



# Scarborough Primary School Board

**4 May 2016**

**6.30PM**

**Library**

Jason Crofts (Principal) Trisha Lee (Chair) Erica Salt (Deputy) Anita Codling (Teacher) Elizabeth Petrou (Teacher) Sonia Allin (Community member)	Christian Buttrose (Parent elected member) Diane Hall (Parent elected member) Corey Jackson (Parent elected member) Josh Madden (Parent elected member) <b>Apologies</b> Lauren Christensen (Parent elected member) Jane Ryan (P&C representative)
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Agenda Ref	Item	Notes / Resolution	Action
	Welcome and opening – TL	6.30pm	
1	Approval of previous minutes:	Minutes of previous meeting tabled.  Issues arising: parent communication with tracking student progress	Endorsed – Anita Codling Seconded – Elizabeth Petrou  Working group to be set up to focus on future student progress reporting to parents
2	Financial Update (attachment)	No significant events Voluntary contributions – trying to raise numbers - discussion	Raffle to encourage Voluntary Contribution payment: JC to action for this year. Endorsed by board For 2017: JC to break down voluntary contribution for parent information

3	Policy Review Updates and Discussion <b>a. Healthy Food and Drink Policy</b> <b>b. SAER Policy</b> <b>c. Conflict Resolution Policy</b>	<b>a.</b> Discussion around allergies advice – wording to be changed to incorporate all food allergies Community survey idea endorsed by board <b>b.</b> Still in progress – staff have reviewed <b>c.</b> Discussion around what is classified as a complaint vs. concern	<b>a.</b> LC to reword allergies paragraph CJ to add question to parent survey regarding Easter/Christmas CJ to email group with survey questions for community <b>b.</b> None <b>c.</b> Complaints process: JC to add contact details for Nmero. Also add 'Complaints register to document complaints'. Finalised and endorsed by board with these changes.
4	Annual Report Update	Awaiting final submissions	To be circulated to board within two weeks by JC
5	General Business	<b>Data Summary – Term 1 students survey</b> Discussion about results (tabled) Staff survey 2014 data tabled. Mandated every 2 yrs so due this year.  <b>Marketing Strategy</b>  <b>Kindergarten places discussion</b>	Staff board members to review possible questions for school level staff survey (up to 20 ques)  TL to contact JM regarding leading working party
	Signed:	_____ Trisha Lee – School Chair	Date: _____

Next Meeting **Wednesday 1 June 6.00pm**

Meeting Concluded: 8.10pm