



DATE	Tuesday 3 March 2015	CHAIR PERSON	Bill Boylan
TIME	7:00 PM (opened)	MINUTE SECRETARY	Susan Mallett

ATTENDEES	Board: Bill Boylan, Susan Mallett, Amanda Ferguson, Sarah Harris, Sandra Scriba, Marianne Thoroughgood, Bronwyn Hutchings, Kath Taylor (P&C President), Katie Digney, Helen Hall Co-opted: Will Turner, Visitors: Wendy Godding
APOLOGIES	Caroline Keenan, Janette Crisp

REF	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION TIMELINE
1	Welcome / New Board Members	Bill	<ul style="list-style-type: none"> ▪ The meeting was opened and members welcomed. ▪ Code of Conduct was discussed and new members signed and returned the Code of Conduct forms. 	
2	School Development Plan (SDP)	Bill	<p>Bill outlined the process of creating a School Development Plan (SDP) using NAPLAN data, previous school based data and teacher judgements to inform decision making. Competent and committed teachers worked collaboratively in year levels to pass on information and common themes for the whole school plan. They created priorities and determined how resources would be distributed to reflect the priorities. The following aspects of the SDP were elaborated:</p> <ul style="list-style-type: none"> ▪ Code of Practice. All aspects closely adhered to by teachers and non-teaching staff at all times. ▪ PLAN – Business Plan. Copies were distributed to all in attendance for perusal prior to the next Board Meeting at which time the Business Plan would be on the agenda for discussion. ▪ PLAN - Behaviour Education and Self-Management (BESM). The focus in all schools is self-management, self-awareness, social management and social awareness. At Tapping PS this is addressed through Restitution, Authority Dependent Trial, Parent Workshop, Target Process, Whole Body Listening, Concept Charts, Waste Wise Project, Virtues Report, Manners, 'Are You Ready?', UCRM (Ultimate Community Role Model), Life Raft, GPS (Growing Personally and Socially), Games, Reflective Process, Full 3 Rs Process, Bystander Process. (Parents asked to consider the individual reflective Virtues Reports distributed with students end of year reports in semester 2 of 2014 for the next meeting.) ▪ PLAN – English. Set out in year level format with the focus on reading for meaning as a whole, not just on decoding of words. Parents asked to ensure children loved reading rather than drilling aspects/skills of reading. 	<p>Agenda next meeting:</p> <ul style="list-style-type: none"> ▪ Business Plan ▪ Virtues Report

			<ul style="list-style-type: none"> ▪ <i>PLAN – Mathematics. Current focus on Number and on Algebra. Student competencies tracked mainly through the Paul Swan checklists.</i> ▪ <i>PLAN – Early Childhood Education (ECE). Biannual SOCS testing of kindergarten students and annual On Entry testing of pre-primary students. Reference was made to the NQS (National Quality Standards to be fully implemented in 2016.)</i> ▪ <i>Data Collection Timetable for 2015. Outline of data collected by teaching staff throughout the year.</i> ▪ <i>Reporting Schedule for 2015. Only change for this year is the replacement of Society and Environment (S&E) with Humanities and Social Sciences-History, Geography.</i> 	
3	School Uniform	Susan	<ul style="list-style-type: none"> ▪ <i>With the exit of Year 7 student to secondary school, the Uniform Policy was updated to reflect the changes.</i> ▪ <i>Discussion of library bags with Tapping PS logo followed with Amanda Ferguson putting forward the motion that the Tapping library bags be made a compulsory addition to the school uniform. This was seconded by Kath Taylor and voted for unanimously in the affirmative by the Board.</i> ▪ <i>Discussion ensued on the viability of changing the shoes considered acceptable for school in the Uniform Policy from predominantly white or black to black shoes only. Kath Taylor agreed to research the availability of black shoes/ sneakers at various price levels and bring the information to the next Board meeting.</i> 	<p><i>Agenda next meeting:</i></p> <ul style="list-style-type: none"> ▪ <i>Uniform Policy</i> ▪ <i>Research availability of black shoes</i>
4	General Business		<ul style="list-style-type: none"> ▪ <i>Parents queried the information available to parents at the end of each year in transition from kindergarten to pre-primary and pre-primary to Year 1, particularly for first time parents. Board members to bring ideas of the sort of information considered to be most useful to the next meeting and the school would also offer options available.</i> 	<p><i>Agenda next meeting:</i></p> <ul style="list-style-type: none"> ▪ <i>Transition K/P/Y1</i>

Documents used at this meeting:

- *School Business Plan*
- *School Development Plan*
- *School Uniform Policy*
- *Code of Conduct form*

<i>Meeting Closed</i>	<i>8:02pm</i>	Next Meeting	Tuesday 26 May (Week 5 of Term 2, 2015) 7:00PM	<i>Signed</i>	<i>Chairperson</i>	<i>03/03/2015</i>
					<i>Date</i>	