# Board Meeting Minutes

**Craigie Heights Primary Independent Public School**

**DATE:** 24th February 2016  
**CHAIR PERSON:** Scott Favacho handing over to Darren Ellis  
**TIME:** 2.45 pm  
**MINUTE SECRETARY:** Laura Massey

**ATTENDEES:**  
Scott Favacho, Jen Graffin, Michelle Finlayson, Bernie McCleary, Jenny Krouzecky, Kerstin Brannigan, Andrew Kilgallon, Beng Chua, Denise Moore, Alison O’Neill, Kylee MacKenzie, Darren Ellis, Amanda Robinson, Rebecca Leach, Shelley Williams, David Lee

**APOLOGIES:**  
Rosemary Cahill

<table>
<thead>
<tr>
<th>ITEM REF</th>
<th>ITEM</th>
<th>DISCUSSION / PROGRESS REPORT</th>
<th>ACTION &amp; TIMELINE</th>
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</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Welcome-Apologies</td>
<td>Scott welcomed all Board Members and declared meeting open @ 2.47pm. Apologies from Rosemary who is interstate, Nicole is expected; Shelley G and Vanessa B nobody has heard;</td>
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<tr>
<td>3.0</td>
<td>Confirmation of Previous Minutes</td>
<td><strong>Resolution:</strong> That the minutes of the previous Board Meeting held 25th November 2015 be taken as a true and accurate record.</td>
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<td>4.0</td>
<td>Business Arising from Previous Minutes</td>
<td>Draft Business Plan was handed out for final review. It is close to being finalised. Jen handed out copies of basic wording and structure for new members. Photos have been taken and it will be put together soon as a publication. Scott indicated it has already had lots of review and input from the Board.</td>
<td><strong>If any changes or comments needed see Jen ASAP and not later than the end of next week.</strong></td>
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<td>5.0</td>
<td>Correspondence</td>
<td><strong>5.1 Correspondence In</strong> – from Nicole P, she had nominated but is now not able. Shelley Giles is also no longer able to go onto the board</td>
<td><strong>2 new community reps required.</strong></td>
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**5.2 Correspondence Out** –
6.0 Standing Orders
Principal’s Report

6.1 Principal’s Report - As attached. Jen went through her report and provided a sheet of acronyms for new members. Class structures are workable with the draft 1 line budget. Classes close to maximum will be closely monitored.

DET plan of high performance high care sits above the strategic plan Focus 2016 which sits with our Craigie Heights strategic plan. There are then cluster and subject operational plans and classroom teacher plans to meet the needs of the students and curriculum.

Performance data and the outgoing board do analysis and feed into the plans. This year priorities are writing grammar, punctuation and spelling.

To address them there will be lots of Professional Learning for teachers and focussed teaching. Jen wants to review policies on a schedule to keep them up to date and wants feedback of all kinds to build improvement.

Camp Australia is of mutual benefit to school and community and any feedback on it is welcome.

Beng asked re IT programs and whether the school was going ahead with Howard’s plans. Andrew to address this later on.

Standing Orders
Finance Report

6.2 Financial Reports – tabled by Bernie McCleary (Manager Corporate Services)
- School Board Meeting Finance Report dated 24th February 2016
- 12th February 2016 SCFM OBI Operational One-Line Budget
- 12th February 2016 Comparative Budget Report
- 2016 Budget

Reports behind the 1 sheet provided to chairman. It was explained that the board had asked in the past that an overview be provided and then only those interested would see the reports behind the overview if they wished. The new board may have a smaller finance committee to look at the finances in detail.

The school carries over a small amount and Bernie does well with this.

7.0 Resignation and recognition of previous School Board and new Board

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Most board members are on a 3 year term, some have re-nominated.

Jen thanked the outgoing board members for all their efforts and time and indicated that their support helps our students.

