# Board Meeting Minutes
Craigie Heights Primary Independent Public School

**DATE:** 11<sup>th</sup> May 2016  
**CHAIR PERSON:** Darren Ellis  
**TIME:** 2.45 pm  
**MINUTE SECRETARY:** Amanda Robinson

### ATTENDEES:
- Darren Ellis, Jen Graffin, Andrew Kilgallon, Kerstin Brannigan, Alison O’Neill, Kylee MacKenzie, Amanda Robinson, Rebecca Leach, Shelley Williams, David Lee, Laura Massey, Jillian Collard

### APOLOGIES:
- Beng Chua, Rosemary Cahill, Shelley Giles

## ITEM REF | ITEM |
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<td><strong>1.0</strong></td>
<td>Attendance- Apologies</td>
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<td><strong>2.0</strong></td>
<td>Observers/ Conflict of interest</td>
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<td><strong>3.0</strong></td>
<td>Minutes of Previous Meeting</td>
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<td><strong>4.0.</strong></td>
<td>Business Arising from Previous Minutes</td>
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### DISCUSSION / PROGRESS REPORT

#### 1.0 Attendance
Apologies

#### 2.0 Observers/ Conflict of interest
Nil

#### 3.0 Minutes of Previous Meeting

**Resolution:** That the minutes of the previous Board Meeting held on 16<sup>th</sup> March 2016 be taken as a true and accurate record.
Darren inserted correction regarding financial report.
Correct spelling of proposed new member - Jillian Collard

**MOVED:** Rebecca Leach  
**SECONDED:** Laura Massey  
Carried unanimously

#### 4.0 Business Arising from Previous Minutes
Nil
# 5.0 Correspondence

## 5.1 Correspondence In – Nil

## 5.2 Correspondence Out – Nil

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# 6.0 Standing Orders

## Principal’s Report

- As attached.

Jen comments on:
- Highlights of the term.
- Staffing – Music Specialist and Science Specialist positions filled to meet needs of the Business Plan.
- National School Opinion Survey – please encourage as many parents to fill out as possible.
- National Qualities Standards – school has undergone a verification process against the standards.
- NAPLAN testing this week.
- P&C contributions of over $11000 towards resources for the school acknowledged.

## Finance Report

- sent out by Bernie McClear.

Darren has seen finance report and everything seems fine.

Darren to circulate these to those members on the Finance sub-committee through email.

In future will email these to those members at least two days before next meeting. Any questions or discussion through email.

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# 7.0 Agenda items

## Request for new board member

Skills required: Eco Sustainability.

Kylee had a mum show interest in joining the board next year.

Request in the newsletter today and Jen Graffin will pass any interested parties to Darren.

## Aboriginal Cultural Standards Framework

- As attached.

Principal to do professional learning around the framework.

It is about the importance of Aboriginal culture and that the school is as good as it can be to meet the needs of our Aboriginal students.

Document will be used assess our school in this area and plan future improvements.
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<th>8.0</th>
<th>General Business</th>
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| **8.1 National Opinions Surveys** – See attached | Jen thinks it is a useful document.  Jillian – thanks the school for their Acknowledgement to Country that is at every assembly. Also wondered if the school acknowledges special events such as NAIDOC Week. Jillian can provide the school with information regarding people who can support this and was keen for all year levels to be involved. Andrew – plan for a third flag pole to fly the Aboriginal flag.  
|  | It is a survey all schools have to do with parents, staff and students. We cannot delete any of the questions but can add some.  
|  | Alison – question for parents regarding feeling part of the school community.  
|  | David – a question focused on our PBS program.  
|  | Laura – is there an opportunity for comments at the end.  
|  | Student survey to be targeted at Year 5 and 6 only.  
|  | Kylee – ask students about being prepared for high school.  
|  | Rebecca – student question about PBS.  
|  | Kylee – question about bullying. |  |
| **8.2 Delivery and Performance Agreement** – See attached | 8.0  
|  | Important for the board to have a good understanding, as in 3 years’ time we need to be able say that have followed the agreement.  
|  | Not changed very much from the last agreement.  
|  | Due in about 2 weeks – Jen and Darren to sign.  
|  | The agreement and Business Plan run over the same period of time.  
|  | The board agreed to complete the agreement. |  |
| 9.0 | Other Business |
| 9.1 Healthy Food Policy | 8.0  
|  | The school policy needs to be reviewed.  
|  | There needs to be alignment between the school policy, the department policy and the canteen policy. |
This will be done in consultation with staff.
School Board made aware of some of the issues related to the canteen run by the P&C – running at a loss, not enough volunteers, menu needs updating.
Jen to distribute the school, department and canteen policies to board members.