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

**DATE:** 16th March 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, Rosemary Cahill.

### APOLOGIES:
- Beng Chua, Bernie McCleary

### ITEM REF | ITEM | DISCUSSION / PROGRESS REPORT | ACTION & TIMELINE
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1.0 | Attendance-Apologies | Beng Chua (sent email with questions), Bernie McCleary  
Shelley Giles – can’t make meetings on a Wednesday  
Need to get in contact with Vanessa Bruce |  

2.0 | Observers/Conflict of interest |  |  

3.0 | Confirmation of Previous Minutes | **Resolution:** That the minutes of the previous Board Meeting held on 24th February 2016 be taken as a true and accurate record.  
**MOVED:** Rebecca Leach  
**SECONDED:** David Lee |  

4.0 | Business Arising from Previous Minutes | Business Plan has been completed to share with board.  
Jen to get in contact Gillian Collard regarding board membership. |  

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## 5.0 Correspondence

### 5.1 Correspondence In –
Beng Chua – email with questions regarding Annual Report to be addressed later in the meeting.

### 5.2 Correspondence Out –
Nil

## 6.0 Standing Orders

### 6.1 Principal’s Report -
As attached.

Jen – If any parents available to help on MAD Maths Monday that would be great.

### 6.2 Financial Reports –
Forwarded by Bernie McCleary (Manager Corporate Services)

Bernie identified a programming error of $33000 and this will be rectified. Darren indicated that this sort of error is not something to be concerned about.

The sub-committee will have a closer look at more detailed reports. Darren checked that the rest of the board was happy just to be made aware when expenditures differ greatly from the budgets. Board acknowledged this.

## 7.0 Agenda items

### 7.1 Annual Report Ratified –
As attached.

Vision, motto and beliefs have not changed.

School context has been updated.

Some typos picked up. Darren can get his proof-reader to check before document is uploaded to the school website.

Page numbers to be added.

DES Review is copied directly from the DES Report. Could add hyperlink on this page to full report which is available on the school’s website.

Focus Area 1 discussed in detail –

Beng’s question: regarding Early Childhood Improvement Targets – black text is the target, green text is the achievement in Term 1 and red text is the achievement at the end of the year. This will be made clearer.

Targets in reported areas have been reset over the life of the previous business plan as the targets were met in the first year and thus the targets in the annual report are different to those in the business plan.
Annual report refers to academic and non-academic targets. Rosemary questioned how we are going to include this in the future to ensure that it is a focus. Jen explained how we have identified this as a need in the new business plan and how we can also use ABEs data.

Science – Kerstin identified that in the 2014 there was a recommendation to assess student’s science. Suggestion that we could use report data in the annual report.

Sustainability – we hope to see more parents included through the new “Just One Thing” program which replaces the previous “Find 3 For Me” approach.

Attendance – We have a case managed approach for students at risk. In the summary, 2012 should say 2013.

Numeracy report – CHPS is a high achieving school and data has predominantly been in the green. Sometimes when you are there, there is only way to go and that is down but the trend line is not a concern.

Literacy report – Multi-Lit and Mini-Lit have been very successful. Pre-Lit may be considered for Kindy next year. The red data for writing in a previous year is the reason writing became a focus.

Focus Area 2 – Kerstin commented that this could include the community agreements that were developed last year.

Focus Area 3 – Darren asked for feedback from teachers regarding their feelings around the Peer Observations and Coaching. Rebecca and Laura said they were happy for it to happen – teachers choose their peer, it is not judgemental, it is confidential, it is about personal growth.

ICT is a growing area – area of development and the future plan is not to rely on only one staff member.

Survey – it is a requirement for school’s to do every 2 years. Information refers to the previous year’s results. Survey to be done this year.

Learning Technologies – Technologies is the overarching area and Digital Technologies and Design Technologies fall under that.

Financial statement – automatically includes the cents.

Annual Report accepted by the board.

MOVED: Darren
SECONDED: Alison
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<td><strong>7.2 Positive Behaviours Support</strong> – As Attached</td>
<td>Small overview package of PBS provided to members. The PBS committee is working on the Behaviour Management in School Policy. Old policy provided for board members to review. New policy will be shared once done. PBS committee is looking for a parent representative. It has been a long, gradual process to ensure it is done well and incorporated across the school.</td>
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<td><strong>8.0 General Business</strong></td>
<td><strong>8.1 Training Follow-up</strong></td>
<td><strong>Andrew – Attendance Spreadsheet</strong></td>
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<td>a) Questions about the reading</td>
<td>There is a lot of reading. Terms of reference is probably the most useful. Beng question – how many meetings can I miss before being kicked off? Darren and Andrew – after a few are missed we would ask questions.</td>
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<td>b) Code of Conduct overview</td>
<td>No questions from board members.</td>
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<td><strong>9.0 Other Business</strong></td>
<td><strong>9.1 Business Plan 2016-2018</strong></td>
<td>Document provided for members to take away and any feedback to Jen Graffin.</td>
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<td><strong>9.2 Finance Sub-committee</strong></td>
<td>Darren will email documents through and will do a shared email for any feedback and questions.</td>
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**NEXT MEETING:** 11<sup>th</sup> May 2016

**MEETING CLOSED** 4:08pm

**SIGNED:**

**CHAIRPERSON**

**DATE**