



Scarborough Primary School Board

2 December 2015

6.00PM

Staff Room

Jason Crofts (Principal) Trisha Lee (Chair) Erica Salt (Deputy) Anita Codling (Teacher) Elizabeth Petrou (Teacher) Sonia Allin (Community member)	Christian Buttrose (Parent elected member) Apologies Diane Hall (Parent elected member) Corey Jackson (Parent elected member) Josh Madden (Parent elected member) Apologies Lauren Christensen (Parent elected member)
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Agenda Ref	Item	Notes / Resolution	Action
	Welcome and opening – TL	6.10pm	
1	Approval of previous minutes: 4.11.15 TL	Minutes of previous meeting tabled. Endorsed Anita Codling Seconded Liz Petrou	

2	Financial Update JC Proposed 2016 budget	<p>Emailed out summary documents – tabled</p> <p>Discussed roll-over. Director General directed that we need to spend 97% of budget (or allocate to long-term projects)</p> <p>Tabled: Based on predicted numbers for 2016</p> <p>Endorsed by all board members</p>	<p>JC to work with Michelle Innes (P&C president) to write letter to families regarding contributions and charges</p>
3.	Business Plan	<p>Feedback from board members has been incorporated into the latest revision of the BP.</p> <p>All board members agreed that current version is final version (pending wellness target)</p>	<p>CJ to work with JC to create wellness target before end of the year</p> <p>JC to get quotes on creation of published drafts</p>
4.	IPS Board Self-assessment		<p>Once all survey results in, JC will analyse results and share in first meeting of 2016</p>
5.	General Business	<p><i>Board forward planner 2015-17</i> tabled (minor adjustments to be made – marketing plan)</p> <p>LC: Board vs. P&C vs. Admin – roles set out in document</p> <p>P&C/Board liaison</p> <p>Chairperson of the board re-election</p> <p>Workforce planning: Anthony Middleton has substantive position as Principal elsewhere. SPS has vacancy for substantive Deputy Principal position – ES to be fixed term applicant for Term 1 with substantive position being advertised in first few weeks of Term 1.</p>	<p>JC to put this on website for transparency in community</p> <p>Agenda item for Term 1 2016</p> <p>JC to liaise with MI</p> <p>Agenda item: first meeting 2016</p> <p>Board to write letter of thanks to AM</p> <p>Board to have parent member on panel for DP position.</p>

		<p>Preliminary class structure discussed – depends on student members</p> <p>The Board has identified the value that community representative adds to the school board. Sonia has accepted a 12 month position on the board with possible links to Churchlands SHS.</p> <p>Dates for 2016 are set. Week 2 and Week 6 of each term. Gives scope for a third meeting if needed any term.</p> <p>Jason LSL in term 2 and 3. 1 day per week on Thursday. The deputy principal will be appointed to the principal position when this occurs. This will be confirmed in 2016.</p> <p>Closed 7.08pm</p>	
	Signed:	_____ Trisha Lee – School Chair	Date: _____