Scott has helped throughout the school and has made an outstanding contribution.
Michelle has had a long association with the school and filled many roles.
Jenny K does lots for the school, always cheerfully and often quietly.
Denise is valued for putting her heart and soul into many projects.
Nicole has also been a valued member.
Jenny R was our previous secretary but does not wish to remain in the role.
Scott advised old board members could leave if they wished (JK, DM left)
New board members- some will hold 3 year terms and others 2 year terms so that the whole
board doesn’t leave at one time, it is staggered, members can re-nominate if they wish.

7.2 Welcome to the New Board and Election of:

Chairperson
_Nominated:_ Darren Ellis  _Seconded:_ Shelley W
Unanimous

Secretary
_Nominated:_ Amanda Robinson, _Seconded:_ Jen
Unanimous

Finance Committee
_Nominated:_ Darren Ellis, Beng Chua, David Lee,  _Seconded:_ all, Amanda Robinson
Unanimous

Grounds Committee Representative
_Nominated:_ Shelley W, Alison O’Neill, Kylee MacKenzie, _Seconded:_ David Lee
Unanimous

(It was mentioned that John McWilliam will continue to be involved and probably Denise Moore
This committee will give feedback on what is needed physically around the school.

P & C Representative
_Nominated:_ Kerstin Brannigan, _Seconded:_ Laura Massey
Motion not needed as all seconded and ratified.
Parent reps for 3 years will be Kirsten, Alison and Michelle
Parent reps for 2 years will be Beng and Kylee
Reps can re-nominate at the end of the period.
2 more reps still needed, there has been an Expressions of Interest from Rosemary Cahill and Gillian Collard. People can be invited on or elected.
It was agreed that Jen would ask Rosemary as the community rep and Gillian Collard will be approached to see if she is still interested. If we get the extra parent/community members as discussed.
Scott F left as Darren took over as Chairperson.
Bernie and Jen do not count as staff members so the quorum is OK if we get the extra members as discussed. It was thought that Vanessa is still doing it but was just unavailable.

7.3 School Board Meetings for 2016
It was agreed that Board Meetings would be held on Wednesdays of weeks 3 and 7 - 2.45 to 3.45pm
Shelley may be available as a reserve going forward dependant on work commitments.
Before school wouldn’t work for most people.

7.4 Terms of Reference and Information
Jen has forwarded on the information received from the School Board training.
All happy with the terms of reference.

8.0 General Business

8.1 PBS program overview and new Behaviour Policy implications and timeline for government schools - Jen
PBS program has been implemented really well and gets changed as required.
BMIS 2014 revision sits with this.
DET has a new managing student behaviour policy we must comply with it. Some of it doesn’t affect Craigie too much but still needs to be in our policy.
We need a document that incorporates all 3 documents, the guidelines, BMIS and PBS.
Jen presented 2 alternatives that everyone looks at all the existing documents and reviews and comments. Or that Jen/Admin do a draft and the Board can then review it.
The timeline is hopefully by the end of Term 1, the DET policy came in at the start of January.
It was agreed that Jen will do a draft with PBS as a strong feature of it, but also containing policies for the students who do not follow the expected behaviours. The Board will also be
providing with the current document as background.

Darren questioned whether the policy has let us down in the past. Andrew said we always aim for consistency school wide, although sometimes different year levels may need modified versions and the new behaviour forms aim to deal with that.

Procedural fairness and uniformity is what we aim for with consistency in terminology eg buddy class, in school, out of school suspension etc.

### 8.2 Ratification of the draft budget for 2016 – Bernie

Finance Committee approval required for budget.

The One Line Budget had meant that all Schools Budgets have changed based on the number of students including special needs. It has flexibility as can be split as the Principal needs. This year we have more in salaries to cover the mini lit/multi lit programs. These are good value for money.

D2485 library collection is for books, split from consumables at D3405 operating.

$13000 for the ICT devices will be a separate funding source to the $190,000. There is always some contingency.

Voluntary contributions have been estimated at 50% collection rate, we aim to be conservative at what is expected and may re-allocate in the year if required.

