

Success Primary School Board Meeting MINUTES

Subject:	School Board, Meeting 1 Term 3
Time:	4.15pm – 5.15pm
Date:	06 August 2018
Location:	Science Room
Chair:	Andrew Barrett
Attendees:	Kristy Mularczyk, Andrew Barrett, Kate Smith, Eva Colic, Michelle Gilmore, Serena Stirling, Craig Sweet, Christie-Lee Davies, Chamonix Terblanche, Becky Renton, Melanie Nosworthy, Kaye Blackburn
Apologies:	Natasha Pederson, Lisa Webb, Penelope McLean

Time	Item and summary of discussion	Actions
4.15pm	<p>Welcome Meeting opened at 4.20pm. See list of attendees and apologies above.</p>	
	<p>Financial Reports End of month finance update</p> <ul style="list-style-type: none"> Finance Budget presented to the Board, and available on Connect. A further \$21K is required for the school Chaplain. The funds have been sourced, and will be documented at the next Board meeting. Finance meeting tomorrow - Kristy to document notes/updates and upload to Connect this week. <p>Preliminary budget - projected school numbers, planning, workforce</p> <ul style="list-style-type: none"> The school has started reviewing 2019 class and teacher numbers. Current projected figures for 2019 are 729 students. Projected figures for preliminary planning required to be submitted to the DoE (Department of Education) in the next few weeks. 	<p>Kristy to document updates and notes from the Finance meeting on 07/08/2018 and upload to Connect.</p>
	<p>Curriculum focus ITC Update</p> <ul style="list-style-type: none"> ICT update reviewed by the Board. Roll-out of the iPad Program will begin in 2019 for pre-primary to year 6 students. Most parents were supportive in survey responses, but indicated they want more information. A display stall will be set up on the school Open Night to provide information to parents. 	

	<ul style="list-style-type: none"> • Device lease and purchase options will be available and promoted to parents. 	
	<p>Promoting School Community</p> <p>Website</p> <ul style="list-style-type: none"> • The school is in the process of updating the school website. • The school policies are currently located in the parent induction handbook on the website. <p>Board recommendation – restructure the website so the school policies are easy to find.</p> <p>Board recommendation – upload administration staff and teacher photos to the website.</p> <p>School Open Night update</p> <ul style="list-style-type: none"> • A promotion flyer is available on Connect and on display outside the classrooms. • The Open Night will have a community and information focus, as well as the opportunity to view your child’s school progress in the classroom. • The Open Night will celebrate 10 years of Success Primary School. <p>Decision – A Board information table will be on display at the Open Night. Andy will post a discussion on Connect.</p>	<p>Kristy to consult with Nicola and discuss restructure the school website policies page and report back to board.</p> <p>Kristy to consult with administration and teaching staff regarding the request to upload their photos to the school website, and advise the Board of the decision.</p> <p>Andy will post a discussion on Connect regarding setting up a Board information table at the school Open Night.</p>
	<p>Board Matters</p> <p>Code of Conduct</p> <ul style="list-style-type: none"> • There is currently no Code of Conduct for our Board. <p>Decision - The Board will research existing Code of Conduct from other School Boards. A new Success School Board Code of Conduct to be created and endorsed by the Board.</p>	<p>Craig Sweet to request a copy of the Board Code of Conduct from Atwell College, and send to Andy.</p> <p>Kristy to send an email request out to her Principal network, and send information to Andy.</p> <p>Andy to create a draft Success Primary School Board Code of Conduct and present to the Board for review.</p>

<p>Board meeting agenda – review timing</p> <ul style="list-style-type: none"> • Distribution of draft agenda to allow sufficient time for consultation and feedback from the Board. • Board meeting agenda made available to Community members in a timely manner to promote attendance at the Board meetings. <p>Decision - A draft Board meeting agenda is to be distributed to Board members two weeks prior to the next Board meeting.</p> <p>Decision - Board members to submit additional agenda items by close of business on the Friday, one week prior to the next meeting.</p> <p>Decision – Board agenda to be uploaded to the school website one week prior to the next Board meeting.</p>	
<p>Board Matters School Board Induction Booklet</p> <ul style="list-style-type: none"> • Endorsement of the board Induction Booklet at the next Board meeting. <p>Board recommendation - add more school flavour to the Board Induction Booklet.</p> <p>Board recommendation – create a Success School Board information document for uploading on the board webpage. Include the Board numbers.</p> <p>Meeting Planning Cycle document</p> <ul style="list-style-type: none"> • Board Meeting Planning Cycle document is available on Connect. • Board to review the Meeting Planning Cycle document, for discussion and approval at the next Board meeting. 	<p>Andy to include as an agenda item for the next board meeting: endorsement of the Success school board induction booklet.</p> <p>Kristy to review the board induction booklet to add more school flavor.</p> <p>Andy to include as an agenda item for the next Board meeting: approval of the Success School Board Meeting Planning Cycle document.</p> <p>All Board members to review the Board Meeting Planning Cycle document prior to the next Board meeting.</p>
<p>Board Review Review of Business Plan</p> <ul style="list-style-type: none"> • Success Primary School Business Plan 2018 – 2020 is now finalised. <p>Board Approval - Board approves the Business Plan for uploading to the school website</p>	

	<p>Additional items nominated prior to meeting:</p> <p>Integration of ED Support students into mainstream classes.</p> <ul style="list-style-type: none"> • Success Primary is a flexible school with school based policy guidelines for inclusion and integration of Ed Support students into mainstream classes. • The school is currently in the process of reviewing the integration policy. • Integration is offered and assessed on a case-by-case basis, negotiated between the class teachers and in consultation with parents and administration. • Preference is for integration with the same chronological age group. • Many of the Ed Support classes have a mainstream buddy-class, which integrate sports skills or story reading. Buddy-classes are to be reviewed. • Integration requires consideration of cost, outcome (academic or socialization), timetable and resourcing. <p>Board recommendation - promotion to the community of what inclusivity looks like.</p> <p>Pre-kindy</p> <ul style="list-style-type: none"> • There has been a history of pre-kindy running at Success. • There is no funding for pre-kindy. • Pre-kindy is not currently an option at Success Primary due to the issue of space. There are no available rooms to hold pre-kindy sessions. 	<p>Kaye to review the integration and inclusion policy. Becky Renton has offered to assist with review and promotion of inclusivity.</p> <p>Kaye to review the buddy-classes.</p>
	<p>Next meeting Andy will advise the date of the next meeting.</p>	<p>Andy to advise meeting dates for the rest of the year.</p>
5.50pm	Meeting closed at 5.50pm	