



Scarborough Primary School Board

11 February 2015

6.30 – 7.30 PM

School Library

Anthony Middleton (Principal)
Trisha Lee (Chair)
Erica Salt (Deputy Principal)
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)
Lauren Christenson (Parent elected member)

Present:

Agenda Ref	Item	Resolution	Action
1.	Welcome and opening – TL 6.35pm		
2.	Approval of previous minutes: 10 December 2014 – TL	Endorsed: Anita Codling Seconded: Trisha Lee	

3.	Endorsement of Sonia Allin as School Board community member – TL	Nominated by Trisha Lee as a voting member of the board Unanimously voted onto board	
4	Sign off on Terms of Reference – TL	Tabled: Trish Lee Voted by all board members to accept the Terms of Reference	
5.	Sign off on Code of Conduct – TL	Code of Conduct contains current vision and values – this may be amended as we develop the Business Plan – unanimously agreed. Presented: Trisha Lee Voted by board members unanimously	
6.	School maintenance/building report – AM	Money spent: \$14 000 shade sails (majority from reserve budget and targeted fundraising from students) \$2500 furniture around the school: stools for art room, tables for Room 4 and storage units for PP. Acquisition of \$10000 worth of furniture for free from central office	
7.	Budget – AM	Draft budget set in place and endorsed by finance committee and School Council (2014) - based on Student Centred Funding model with predicted numbers of 114. With new enrolments we have 133 students. We received a negative transition adjustment in December (\$52 000) which affected our staffing decisions and class structures – census this Friday, with current numbers means we can keep current structure. Adjustments have been made to budget within school to ensure we can retain structure. Prospective parents are giving positive feedback when looking around school – high retention from these families.	
8.	P&C report: decide upon liaison –TL	Joshua to attend and co-ordinate other parent representation from the board if unable to attend	

9.	Community expectations - TL	TL tabled summary of community expectations document - from IPS Parent Evening (2014): facilitated by independent professional facilitator – attended by 20% parent community and all teachers. Document highlights key priority areas.	TL posed question: Do we need to do more community consultation as have several new families? Board action: consider how much further we need to consult.
10.	Introduce Business Plan and requirements of board in this process	AM: Tabled Strategic Plan and Operational Plans - these will be changed as Business Plan is developed – Business Plan to drive these (2015-2016) School Vision has been distributed as basis for Business Plan development. AM presented SDD work – how staff perceive their role and the school, with the vision in mind (Wordles) AM distributed examples of Business Plans for perusal As a board we have to agree and submit a Performance Agreement by 20 April – setting targets across the school – taken from NAPLAN, On-entry and in-school assessment and moderation Have Business Plan outline developed in line with Performance Agreement.	All Board members to look at existing Business Plan examples and vision. Look at Business Plans in industry also. All board members to comment on a shared document about the contents/structure of Business Plan for SPS by Friday 6 March ES to create an online forum for discussion and collaboration (Google Drive) AM action: circulate the pro forma of the Performance Agreement
11.	Mapping of future board meeting dates -TL	March 11 – Business Plan development only Each term: Wednesday Week 2 plus additional meeting as required, each term	
12.	General Business	AM: MRA submissions due by 3 March for feedback on the master plan for Scarborough from the perspective of Scarborough Primary School: Christian to take on submission – set up sub-committee in conjunction with AM AM: Staffing - A place was offered to Kirsty Wademan (0.4) but she was offered a full-time position elsewhere. Molly Burfield appointed full-time once we knew the position was available, early in 2015, based on her prior performance as PP teacher at Scarborough.	

		<p>Jennifer Smallman on LSL Shannan Rollo on maternity leave but will be doing relief at SPS SA: Thanks from all board members to TL for opening her house for welcome bbq</p> <p>DH: Creation of SPS board email account.</p> <p>CJ: Who determines the measures in the performance report?</p> <p>JM: Fundraising consideration: asking for donations rather than fundraising</p> <p>TL: Parent Information Night was professional and well presented – well done to the teaching staff Photographs of the board to be put on the website</p>	<p>ES to organise</p> <p>AM to report back with further information once known – AM will receive further information after the census. Board will look at tracking within the three year period at future meeting. To be determined</p> <p>AM to liaise with Robyn and P&C</p> <p>Photograph to be taken at next meeting</p>
13	Close 7.55pm		<p>Next meeting: Business Plan only – 11 March 2015 Matters for future meeting: communication on website (CJ)</p>