Kirsten said she would like to compare with last years, Bernie can send out the old one but is slightly different to comply with accounting procedures. Utilities are now funded differently so we have been able to change budgets on some things. It is always under review.

Jen looks at historical data to see what is needed, always money is needed for books and business plan priorities.

Minor works we need about $30000 but we budget and do jobs on priority basis or some jobs can be done as a fault.

$0 budgets are not used until an event happens.

Board approved the Draft Budget.

Darren moved it and Alison Seconded

### 8.3 ICT Planning for the future

C Devices, NAPLAN is currently in paper form and is moving to online in 2018. It is compulsory for all students in years 3,5,7,9.

The Department will fund us $13956 and we need to find the same amount for ICT. We have
to spend the $28000 up front and then we get the $14000 back from the Department.
Purchases must be done by 11/3, as this was only advised by DET at the end of December. It was not on the 2015 planning.
For the last couple of years there wasn’t an ICT Committee. Howard ran the ICT. We now have a committee, David, Andrew, Denise and Laura.
DET have made mandatory requirements on what we can choose, research has been done.
In May 2018 all students will sit NAPLAN online.
Already we use ICT for literacy pro, PAT, Mathletics and we need a certain speed.
The advantage of laptops is that they are movable around the school.
After online NAPLAN trials, DET will be updating the wireless network to ensure schools can meet the requirements. NAPLAN may be staggered but as yet there is no confirmation on how it will work.
Beng mentioned that in the USA random statistics are removed and online tests hone in on ability levels within a range.
There was concern over students typing abilities and whether touch typing would need to be introduced, which was also a concern in an already crowded curriculum.
We are already well placed with our 60 eased laptops. There will be guidance from DET and NAPLAN regarding programs and locking out of spell checker etc. It was not known if this would be school or department based.
We are on SOE4 run by the Department, and David thinks restrictions will be linked to this. All schools will be in the same position.
Decisions will also be driven by computer ratios: K/PP 1 per 10
EC 1 per 8
MC 4,5,6 1 per 5
The funding can be spent on ICT but also furniture for computer labs etc.
It was anticipated that NAPLAN online will result in getting student results much quicker and therefore being able to modify teaching as required.
For ICT we also have to plan for staff being skilled and students’ ability to type sufficiently.
Until the trial that is being conducted has been finished we do not have any more information on the logistics.
STEM is on page 5 of the Strategic Plan. Our Science Program Specialist was brought back on board in Term 3 of 2015, and this will continue to be reviewed. We had History as a
specialist subject for a short period of time.

Coding – Howard did some limited coding. Technology learning are scope and sequence has 4 strands and 10 sub strands. Coding is only a small part of this.

Year 5’s did it during Excellence Program last year. This year Excellence for Year 5 and 6 will start again in Term 3 and 4, after NAPLAN is finished.

In this area things move and change very quickly, our last Strategic Plan for 2014-2016 had no STEMS or coding or digital technologies. This now needs review once the Primary School devices have been ordered. There are 2 areas, student and staff capabilities. We have to adapt to rapid and new requirements.

ICT Committee will report to the Board at the next meeting or the meeting after that.

Our infrastructure is good. Some school are rolling out BYO at primary level. We do not think this would suit our school at this stage. BYOD is a big ask for parents and staff with insurance issues etc. We are also not aware of student accessibility at home, despite surveys.

Coding that has been done with some classes with Howard was integrating coding and game design into a product so that it applied to the real world.

Going forward, we will work with the guidelines to upgrade/add to our current devices. Parents would be welcome on the ICT committee, and Darren said he would be interested as will Kersten. The plan will be complex and ever changing due to the area itself being ever changing.

9.0 Other Business

Beng requested an invite to block out weeks 3 and 7 in his calendar for Board Meetings each Term. Jen will action this.  

Jen

Next Meeting

Wednesday 2.45pm, 16th March 2016