

Minutes of the Meeting – Thursday 8 August 2019				
Time:	Item No. & Pages:	Discussion:	Who:	SB to:
	<i>Agenda Pages 1-3</i>	Meeting location: Staff room Time: 6.00pm – 9.00pm <i>Opened: 6.05pm</i> Present: Shelley Smith (SS), Linda Knox (LK), Christine Hamilton-Prime (CH-P), Sake van Weeghel (SVW), Karen Kroeger (KK), Kirsten Barton (KB), Brendan Everett (BE), Meegan Payne (MP) – secretary	<i>Identify person to lead discussion on that item.</i>	<i>Identify whether SB is to note, confirm or decide in relation to the item.</i>
(6.00pm)	<b>1.0</b>	<b>Welcome and apologies</b>		
2 mins		<u>Apologies:</u> Stephanie Lu, Nicole Mattingley, Paul Moss  <i>Noted all</i>	PM	Note
(6.02pm)	<b>2.0</b>	<b>Disclosure of interests</b>		
2 mins		<u>Any potential conflicts:</u>  Brendan Everett – PsyFit (licensee) Sake van Weeghel – HOOSCI  <i>Noted all</i>	PM	Note
(6.04pm)	<b>3.0</b>	<b>Minutes of previous meeting</b>		
2 mins		Minutes of the Meeting for Week 8 Term 2 2019 correct?  <i>Moved SVW, accepted KK &amp; KB</i>	PM	Endorse
(6.06pm)	<b>4.0</b>	<b>Correspondence In / Out</b>		
5 mins		<i>None</i>	LK/ PM	Note Endorse
(6.11pm)	<b>5.0</b>	<b>Priority and Standing Items</b>		
5 mins (6.16pm)		<u>Lease renewals:</u> PsyFit – expires 6/9/19  <i>Moved MP – renew for 6 months; accepted KK, KB</i>	PM/ LK	Endorse
5 mins (6.21pm)		Date and notice of Annual General Public Meeting:  Thursday 31/10/19 (Week 3 Term 4)  <i>Noted all</i>	PM	Note Endorse
5 mins (6.26pm)		<u>Parent/ teacher conference feedback:</u> Presented by LK:  80% parent attendance from most classes Positive feedback from SB with interviews in Term 1 About multi-points of contact End of Term 3 – learning journey. Seek feedback for next year. LK to put to staff.  <i>Noted all</i>	LK	Note Endorse

Time:	Item No. & Pages:	Discussion:	Who:	SB to:
	<b>5.0</b>	<b>Priority and Standing Items Cont'd</b>		
20 mins  (6.46pm)		<u>Student performance data:</u> Presented by LK: <ul style="list-style-type: none"> <li>Semester 1 reporting – not presented as no longer in Business Plan.</li> <li>NAPLAN – data not yet available</li> <li>AEDC – handout provided to SB members. Measures the community not the school i.e. Padbury. Data is on this year's Year 1's. Information online.</li> <li>On-entry assessment – About readiness for formal program. Conducted first 6 weeks of PP and repeated again for specific students at the end of PP, Year 1 and 2.</li> </ul>	LK	Note Endorse
30 mins  (7.16pm)		<u>Review Business Plan Targets and Objectives:</u> Priority 1 – Quality Teaching and Learning  About what doing well including whole-school assessment task Continue with MindUp program and improving the way we deliver brain-break tasks. School Psychologist PL on anxiety Numeracy – includes STEM, staff attending PL in 2019 (school received funding); looking at 2 PL providers for 2020 Duncraig Network – teachers meet with other teachers from 7 network schools.  Review On-entry targets	LK/PM	Note Move; endorse
5 mins (7.21pm)		<u>Report from School Board sub-committees:</u> N/A	PM/LK	Note
5 mins  (7.26pm)		<u>Review School Board membership and call for any nominations:</u>  Brendan Everett – tenure finishing end of 2019 In Week 4 newsletter, call for nominations (opens 16/8/19 to COB 30/8/19. Profile and voting to take place Weeks 7 – 9. New SB member to attend Term 4's meeting.  Christine Hamilton-Prime (Community member) – tenure also finishes end of 2019.  Nominees to consider skill set and what they can bring to the SB. SB members to think about possible community members.  <b>Action:</b> Each SB member to develop a profile for a community member Next meeting, SB to reach a consensus then target that profile for possible candidates.  LK - need someone to connect the school with the community. CH-P – always happy to help out in the future. KK – Today Tonight coming to Bambara for One Big Voice		Note Endorse
5 mins (7.31pm)		<u>Website upgrade and marketing:</u> Item not discussed.	LK	Note

