

Present: Sharmini Aru, Wayne Walpole, Paula Vardy, Keren Harding, Kelly Anderson, Sen Ooi, Denis Coldham, Paula Kontor, Ty Hudson, Melanie Sagenschneider, Kevin Porter, Kelly Gillett, Kylie Avery

Apologies: Tarsha Long

TIME		Meeting No Meeting Location: Conference Rm Meeting Chair: Sharmini Aru	PURPOSE / ACTION:	WHO:
7.00pm	1.0	Welcome and apologies	Quorum confirmed.	Sharmini
	2.0	Minutes of Previous Meeting		Sharmini
	2.1	Review of previous minutes	Minutes from Monday 7 th September confirmed as true and accurate and resolved for Chair to sign as such. Endorsed by: Paula Vardy Seconded by: Kylie Avery	Sharmini
	2.2	Actions arising	Nil	
	3.0	Agenda items		
	3.1	School Development Days 2021	Proposed dates for School Development dates 2021 <ul style="list-style-type: none"> • Mon 28th Tues 29th Jan • Fri 28th May Term 2 • Fri 3rd Sept Term 3 • Mon 8th Nov Term 4 • Fri 17th Dec Term 4 Agreed and noted by Board Members	Wayne
	3.2	School Structure 2021	Number of classes based on numbers for 2021 <ul style="list-style-type: none"> 5 Kindy 4 PP 4 Year 1 5 Year 2 5 Year 3 5 Year 4 4 Year 5 5 Year 6 	Wayne

	3.3	National School Opinion Survey	<p>Kylie presented data from this year's Opinion Survey</p> <p>Less survey respondents in 2020</p> <p>Board discussed Key areas for celebration, concern and areas to address</p>	Kylie
	3.4	Outline of policy review by the School Board	<p>Wayne distributed a proposed Year Planner for the School Board in 2021</p> <p>Any other ideas to be added at next meeting</p>	Wayne
	3.5	Draft Budget 2021	<p>Overview of Draft budget outlined by Keren.</p> <p>Discussion points: More information required for parents about Year 3-6 workbooks for those who are not purchasing booklists from Ziggies.</p> <p style="text-align: center;">QKR - Add calendar year to Voluntary contributions payment (so parents can pay for next year in this calendar year)</p>	Keren
	3.6	School Board Effectiveness Survey	<p>School Board Effectiveness Survey is part of the School Assessment Schedule</p> <p>Paper survey to be completed by Board members tonight. Results will be sent to Board members and discussed at next meeting.</p>	Wayne/Sharmini
	3.7	Finance Update	<p>Finance report distributed and discussed</p> <p>Operational One Line Budget Statement noted by Board members</p>	Keren
	3.8	Board Members Tenure	<p>Two parent representatives and two community members tenures become vacant at the end of 2020</p> <p>Process to fill vacancies will be run via the newsletter.</p>	Wayne/Sharmini

3.9	Board Training Modules 3 – 5	<p>Wayne provided brief overviews of Modules 3-5.</p> <p>All current Board members have completed the School Board Training.</p> <p>Module 3 – School Planning</p> <ul style="list-style-type: none"> - Focus on school improvement - Evidence based driven (data analysis) - Planning Cycle - Business Plan developed (3 years) <ul style="list-style-type: none"> - Operational plans (annually) - Classroom planning - Setting Achievable targets <p>Role of Board Members – ask questions about data, how does resourcing match plans, Hold school accountable to their planning.</p> <p>Module 4 – Board Training; setting directions and integrity Representing whole community Improvement for all students Confidentiality United front – mindset of responsibility and collective accountability</p> <p>Module 5 – Monitoring and reporting school performance Accountability</p>	Wayne/Sharmini
3.10	General Business	<p>Code of Conduct – reminder to be careful on social media</p> <p>Name badges – let Keren know if Board member requires a name badge</p> <p>Board Award – Tarsha to liaise with Leah Leslie about Be Think Grow award</p> <p>Thank you to Paula Kontor and P&C fundraising committee for putting on the disco. Lots of positive comments about the evening from students and parents.</p>	
4.0	Meeting close: 8:25pm	Next meeting: 30 th November 2020	Sharmini

Chair Signature: _____

Date: 30th November 2020

Sharmini Aru

