



DATE	Tuesday 01 March 2016	CHAIR PERSON	Bill Boylan
TIME	7:00 PM (opened)	MINUTE SECRETARY	Susan Mallett

ATTENDEES	<i>Board: Bill Boylan, Susan Mallett, Val Ogilvie, Katie Digney, Amanda Ferguson, Marianne Thoroughgood, Cath Taylor (P&C President), Bronwyn Hutchings, Ruth Twell, Sarah Harris, Pippa Gale Co-opted: Will Turner, Helen Leithead Visitors:</i>
APOLOGIES	<i>Absent: Skye Riley Resigned: Helen Hall, Colleen Hawke-Linsley, Caroline Keenan, Janette Crisp</i>

REF	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION TIMELINE
1	Welcome / New Board Members / Resignations	Bill	<ul style="list-style-type: none"> ▪ Resignations: Helen Hall, Colleen Hawke-Linsley, Caroline Keenan, Janette Crisp ▪ New: Val Ogilvie, Pippa Gale, Ruth Twell, Skye Riley, Helen Leithead 	<ul style="list-style-type: none"> ▪ Teaching staff ▪ Parent ▪ Community member
2	New chair appointment	All	<ul style="list-style-type: none"> ▪ Will Turner was nominated and took up the position unopposed. Congratulations to Will. 	<ul style="list-style-type: none"> ▪
3	Review of purpose and running of the Board/Induction of new numbers	Bill	<p>Bill explained the purpose of the School Board and took the Board through a PowerPoint covering:</p> <ul style="list-style-type: none"> ▪ New Board Member Induction ▪ Terms of Reference ▪ Unincorporated School Boards: Frequently asked questions (1-19 covering P&C/Board, tenure, number of meetings, processes for meetings and electing members, quorum, use of funds, legislation, insurance, selection of principal etc.) ▪ Roles and Responsibilities of School Boards(responsibilities, what members can and cannot do) ▪ Legal Framework of School Boards <p>Decisions made by the Board about Board processes:</p> <ul style="list-style-type: none"> ▪ No limit was put on the size of the quorum. ▪ Motions were to be passed if +50% of those members present at the meeting agreed. ▪ Proxy votes to be accepted in the event that members know ahead of the meeting of the voting issue. ▪ Minutes of each meeting to be sent by email to members and posted on the school website. 	<ul style="list-style-type: none"> ▪
4	Code of Conduct	Susan	<ul style="list-style-type: none"> ▪ Susan walked the Board through the Code of Conduct. ▪ Members signed and returned Code of Conduct documents. 	<ul style="list-style-type: none"> ▪ Copies to be returned at next meeting

5	Raising the Profile of the School Board	<ul style="list-style-type: none"> ▪ Discussion between members about whether there was a need to raise the profile of the Board in the school community. It was suggested that there were mixed perceptions about the purpose of the Board and that it was not 'visible' in the community. The following are suggestions made by members to raise the Board's profile: ▪ Names and photographs on the P&C board outside the administration office, ▪ Include a simplified spiel in the next newsletter setting out the purpose of the Board in dot point form and ▪ Outline the difference between the purpose of the P&C and the School Board, ▪ Have badges for Board members so they can be easily identified and ▪ Include some level of focus on the Board at school events such as at assemblies. 	<ul style="list-style-type: none"> ▪ Take photos at next Board meeting ▪ Newsletter insert ▪ Have badges made ▪ Event inclusion
6	General Business	<ul style="list-style-type: none"> ▪ The Board voted to have a notification sent out at the same time as the newsletter was uploaded to the school app. ▪ Request for the P&C to ask Tudor to provide a quote for selling faction shirts along with school uniforms as quality of the current shirts sold through the school is sub-standard. ▪ Request for P&C to locate the contract with Tudor to investigate remuneration for the P&C. ▪ Request for faction lists to be provided by the office to the kindergarten and pre-primary students so parents can purchase shirts for the Fun Run. ▪ Following discussion with the issue of Tudor selling boys short with a logo at the hem (without official agreement from the Board) the Board voted unanimously to ask Tudor to discontinue ordering shorts with logos and sell only plain black shorts once the current stock runs out. ▪ The new school crossing in St Stephens Crescent is to be installed over the next school holiday break. ▪ Kiss and Drive signs to be removed thanks to the work of the P&C secretary, Marianne, who has been liaising with the local Shire and the school. The school is waiting for a meeting to be arranged by the Shire to finalise this issue. ▪ Query about Sticky Beaks lunch bags referred to P&C. 	<ul style="list-style-type: none"> ▪ Newsletter insert mentioning the preference of plain black shorts without the logo. ▪ Business Plan Review at next meeting

Documents used at this meeting:

- New Board Member Induction
- Terms of Reference
- Unincorporated School Boards: Frequently asked questions
- Code of Conduct
- Roles and Responsibilities of School Boards
- Legal Framework of School Boards

Meeting Closed	8:26pm	Next Meeting	Tuesday 24 May (Week 5 of Term 2, 2016) 7:00PM	Signed		01/02/20162
					Chairperson	Date