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

**DATE:** 25<sup>th</sup> November 2015  
**TIME:** 2.45 pm  
**CHAIR PERSON:** Scott Favacho  
**MINUTE SECRETARY:** Jenny Rennie

**ATTENDEES:** Scott Favacho, Jen Graffin, Michelle Finlayson, Bernie McCleary, Jenny Krouzecky, Kerstin Brannigan, Andrew Kilgallon, Beng Chua, Denise Moore, Rosemary Cahill,  
**Parent Visitors:** Shelley Giles, Alison O’Neill, Kylee MacKenzie, Darren Ellis, Vanessa Bruce

**APOLOGIES:** Nicole Poppas

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<th>ITEM REF</th>
<th>ITEM</th>
<th>DISCUSSION / PROGRESS REPORT</th>
<th>ACTION &amp; TIMELINE</th>
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<td>1.</td>
<td>Welcome-Apologies</td>
<td>Scott welcomed all Board Members and Parent visitors and declared meeting open @ 2.47pm. Scott thanked and welcomed the new visitors to the table. Each Parent visitor gave a brief introduction of themselves.</td>
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| 3. | Confirmation of Previous Minutes | **Resolution:** That the minutes of the previous Board Meeting held 28<sup>th</sup> October 2015 be taken as a true and accurate record.  
**MOVED:** Beng Chua  
**SECONDED:** Andrew Kilgallon  
Carried unanimously |  |
| | Business Arising from Previous Minutes | **Kindy program advertising** - No enrolments have been received from the new area. Three classes are nearly full. A Flyer has been developed but not delivered. They are ready for distribution in needed.  
**Staff Representatives for Board in 2016** – 6 Staff nominees received – Board set to 15 members. Principal is automatically on the Board and the following staff members have applied: Amanda Robinson, Rebecca Leach, Laura Massey, Shelley Williams, Andrew Kilgallon, David Lee.  
**Date of extra School Development date in 2016** – Jen advised the date will be Friday 12<sup>th</sup> August 2016 |  |
| Correspondence | **Correspondence In** – Nil  
**Correspondence Out** – Nil |
| --- | --- |
| Standing Orders  
Principal’s Report  
Finance Report | 6.1 Principal’s Report  - As attached  
6.2 Financial Reports – tabled by Bernie McCleary (Manager Corporate Services)  
- School Board Meeting Finance Report dated 31st October 2015  
- 2015-11-19 SCFM OBI Operational One-Line Budget  
- 2015-11-19 CFM OBI Cash Report  
- 2016 Preliminary One Line Budget Statement  
- 2016 Draft Budget  

It was recommended a Finance Sub-Committee be formed for 2016. |
| General Business | 7.1 DES Review  - A full report of the review will be put onto the school website. Scott read through the Commendations, Area for Improvement and Conclusion from the DES Review. Scott believes the School is in a healthy place. New Board members to be involved and to ratify Business Plan for 2016.  
7.2 NAPLAN Data Summary  - Jen presented a power point showing results from NAPLAN for Reading, Writing and Numeracy for Year 3. Year 5 reflected familiar pattern.  
7.4 Draft Budget 2016  - document provided by Bernie |
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7.5 Playable Landscape – Busy Bee planned for Saturday 28th November between 9 -12 noon. P & C donated $5,000.00 towards project, with $1,000.00 donated from Interfaceflor. Kerstin, on behalf of the P & C requested receipts be kept for any purchases and handed to her for P & C records. Playable Landscape will be similar to that of Nature Play at Kings Park. There will be split times for Yr 1 – Yr 6 students to play on the equipment. Rosemary commented saying unstructured play instills resilience in children.

7.6 Camp Australia – waiting on details from Camp Australia. 48 hours notice needs to be given for on line booking system.

7.7 Induction Pack for new Board Members – Packs are not quite ready. Half day training will be proved for new members next year (Terms of Reference and Role as a Board Member). Jen inquired as to a training preference time for members. Daytime was the preferred option with a couple of weeks notice to members. Meeting dates to be decided for 2016 with new Board members.

| Other Business | Nil |

| Next Meeting | Wednesday 2.45pm, 24th February 2016 |

| NEXT MEETING: | Wednesday 2.45pm 24th February 2016 |

| MEETING CLOSED: | 4.34pm |

| SIGNED: |  |

| CHAIRPERSON |  |

| DATE |  |