Time:	Item No. & Pages:	Discussion:	Who:	SB to:
	<b>6.0</b>	<b>Business Arising from Previous Minutes Cont'd</b>		
		<p><u>National Schools Improvement Tool:</u> Domain 9 School-Community Partnerships:</p> <ol style="list-style-type: none"> <li>1). Promote what school is doing – FB advertising (public and private) with link to school website (JJ to action). School has being paying for targeted FB adverts – very cost effective.</li> <li>2). Promote school-community partnerships on screen/ board at assemblies.</li> <li>3). School board members to add to partnership list</li> <li>4). Staff input – included in list</li> </ol> <p>SB acknowledged the office staff being a welcoming front face of the office.</p> <p>Sake emailed a document/ publication from Family-School Partnerships Framework from Department of Education, Employment and Workplace Relations.</p> <p><b>Actions:</b> SB members to read document above. Sub-committee to be formed – KK, SVW, MP, KB, BE &amp; SS. Sub-committee to meet in two weeks to brainstorm ideas to be presented at the next SB meeting.</p> <p><i>Noted by all</i></p>		
<b>(8.01pm)</b>	<b>7.0</b>	<b>Reports and operational matters</b>		
5 mins		<p><u>Enrolments update:</u> Current K – 6 = 184</p>	LK	Note
(8.06pm)		<p>2020 Kindergarten enrolments = 30</p> <p><i>Noted all.</i></p>		
5 mins		<p><u>Financial reports as of July 2019:</u> Financial Report and Voluntary Contributions Collection Rate Student Centred Funding Statement Operational One Line Budget Statement Cash Report Comparative Budget Report</p> <p><i>Noted all.</i></p>	LK/ MP	Note
<b>(8.11pm)</b>	<b>8.0</b>	<b>General business</b>		
15 mins		<p><u>2019 Funding Agreement:</u> Continued discussion from last meeting: “what is the value to the school board”?</p> <p>SB to keep reflecting on how to build relationships in the community.</p>	PM/LK	Note Endorse
<b>(8.26pm)</b>	<b>10.0</b>	<b>Next Meeting</b>		
2 mins		Thursday 31 October 2019		Confirm

(8.28pm)	<b>11.0</b>	<b>Roundtable evaluation</b>		
2 mins			All	
(8.30pm)	<b>12.0</b>	<b>Meeting close</b>		
1 min (8.31pm)		Meeting closed – 8.27pm:		

Chairperson's signature: \_\_\_\_\_ Principal's signature: \_\_\_\_\_

Scribe person's signature: \_\_\_\_\_

## Bambara School Board - Standing Items

Term	Week 3 (Doing)	Week 8 (Admin)
<b>One</b>	Present draft Annual Report	Endorse proposed budget
	Lease renewals and updates	Preliminary financial reports
	Open Day / ANZAC Day	Annual Report – endorse
	Parent/ teacher interviews	Review Business Plan targets
		Report from school board sub-committees
		Endorse Funding Agreement
<b>Two</b>	Operational financial reports	Student performance data – On Entry
	Lease renewals	Review Business Plan targets
		Report from school board committees
<b>Three</b>	Student performance data - Semester 1 reporting	Annual General Public Meeting
	Parent/ teacher conference feedback	Student performance data - NAPLAN results
	Lease renewals	Review school board membership tenures and call for nominations
	Notice of Annual General Public Meeting	Review Business Plan targets
	Operational financial reports	Report from school board committees
<b>Four</b>	Endorse Voluntary Contributions and Charges - following year	Present draft budget - following year
	School development days	Induction – new school board members
	School board elections	Draft Annual Report
	Lease renewals	Review Business Plan targets
	Operational financial reports	Report from school board committees
<b>Incidentals / Other</b>	Review policies	Review school board code of conduct
	Short community surveys	Review DPA (3 yearly)
	Renew leases	Review Business Plan/ strategic direction
	Business Plan (3 yearly)	Voluntary contributions collection rate
	Surveying the Community (2 yearly)	
	Workforce Plan (3 yearly)	