### Board Meeting Minutes
**Craigie Heights Primary Independent Public School**

**DATE:** 3rd August 2016  
**CHAIR PERSON:** Darren Ellis  
**TIME:** 2.45 pm  
**MINUTE SECRETARY:** Amanda Robinson

#### ATTENDEES:
Darren Ellis, Jen Graffin, Andrew Kilgallon, Amanda Robinson, Kerstin Brannigan, Beng Chua, Alison O'Neill, Kylee MacKenzie, Rebecca Leach, Shelley Williams, David Lee, Bernie McCleary, Adam Woodhead

#### APOLOGIES:
Rosemary Cahill, Jillian Collard

<table>
<thead>
<tr>
<th>ITEM REF</th>
<th>ITEM</th>
<th>DISCUSSION / PROGRESS REPORT</th>
<th>ACTION &amp; TIMELINE</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Attendance- Apologies</td>
<td>As above</td>
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<tr>
<td>2.0</td>
<td>Observers/ Conflict of interest</td>
<td>Nil</td>
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| 3.0      | Confirmation of Previous Minutes | **Resolution:** That the minutes of the previous Board Meeting held on 8th June 2016 be taken as a true and accurate record.  
**MOVED:** Rebecca Leach  
**SECONDED:** Shelley Williams  
Carried unanimously | |
| 4.0      | Business Arising from Previous Minutes | Nil | |
| 5.0      | Correspondence | **5.1 Correspondence In**  
Rosemary has emailed in her resignation. | |
Beng has suggested that on exit of Board some feedback from the member would be useful.

### 5.2 Correspondence Out –

#### 6.0 Standing Orders

**Principal’s Report**

- **6.1 Principal's Report** - As attached.

Members to email Jen Graffin if they have ideas regarding specialist programs for 2017 by the end of this week.

Specialist Teacher - Jen and Andrew explained the logistics around the need for extra specialist time to meet the DOTT needs.

Alison – I would like to see visual arts

Beng – Survey from students says visual arts

PEAC data - Parents and students do not get the results back but parents can make an appointment to see Andrew if they wish to know. Data helps the school identify students that need extension. EYE students do not automatically get into PEAC

Chaplaincy Program – The Chaplain reports data to their employer – Youthcare. The Board endorsed the continuation of the Chaplaincy Program at Craigie Heights PS.

Moved-Darren Ellis Seconded- David Lee

**6.2 Financial Reports** – provided by Bernie McCleary as attached

School has received unexpected extra funding.

Board accepts the financial reports provided.

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### 7.0. Agenda items

**7.1 Presentation of the analysis of information provided from the National School Opinion Survey.**

Board members worked in small groups to identify the strengths, concerns and recommendations for improvement. Members were then asked to identify 2 comments in each area that they agree with.

Jen to write up results and present at next meeting.
7.2 **Financial Information – Darren Ellis**

Darren explained the school’s financial report in simpler terms:

The focus of a school financial report is about monitoring the school's budget. The school gets an amount of money at the beginning of the year (a bucket) and a school looks at where they are going to spend it over the year, allocating it into different budgets. On an ongoing basis they look at what has been spent and what's left. Salaries are paid directly from the department.

The school does not actually receive the money for the year until about April, when we can ratify the budget. We want to spend the bulk of the money on the students that year without going over and to benefit our students we want to spend a majority of that money earlier in the year. It is a balancing act.

The Board has a role to help decide how the budget is proportioned and ensure that it aligns with the Business Plan and that the funding is being spent the way the Board expected.

A negative variance is bad.

Jen explained a budget is based on the number of enrolments and at the end of each year we need to have some money to carry over to cover us at the beginning of the following year. We have to spend 96% by the end of the year but we can put some in a surplus account.

Darren will send out a pdf of an annotated financial report.

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<tr>
<th>8.0</th>
<th>General Business</th>
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<tr>
<td>8.1</td>
<td>Nil</td>
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<tr>
<th>9.0</th>
<th>Other Business</th>
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<td>9.1</td>
<td>Next meeting is an open meeting. Information regarding this will be the newsletter. Jen will ask some staff to present information. eg., Chaplain</td>
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<td>Jen listed the teachers who have been nominated for the WA Education Awards. The Board endorses these teachers.</td>
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<td>Beng - Also important for nominated teachers, whether they win or not, should be notified about their nomination.</td>
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<td>Darren - Next year it would be an idea to promote this more.</td>
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| NEXT MEETING: | 31st August 2016  
Open to the community | MEETING CLOSED | 4.20pm | SIGNED: |
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NEXT MEETING: 31st August 2016
Open to the community

MEETING CLOSED

4.20pm

SIGNED:

CHAIRPERSON

DATE