



Scarborough Primary School Board

23 March 2016

6.30PM

Library

Jason Crofts (Principal) Trisha Lee (Chair) Erica Salt (Deputy) Anita Codling (Teacher) Apologies Elizabeth Petrou (Teacher) Sonia Allin (Community member)	Christian Buttrose (Parent elected member) Diane Hall (Parent elected member) Apologies Corey Jackson (Parent elected member) Josh Madden (Parent elected member) Lauren Christensen (Parent elected member) Jane Ryan (P&C representative)
---	---

Agenda Ref	Item	Notes / Resolution	Action
	Welcome and opening – TL	6.30pm	
1	Approval of previous minutes:	Minutes of previous meeting tabled. Comments: Add Lauren to HFDP committee Format change	Endorsed – Corey Jackson Seconded – Sonia Allin Introduce an action register after minutes with TF and person responsible: ES to complete. JM to send a template to ES
	Actions from previous minutes	JC asked network about contributions survey – none out there	CJ to wait for data to come in before proceeding with analysis TL to write up achievements of board to date

2	Welcome of new Board member and confirmation of tenure (attachment)	Jane Ryan joined as P&C representative Tenures: tabled tenures document to be put up on website Four role overs in 2018 – succession planning needed	JC to put tenures document onto website with approval from board Succession planning for 2018 needs to be considered later this year
3	Election of Deputy Chair for 2016 – carried over from previous meeting	CJ nominated himself. CB happy to step down from Deputy Chair position. CJ is deputy chair of SPS board	
4	Financial Update (attachment)	Still awaiting budget. Schools directed to spend almost all money in the year given (96%). SPS in compliance already. Discussion ICT in UCA and interactive whiteboard to be funded part by school and a commitment from P&C to support this. Employment freeze continues. Discussion	
5	Policy Review Updates	Healthy Food and Drink Policy Discussion around progress – community consultation via survey Link to canteen in progress SAER Policy Staff meeting review of 2013 policy – aligning with 2016 Dept policy and Business Plan. Discussion Conflict Resolution Policy Drafted	Draft policy to be presented at next board meeting SAER policy to be looked at during first meeting of Term 2 CRP to be distributed by JC for comment within two weeks (end of term – 8/4/16)
6	General Business	Opportunities for Partnerships and Marketing Discussion: Marketing strategy: links with ECU marketing students to help build marketing? Need to decide on purpose for marketing – clear agenda and measurable targets CB: Long term engagement as strategy for community buy-in Business Plan Draft plan in and in final stages of publishing Annual Report To be student-centred with focus on highlights from 2016 – circulated NAPLAN and progress reporting (CB)	Working group to look at marketing strategy: CB, JM, JC, TL (CJ). Draft strategy by Wk 8 T2 BP: Hope to be out to families by end of term 1 JC and ES to investigate communications

		How do we measure value-add as a school? How do we communicate student progress to parents? Teacher satisfaction survey (SA) Suggestion that board create survey for teachers. Existing compulsory survey for teachers	with parents JC to distribute existing Dept survey to board by end of term
	Signed:	_____ Trisha Lee – School Chair	Date: _____

Next Meeting **Wednesday 4 May 6.30pm**

Meeting Concluded: 8.15pm