

Success Primary School Board Meeting MINUTES

Subject:	School Board Meeting, Term 1
Time:	4.15pm – 5.25pm
Date:	24 February 2020
Location:	School Board Room
Chair:	Andrew Barrett
Attendees:	Kristy Mularczyk, Eva Colic, Michelle Gilmore, Craig Sweet, Kaye Blackburn, Penelope McLean, Chamonix Terblanche, Christie-Lee Davies, Joelene Bizzintino, Jason Hogkson
Apologies:	Becky Renton, Chamonix Terblanche,

	Item and summary of discussion	Actions
1	<p>Welcome</p> <ul style="list-style-type: none"> Meeting was opened at 4.15pm. See list of attendees and apologies above. Previous minutes accepted by Michelle Gilmore, seconded by Craig Sweet. Jason Hogkson officially welcomed onto the Board as a Community member. 	
2	<p>Setting the Scene - Strategic focus for 2020</p> <ul style="list-style-type: none"> The big picture focus in business plan (High Quality Teaching) was the focus of our student development day on Friday 31st January. We looked at how to give good quality feedback to students as one element of high quality teaching. Progressing this and doing it well is a 2020 focus for all staff Focussed on Feedback – staff to student and staff to staff. Looked at how feedback can assist us to become higher performing teams 2020 will see the current Business Plan come to the end of its cycle. 	
3	<p>Workforce Planning – Staffing profile 2020</p> <ul style="list-style-type: none"> Breakdown of staffing profile was printed in the last school newsletter. Administration team roles and responsibilities to be included in the next newsletter. <p>At present we have 737 students enrolled with approximately 3 pending enrolments. Our staffing profile consists of:</p>	Kristy – Admin team roles & responsibilities to be included in the next school newsletter

	<p>1 x Principal 1 x Associate Principal 4 x Deputies (2 in a shared position) 6 x Cleaners 1 x Gardener 1 x Technical Officer 1 x Manager Corporate Services 5 x School Officers 1 x Library Officer 8 x Mainstream Education Assistants 54 x Education Assistant Special Needs 48 x Teachers TOTAL 131 staff on site</p>	
4	<p>Finance update</p> <ul style="list-style-type: none"> The following budget documents were presented to the Board. <ul style="list-style-type: none"> Preliminary Student Centred Funding Statement Preliminary Cash Plan and Comparative Budget Preliminary One line Budget Statement All finance updates are uploaded to the Board Connect site. <p><i>Decision</i></p> <ul style="list-style-type: none"> Finance Reports acknowledged and accepted by the Board. 	
5	<p>Annual Report</p> <ul style="list-style-type: none"> Andy to collate suggestions for the 2020 Annual Report Board submission. 	<p>Andy – collate suggestions for the 2020 Annual Report Board submission.</p>
6	<p>Review of Board structure</p> <ul style="list-style-type: none"> Review of Board member tenure. There are a few positions currently vacant on the Board. <p><i>Decision</i></p> <ul style="list-style-type: none"> Advertise for more parent, community members and staff to nominate for Board positions. Jason Hodgkins has agreed to tenure for 2 years (to Feb 2022). 	<p>Kristy – to include in school bulletin to call for another staff member to join the School Board (inclusive of teachers and EA's)</p> <p>Kristy - check with Becky if she still wants to be on the Board.</p> <p>Kristy – Advertise nominations for Board membership.</p>
7	<p>General Business</p> <p>Fathering Project update</p>	<p>Kristy - Add Jason to Connect</p>

	<ul style="list-style-type: none"> Action plan has been submitted to Fathering project for the yearly plan. <p>Facebook</p> <ul style="list-style-type: none"> Board member profile – one person per Board meeting profiled for Facebook. (starting with Andy, then Jason) Michelle to provide a small summary of the Board for Facebook. <p>School culture</p> <ul style="list-style-type: none"> Parent positive compliments to teachers. Board recommended staff members (eg. Kristy/Vaughn) to stand at the school gates to welcome students and parents in the morning. Andy suggested teachers remove sunglasses when talking to parents and students. 	<p>Kristy – to provide some parent friendly wording to Andy to encourage positive compliments to teachers and staff.</p>
	<p>Close</p>	

Board Meeting Dates 2020			
Term 1	Term 2	Term 3	Term 4
24 February	18 May	10 August	2 November
23 March			30 November