



DATE	Tuesday 08 November 2016	CHAIR PERSON	Will Turner
TIME	7:00 PM (opened)	MINUTE SECRETARY	Susan Mallett

ATTENDEES	Board: <i>Bill Boylan, Val Ogilvie, Katie Richards, Amanda Ferguson, Marianne Thoroughgood, Cath Taylor (P&C President), Bronwyn Hutchings, Ruth Twell, Sarah Harris, Pippa Gale.</i> Co-opted: <i>Will Turner, Helen Leithead</i> Visitors: Jane Kelly (Manager Corporate Services)
APOLOGIES	Absent: <i>Susan Mallett</i> (Val Ogilvie to take notes) Skye Riley

REF	ITEM	LED BY	DISCUSSION/PROGRESS REPORT	ACTION TIMELINE
1	Welcome	Will	<ul style="list-style-type: none"> Apologies for those absent, including Susan Mallett (Minute Secretary) 	<ul style="list-style-type: none">
2	Finance Information	Jane	<ul style="list-style-type: none"> Jane provided the board with information regarding how the school is funded and how the specified amount is allocated and spent. Reserves were also discussed. 	<ul style="list-style-type: none">
3	Contributions and Charges	Jane/Bill	<ul style="list-style-type: none"> Jane and Bill discussed contributions and charges-the same each year. 55% was collected in 2016. A motion was moved to approve the 2017 Contributions and Charges - all in favour. 	<ul style="list-style-type: none">
4	BESM Update	Bill	<ul style="list-style-type: none"> Bill discussed the Minister's (Peter Collier) recent push for back to basics and what research has indicated on this "style" of education- not beneficial and not the way Tapping PS educates its students. Tougher standards was also on the minister's radar. Bill provided a handout on this topic. 	<ul style="list-style-type: none">
5	Homework Policy	Bill	<ul style="list-style-type: none"> The homework policy, which the school is generating in conjunction with the P & C and staff, will be fine-tuned and provided in 1st term 2017. The reasons as to why homework is of no value at primary school level, is well researched and documented. Helen suggested that small research articles or links to articles might be included in newsletters to assist parents to understand the school's stance. 	<ul style="list-style-type: none"> First term, 2017
6	NAPLAN Data	Bill	<ul style="list-style-type: none"> NAPLAN data (First Cut) was shown and explained, as well as the High Achievement/Low Achievement graph. The progress of Year 3 - 5 for 2014-2016 was shown and discussed, as well as the NAPLAN summary. Bill explained that the NAPLAN data will be used at the next Staff Development Day alongside teachers' data, and these will inform the 2017 School Development Plan to target areas of need. 	<ul style="list-style-type: none"> SDD term four, 2016
7	Business Plan – in progress	Bill	<ul style="list-style-type: none"> The school Business Plan is currently being revamped, and will be presented at the first meeting next year. 	<ul style="list-style-type: none"> First meeting 2017
8	Fundraising Policy	Bill	<ul style="list-style-type: none"> Bill will present the fundraising policy for discussion at the next P & C meeting - the policy is mostly about dates and times. 	<ul style="list-style-type: none">
9	General Business	All	<ul style="list-style-type: none"> Before and After School care on the Tapping PS site; look at feasibility Bill explained that this had been looked into in-depth and Tapping PS does not have the space available. Marianne has requested for permission to investigate further, as this will be a good way of making extra money for the school-Bill granted that permission. 	<ul style="list-style-type: none">

		<ul style="list-style-type: none"> ▪ Calendar – Dates for 2017 Jane discussed the reason for the need of some 2017 SDDs falling on a Friday - the Monday/Thursday Kindy students would be disadvantaged if this were not the case (effectively missed one week of school). ▪ Notes going home Bill discussed this issue and the suggestion that notes go out with the newsletter every even week on a Thursday. A concern re notes needing to go out in between that timeframe was raised. The board was asked to discuss this and what to put into the policy. The general consensus was that note sending needed to be flexible i.e. on a needs basis. A motion was moved to agree to the word flexibility being written into the policy - all agreed. ▪ Concern A concern was raised regarding some parents being reluctant to approach office staff - Bill explained that a survey regarding what is working well/<i>or</i>/not well at Tapping Primary School is on the cards for 2017. Past surveys have not flagged this as being an issue. ▪ 10 Year Celebration Pippa discussed the celebration ideas thus far, including the one suggested at the P and C meeting (picnic). Various ideas were discussed, at the end of which Bill moved a motion to agree upon a picnic with games included - all agreed. ▪ Parent Workshops The issue of poor parental attendance at some workshops was discussed - this is an ongoing issue with no easy solution. 	
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Documents used at this meeting: *Business Plan, Homework Policy, Contributions and Charges for 2017, NAPLAN Summary*

<i>Meeting Closed</i>	<i>8:55 pm</i>	<i>Next Meeting</i>	<i>Tuesday 28 February (Week 5 of Term 1, 2017) 7:00PM</i>	<i>Signed</i>		
					<i>Chairperson</i>	<i>Date</i>