



Scarborough Primary School Board

20 March 2019 – OPEN MEETING

6.00PM

Library

Sarah Dawson (Principal) Andrea Marchesi (Chair) Erica Salt (Deputy Principal) Annie Clark (Teacher) Dawn Jones (Teacher)	Helen Tate (Parent member) Felicity Walker (Parent member - P&C rep) Hamish Johnston (Parent member) Paul Monaghan (Parent member) Nicole Stellard (Parent member) Patric Przeradzki (Parent member) – Not present
Visitors: none	

Agenda Ref	Item	Notes / Resolution	Action
1	Welcome – AM	1.1 Introduction of new members Helen Tate, Paul Monaghan, Patric Przeradzki, Annie Clark 1.2 Introduction of existing members 1.3 Procedures and protocols for open meetings – N/A	Order new board member badges + Hamish and Nicole
2	Previous minutes - AM	2.1 Review and endorse Endorsed by: DJ Seconded by: AM	Existing questions around the ICT budget – HJ. SD to follow up with HM if further questions after tonight
3	From previous meeting - AM	Marketing Plan: Overview of what's in place (NS) NS tabled draft media plan 2019	NS to liaise directly with SD and ES. Initial meeting to establish topics. Feedback to board as progress

4	Building Scarborough PS for the future – SD	<p>4.1 Projected numbers for the area School built for 225 students. Current enrolments 209 with projected numbers up to 500 potentially by 2030. SPS part of the Inner City Schools government project – looks at getting facilitating all students in the local area, including our surrounding schools</p> <p>4.2 Current Department of Education plans for building intake capacity Discussion around viable options. Principal consultant from Facilities and architect have been to school to look at feasibility. Plans being developed</p> <p>4.3 Impact on other planned work at SPS Significant works were planned to supply disability access. These are now paused. Some minor works will still go ahead at the front of the school. We will get Early Years transportable with shuffling of classes in the short time – likely to be Term 3 arrival. Waiting for availability. Likely to have another Early Years transportable in next year. Major work not likely to start before 2021. Tentatively ready in 2022 (6 month build) Parking is an issue to be addressed</p> <p>4.4 Possible short term impacts Less green space Focus on maintaining culture AM: Culture of the whole child focus PM: Came to school due to the community nature and friendly environment</p>	<p>All board members to go away and process. If have any questions, liaise with SD for a further discussion</p> <p>As a board we need to actively consider the culture of the school – ongoing – explicitly manage the continuation of current culture with growth</p> <p>SD to ask central office about plans for looking at surrounding schools for growth – report back to board</p>
5	P&C Update - FW	<p>Meeting postponed to next week AGM at start of the year. Currently no president but have Vice President – Irene Madden. Trish Springer – uniform shop. About to leave school so looking for new person. NaturePlay grant is in \$15 000. To be matched in kind or cash by P&C. Playground upgrades to be done in the Easter holidays School booklists – brought in \$23 000 but that doesn't take into account costs Canteen – increased orders. Looking to open another day and/or add assistant</p>	
6	Finance Update – SD	<p>6.1 The financial portal is offline while the school budget for 2019 is loaded. The portal will not be operational until 26 March 2019.</p> <p>6.2 Student Centred Funding Model (SCFM) information session Budget cycle tabled and explained – SD</p>	

		<p>Per student allocation explained. Census dates determine budget for school. Confirmed budget in March. 96-7% budget has to be spent with reserves for replacement of resources SCFM allows for school profile as well – ICSEA score Explanation of targeted initiatives – we have accessed regional resources</p> <p>Board discussion around monitoring of spending vs strategic direction. Spending occurs during Term 2 and 3 primarily.</p>	
7	Business Plan Reporting		<p>ES to redesign board planning report to basic traffic light on dashboard with WWW - EBI Next meeting – look at new IPS review process Board Planner to be reviewed at next meeting in line with changes to review process HJ to provide template of dashboard to ES</p>
7	General Business	<p>7.1 3 way conferences Weeks 9 and 10 (ES) 7.2 Staffing update (Sarah Dawson) 3 jobs advertised at the moment: music teacher, general EA, special needs EA 7.3 Annual Report update (Sarah Dawson) 7.4 Split classes query 7.5 Maslin memorial 7.6 Religious Policy</p>	<p>Annual report will be ready for the next meeting. Format of the annual report will change going forward in line with</p> <p>SD/ES to communicate through newsletter regarding reasons for split classes</p> <p>SD/ES to look at updating Maslin memorial</p> <p>SD to email department and school policies to DJ and NS – review for next meeting</p>
8	Board housekeeping – AM	<p>8.1 School Board Chair and Deputy Chair Andrea Marchesi – board chair Nicole Stallard – Deputy Chair Erica Salt role to change to full staff member 8.2 Possible Secretary position (Sarah Dawson)</p> <p>8.3 Community Representative (Sarah Dawson) 8.4 Board training options (Sarah Dawson) 3 options available: Online, get someone in face-to-face or formal session 8.5 2019 Meeting dates</p>	<p>Consider when updating terms of reference to include role of minute taker – from within school or community. SD to check if needed SD/ES to explore executive officer role and how can be funded and managed</p> <p>8.4 SD to email module 1 and 2 to new members. SD to look into face-to-face board training at a board meeting 8.5 ES to put dates on community calendar – Week 4 and 7 SD to email community rep details to board</p>

	Signed:	_____	Date: _____
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Snippets from the meeting for publication:

- **Welcome to new members and new principal**
- **Discussion around projected growth. In talks with the department about change**
- **Call for a community rep**

Meeting Concluded: 8.00 pm . Next Meeting: 6.00pm – in LIBRARY

Future dates: Week 4 and Week 7

Ongoing actions from previous minutes

Meeting Date	Action	Who	Completion Date