



DATE	Tuesday 13 November 2012	CHAIR PERSON	Bill Boylan
TIME	7:00 PM (opened 7:05 PM)	MINUTE SECRETARY	Susan Mallett

ATTENDEES	Board: Bill Boylan, Susan Mallett, Janette Crisp, Colleen Hawke-Linsley, Maria Szep, Krista-Lee Swart, Amanda Ferguson, Caroline Keenan, Coretta Robson. Co-opted: Will Turner, Julie McCaskill, Wilson McCaskill. Visitors: Valerie Ogilvie, Rozleigh Berrigan		
APOLOGIES			

REF	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION TIMELINE
1	Welcome / Introductions		<ul style="list-style-type: none"> ▪ Introduction of all board members, co-opted members and visitors to the inaugural meeting. ▪ Bill Boylan voted in as Chair Person; Susan Mallett as Minute Secretary 	
2	School Board Presentation	Bill	Discussion around merits of IPS for Tapping PS in 2013: <ul style="list-style-type: none"> ▪ As of Term 3 2012, school has had full say over selection of new staff ▪ One-line budget allows increased flexibility over financial management ▪ General overview - looking at the future direction of the school 	
3	Terms of Reference/ Code of Conduct (C of C)	Bill/Roz	<ul style="list-style-type: none"> ▪ Terms of Reference: Functions of the School Board; Membership status – elected, appointed, co-opted; What the Board can and cannot do; Terms of membership as per ToR; Need to follow protocols as the Board will be audited; ▪ A quorum is needed to vote at meetings – with a Board of 15, 8 would need to agree to pass a motion and <8 would not be a quorum. ▪ Code of Conduct: Discussion around responsibility and expectations of all Board Members; request to direct queries from the community to the school. ▪ Agreed by all Board members that prior to beginning any meetings where non-members were in attendance, the Code of Conduct would be reviewed. 	<ul style="list-style-type: none"> ▪ Signed C of C returned by all ▪ Contact info sheets handed in ▪ Decide length of term for each member ▪ Co-opted to elected
4	Presentation BESM / Values	Bill/Wilson	<ul style="list-style-type: none"> ▪ Bill led Board through PowerPoint presentation on the school's journey since 2007, its vision and the Behaviour Education and Self-Management policy which aims at having students actively work towards moderating their own behaviour through processes including use of reflections and reflective language, elimination of rewards, Play is the Way games as a conduit for learning, group problem solving and a focus on the values of good manners, courage, friendliness, persistence/resilience, tolerance and compassion aimed at raising empathy and community responsibility. "Consequences" in some schools means "punishments" but in Tapping the term refers to "the effects my behaviour has on myself and others". This lies at the core of all operations at the school as education is the key to fostering self-motivated learners. ▪ Wilson described the "Declaration of Human Rights" as a guide to students to be part of the world, not just a part 	

			<p>of the school or classroom. He also expanded on the concept of "Are you ready?" used at Tapping.</p> <ul style="list-style-type: none"> Members offered ideas around what Tapping PS represented to them. e.g. Caroline talked about "old fashioned values" "developing students to support themselves" and "making them accountable" for their actions. 	
5	School Motto	Susan	<p>Motto of "Creating Opportunities" since 2007. At a staff meeting in which staff reflected on their journey so far and their collective beliefs and goals for the school, it was suggested that a change in motto may signify the next stage in Tapping's growth, one suggestion being "self-motivated learners". Board members suggested "intrinsic individuals" and "personal best". Discussion ensued on seeking opinion from the students and parents (and staff) via newsletter or survey.</p>	<ul style="list-style-type: none"> Survey parents-school motto change Class teachers survey students
6	Contributions and Charges	Bill	<ul style="list-style-type: none"> Government school allowed to request up to \$60 per student. Discussion of items on document provided then endorsed for the board for 2013 Discussion by members on reason for 30%+ payment and how to increase the rate of contribution. It was suggested that the reasons may be either philosophical or financial or both. Ways to address suggested - increased education of parents as to the use of contributions, creating a graphic representation in newsletters, increased reminders to families, a sliding scale for families with more than one child, advertise existing payment plan, emailing newsletters. 	<ul style="list-style-type: none"> Investigate emailing newsletters Create graph from "Billing"
7	School Uniform	Maria	<p>Maria brought fashion hair ties for girls. The board discussed the existing School Uniform Policy and the reasons for having such a policy (focus on work not fashion, students not able to participate marginalised, easier financially and emotionally for parents, some students push the boundaries) and queried the perception that the school may be supporting one parent's business. The board voted to not allow the hair ties as an addition to the policy.</p>	
8	Pre-Primary Grassed area	Bill	<p>The grassed area in the playground designated for the pre-primary students in 2013 has deteriorated badly creating an unsightly and unsafe environment for students and action is required. The Board has agreed that Bill Boylan write a letter on behalf of the Board requesting the DoE take responsibility for repairing the area in preparation for 2013. Janette will on behalf of the SSTUWA (Union) request the OSH representative at the school do the same.</p>	<ul style="list-style-type: none"> Bill to write letter Aaron Bell to write letter (OSH)
9	General Business		<ul style="list-style-type: none"> Board endorsed the new logo to be used on letterheads. Staff and students had been surveyed. School Development Days for 2013 agreed with a trial of Fridays instead of Mondays. Year 6 and 7 students will both be "leavers" in 2014. Suggestion of electronic billboard outside school to advertise coming events etc for the school. 	<ul style="list-style-type: none"> SDD 2013 – 10.05, 26.07, 14.10, 22.11 Y6/7 next meeting Bill + Krista to investigate billboards

Documents used at this meeting:

- ◆ Code of Conduct for School Board Members
- ◆ Terms of Reference for School Board Members

- ◆ School Uniform Policy
- ◆ Uniform Check
- ◆ Tapping PS 2013 Contributions and Charges

Next Meeting	7:00PM Tuesday 05.03.2013	Meeting Closed	8:50PM	Signed	Chairperson	Date
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