



School Board Meeting Minutes

Success Primary School



DATE:	12 Feb 2018	CHAIR PERSON:	Andy Barrett
TIME:	3:15pm	MINUTE SECRETARY:	Kate Smith
ATTENDEES:	Kristy Mularczyk, Kaye Blackburn, Michelle Gilmore, Eva Colic, Penny McLean, Andy Barrett, Christie-Lee Davies, Melanie Nosworthy, Craig Sweet		
APOLOGIES:			
ABSENT	Tash Pedersen, Lisa Webb, Serena Stirling		

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1	Conflicts, apologies & preliminary business	Chair	Nil	
2	Minutes of previous meeting	Chair	Accepted as true and correct	
3	Establish and review school objectives, priorities	Principal Kristy Mularczyk	Kristy welcomed by the board and gave a brief run down on what we are looking to achieve this year and her vision for the future.	

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4	Financial Planning and Budget	Principal Kristy Mularczyk	<p>Inc. School Contribution and Charges</p> <ul style="list-style-type: none"> • Contributions and Charges Questions/Comments <ul style="list-style-type: none"> • NIL • Financial Planning <ul style="list-style-type: none"> • Discussion regarding budget at next meeting after census • Best situation we should be in after staff were in during the holidays to settle end of year. Well done Natalie Ranford and team. 	More in a position to review budget by next board meeting.
5	Business Planning	Principal Kristy Mularczyk	<p>How can we use data to inform decisions? School surveys and data we currently have. Set milestones dates for draft completion</p> <ul style="list-style-type: none"> • Need a current business plan, 2018-2019. • We have good operational plans to guide the strategic direction. • Week 4 Staff Meeting regarding business planning and strategic direction for the next 3 year, based on 2017 school review, and focus 2018, NAPLAN and Department of Education strategic document. <ul style="list-style-type: none"> • Board members welcome to attend Feb 21st, Week 4 Staff Meeting, 3:10pm. • Staff to decide big ideas, milestones and targets. • Bring back to board once all collated. • By the end of Term 1 - draft business plan with strategic targets. • Estimated in 6 months' time to have a published documents. Should be a functional and working document. • So we need a paper copy? eBook? Podcast? Translation? Video form? Spend more money on the presentation rather than spending money on printing paper copies. 	<p>Board members welcome to attend the staff meeting in Week 4.</p> <p>End of T1, a draft business plan overview to be developed.</p>
6	Evaluating School Performance	Principal Kristy Mularczyk and chair Andy Barrett	<p>Wellbeing in school:</p> <ul style="list-style-type: none"> • Very positive feedback from staff, students and parents • Parent/staff session? Parent session to understand what the children are doing in the class. • Video of children on Facebook page? 	Look to review at end of term.

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7	Promoting the school community	Principal Kristy Mularczyk and chair Andy Barrett	<p>Inc. board members portfolios and strength and leadership. Board photos and profiles.</p> <ul style="list-style-type: none"> • Need to communication the schools direction to the community. • Parent on school board to take job of communicating with parents outside of board. (Mel possible person of interest) • Any interest from members of school board interested in communicating and liaising with community, finding out what would be in the schools bet interest. • Need more voices to get out and talk to parents about what they want from the school. <p>Promotion of Facebook Page</p> <ul style="list-style-type: none"> • Need some more promotion; leaflets, newsletters • PnC 'sharing of page' <p>Whole School approach to communication.... Connect?</p> <ul style="list-style-type: none"> • We need all staff members using the same communication tool • Connect is the road we are going down • Stage 1: Teachers have parent emails to see who is receiving the emails, who is not • Stage 2: Is using the communication tool and implementing in. 	<p>Board profiles to be sent to Andy by the end of the week and these will be added to the website.</p> <p>Kristy and team are starting the process of up-skilling and using Connect for the whole school SPS communication method.</p>
8	Future meeting times and procedure	Chair Andy Barrett	<p>Inc. Board training</p> <ul style="list-style-type: none"> • Kristy will know by the end of Term 1 when we can have some training • There are 5 online modules • Kristy will send out the modules <p>Future Meetings:</p> <ul style="list-style-type: none"> • 4pm meetings • Term 1: Week 3 & Week 7 • Term 2: Week 3 • Term 3: Week 3 • Term 4: Week 3 & Week 7 	

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9	General Business	Andy and Eva	<p>Inc. No homework policy</p> <ul style="list-style-type: none"> • Possible deletion of No Homework Policy. • Nightly reading, times tables, spelling and sight words. • Collect any research on homework/no homework. <p>Communication within board members</p> <ul style="list-style-type: none"> • Connect community for school board for internal discussions • Need to ensure website will be updated with minutes etc. <p>Tenor</p> <ul style="list-style-type: none"> • Corrections and additions made (attached) • Terms of reference; roles of personal (attached) <p>Indonesian</p> <ul style="list-style-type: none"> • Parent discussion: Due to the inclusion of language; what are they missing out? • New department policy <p>Business for next meeting:</p> <ul style="list-style-type: none"> • Terms of references • Role descriptions • Delivery and Performance Agreement (Kristy to email the agreement) • No Homework Policy • Secretary 			
NEXT MEETING:	Week 7 4pm	MEETING CLOSED:	4:40 pm	SIGNED:	CHAIRPERSON	DATE



School Council Meeting Minutes
Success Primary School Council Timetable for MINUTE SECRETARY:



School Council Members:

[Redacted area for School Council Members]

Kaye Blackburn, Michelle Gilmore, Eva Colic, Serena Stirling, Tash Pedersen, Penny McLean, Kate Smith, Lisa Webb, Andrew Barrett, Christie Lee Davies, Craig Sweet

Notes

Member	Term Expiry date	
Community Members	Parents	Students
Andrew Barrett (Chair)	October 2019 (elected Chair, Nov 2017)	Poppy LC7.2 Daisy LC
Eva Colic	Extended to February 2019	Damian LC 3.5 Kristian LC 2.1
Michelle Gilmore	Extended to February 2020	Dominic LC 4.3 Cohen LC 5.1 Blue
Tash Pederson	December 2018	Clover LC 1.5 Imani LC 2.2
Lisa Webb	February 2019	Bailey LC1.3 Jenna LC4.3 Phoebe LC3.7
Serena Stirling	Extended to February 2019	Community/SSEND Teacher
Christie-Lee Davies	February 2019	
Craig Sweet	February 2020	
	Staff	
Kaye Blackburn	Extended to February 2020	A/Principal

Penny McLean	February 2019	Teacher
Kate Smith	December 2018	Teacher
Kristy Mularczyk	February 2019	Principal
Position Vacant		
Position Vacant		