



Scarborough Primary School Board

14 August 2019 – OPEN MEETING

6.00PM

Library

Andrea Marchesi (Chair) Sarah Dawson (Principal) Apologies Parent Representatives: Hamish Johnston Felicity Walker Nicole Stallard Apologies Paul Monaghan	Patric Przeradzki Helen Tate Apologies Staff Representatives Dawn Jones Annie Clark Josh Dorozenko Erica Salt – Acting Principal
Visitors:	

Time	Item No.	Agenda Item	Actions
5min	1. 1.1	Welcome – Andrea Marchesi <ul style="list-style-type: none"> Procedures and protocols for open meetings 	
10min	2. 2.1 2.2 2.3	Board Planner 2018-2020 Contextualisation – Erica Salt <ul style="list-style-type: none"> Policy Review Business Plan Reporting Budget Planning cycle <ul style="list-style-type: none"> -Term 4- Board reviews and checks budget set/spent by staff -97% expenditure by end of year -Link budget to business plan targets? 	-Complaints handing policy to be reviewed by staff and brought to next meeting -Updating policies on website – SD and ES to follow up -Professional minute taker-follow up with ES and SD -Week 6 Staff meeting to review business plan reporting. Bring results to next meeting – SD and ES -Communication to board about spending and if on track to meet targets and plans for

			spending (one line to update board, once a term)
10min	3.	Information for the Board: Operationalising our Business Plan - Erica Salt -Operational plans set from over-arching business plan and priorities and budget allocate according to needs and goals. This feeds into budget submission from teaching staff. Finance committee provides checks and balances.	-ES and SD discuss about board understanding their role in checking strategic direction and its alignment to school priorities
10min	4.	School Board Self-Reflection – Andrea Marchesi <ul style="list-style-type: none"> • Sub-committee • Aims and objectives • Self-assessment tool survey 	Board evaluation from different points (parents, staff, board members, school community etc) -creating sub-committee about how review process will occur and evolve (to be on committee-Paul, Andrea, Sarah)
5min	5. 5.1	Marketing Plan – Nicole/Erica <ul style="list-style-type: none"> • Update and feedback -very successful (Wilson and students on front page of Western Suburbs Weekly)	
5min	6.	Community Board Member – Andrea Marchesi <ul style="list-style-type: none"> • Review and endorse -Appointed Steven Caddy to community representative role. Approved by all present	Appoint Steven Caddy to be a part of SPS board for one year as of next board meeting
15min	9 9.1 9.2 9.3	Board housekeeping – Andrea Marchesi <ul style="list-style-type: none"> • Previous Minutes - Review and endorse • Next meeting • Communication points for newsletter 	-marketing plan (link business plan to marketing plan using non-teacher language) -evaluation about board Ask to move notice board (Board/PC board) including picture of board members, links, directing people to certain communication channels

Next Meeting:

Meeting concluded: 7.16pm
Notes taken by: Annie Clark

Ongoing Actions from previous meetings

Meeting Date	Action	Who	Completion Date
14/8/2019	Steven Caddy to be new board member	AM	

14/8/2019	Send out 22 nd May minutes	ES	
14/8/2019	Week 8 Board Meeting (Sep 11 th) ES to change on staff planner	ES	
14/8/2019	Crossing at Brighton Road – follow up with SD	HJ	