EP</p> | |
| 3 | <p>Financial Update</p> <p>a. Contributions and Charges 2017 (attachment) JC</p> | <p>On target to reach our minimum expenditure target set by Dept of Ed. Reserve fund of 10% is within 96% of spending.</p> <p>ETI funding payment recently given to school. Nine ETI students enrolled for 2017. Money can be distributed as needed to support learning.</p> <p>a. These figures reflect the maximum that we will charge as a school. Contributions and Charges endorsed</p> | <p>Look at idea of paying up front to credit account at start of year JC</p> <p>a. Look at a pro rata payment of voluntary contribution (\$60 for yr, \$30 for less than 6 months). Promote use of money used to purchase resources in newsletters. Look at rewording ‘Voluntary Contributions 2017’ to promote call to action. Voluntary contribution info to be sent to CJ from JC</p> |
| 4 | <p>From previous Meeting(s)</p> <p>a. Marketing Strategy TL</p> <p>b. Operational Planning Overview ES</p> | <p>a. TL, CJ and JC with addition of PH to form committee</p> <p>b. Discussion around the operational plans and pedagogical commitment of staff.</p> | <p>a. Committee to meet</p> <p>b. Community members welcome to come and view pedagogical commitment. Book in with admin – ES or JC</p> <p>Term 1 2017 – parent conferences to be formally offered to discuss student progress, achievement and goals ES and JC</p> |
| 5 | P&C Update MM | <p>Morning meetings successful for first meeting but not so much for second. 2017 will experiment with times to get best time for community.</p> <p>Canteen running on two days</p> <p>Twilight market in two weeks – volunteers have come forward so roster being created</p> <p>Focus in 2017 on events for parents in the evenings such as craft evenings</p> | |
| 6 | Survey data CJ | <p>Tabled SPS Survey Dashboard</p> <p>Presentation and discussion of survey data from staff, students, board and parents</p> <p>Identification of common trend of ‘Behaviour is managed well at our school’ and discussion around current behavior management processes.</p> | <p>Look at doing surveys more often or ways to collect snapshot data. Discuss pulse surveys at next meeting</p> <p>JC and ES to look at promoting the Behaviour Management Policy to community. Staff to review BM Policy at start of staff development day.</p> |

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| 7 | <p>General Business</p> <ul style="list-style-type: none"> a. Staffing and Student Numbers JC b. Annual Report JC c. Policy Sanity Check JC d. School Development Days 2017 | <ul style="list-style-type: none"> a. Update – 40 Kindy enrolments. Primary and ECE pools still active. Class structures not finalized – based on student data b. Annual report format popular last year. To be repeated this year c. Policies working well for staff d. Proposed dates for school development days tabled. No issues | b. Board to be provided by beginning of next term |
| | Signed: | _____ Trisha Lee – School Chair | Date: _____ |

Meeting Concluded: 8.30 pm. Next Meeting: To be decided – first meeting for 2017. End of year informal meeting to be arranged.