Department of Education

Board Meeting Minutes
Craigie Heights Primary Independent Public School

DATE:	29th November 2017	**CHAIR PERSON:**	Darren Ellis
TIME:	7.30am	**MINUTE SECRETARY:**	Amanda Robinson

ATTENDEES:	Darren Ellis, Jen Graffin, Andrew Kilgallon, Amanda Robinson, Laura Massey, Shelley Williams, Bernie McCleary, Beng Chua, Alison O'Neill, , Jillian Collard
APOLOGIES:	Kylee MacKenzie, Nathalie Neervoort, Dani Edwards

ITEM REF	ITEM	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.0	**Attendance- Apologies**		
2.0	**Observers/ Conflict of interest**		
3.0	**Confirmation of Previous Minutes**	***Resolution:*** That the minutes of the previous Board Meeting held on 25th October 2017 be taken as a true and accurate record. ***MOVED:*** Darren ***SECONDED:*** Andrew Carried unanimously	
4.0.	**Business Arising from Previous Minutes**	Nil	
5.0	**Correspondence**	**5.1 Correspondence In** – Nil	

		5.2 Correspondence Out – Nil Darren acknowledged the passing of a parent and thanked Jen for her letter to parents.	
6.0	**Standing Orders Principal's Report**	**6.1 Principal's Report** – Jen presented Thank you to Board Chairperson and all members for your efforts this year. We are coming to the end of our business plan and will be undergoing a DES review in 2018. The Board will be involved in the review process and the formulation of our new Business Plan. Darren announced that at the end of 2018 he will be stepping down as Board Chairperson. Darren has suggested that someone currently on the board may be interested in the role of Chairperson	*Darren has asked that we seek out parents who may be interested in being a member. We can involve them throughout the year prior to other members' terms coming to an end.*
	Standing Orders Finance Report	**6.2 Financial Reports** Financial report provided to Board. Possible a $20000 carry forward and possibly $15000 in salaries. This includes taking into account committed funds. Darren confirms this report.	
7.0.	**Agenda items**	**7.1 Sun Safe Policy** Discussion: The school need an updated Sun Smart policy. Uniform meets the requirements. Minor changes discussed. It was suggested that we could ask parents to donate unwanted school hats – maybe a note to current Year 6 parents. Could seek donations or funding from Sun Smart. We currently get a pack from Sun Smart. On very hot days we use extreme weather policy and/or advise students about seeking shade. There is a push to get the undercover area air conditioned. This will be accessible for PE lessons. The P&C and school are working on funding this.	
8.0	**General Business**	**8.1 Board Meeting 2018 Dates**	

		Week 3 and Week 8 of each term FEB 14 MAR21 MAY 16 JUNE20 AUG 1 SEPT5 OCT 24 OPEN TO PUBLIC NOV 28	
9.0	**Other Business**	**9.1 Board Membership** Consolidation of membership for the year needs to be completed. We need to check member commitment. Darren to ask some members if membership will continue. Continue to seek new parent members. **9.2 Uniform** Darren has concerns regarding getting access to uniform at Lowes. Feels the service at Lowes is poor. Alison buys online and thinks that service is good. Darren suggested should we get parent feedback that we can provide to Lowes. Jen has suggested we could get feedback from parents and see what the concerns are. **9.3 Thank You** Darren thanked everyone for the efforts of the Board, staff and admin.	*Amanda to complete a consolidation of member attendance at meetings.* *Jen will ask for feedback through the newsletter.*

NEXT MEETING:	14th February 2017	**MEETING CLOSED**	8.30am	**SIGNED:**		
					CHAIRPERSON	**DATE**

SIGNED:	PRINCIPAL	DATE