



**BANNISTER CREEK PRIMARY SCHOOL  
SCHOOL BOARD  
MINUTES OF MEETING NO 3**

<b>Date:</b>	22 <sup>nd</sup> May 2017	<b>Chair Person:</b>	Mark Burgess
<b>Time:</b>	3.20pm	<b>Minutes taken by:</b>	Chris Steel
<b>Attendees:</b>	Mark Burgess (MB), Dr Christine Cunningham (CC), Lyn Macauley (LM), Dianne Ridley (DR), Haylee Campbell (HC), Neil Worland (NW), Travis Miller (TM), Julie Stone (JS)		

Bus Plan Ref	Item No.	Item	Led By	Discussion/Progress Report	Action & Timeline
	<b>1.0</b>	<b>Welcome &amp; Apologies</b>			
	1.1	Opening & Welcome new members	Mark		
	1.2	Apologies/Absentees	Mark	Julie Robert (UK), Louise Loosen, Linda Ross, Bill Johnston, Trish Hill-Wall, Amy McKendry	
	1.3	Confirmation of Agenda Minutes for this meeting	Mark		
	<b>2.0</b>	<b>Disclosure of Interests</b>			
	<b>3.0</b>	<b>Previous Minutes</b>			
	3.1	Confirmation of Minutes	Mark	Haylee	
G&S3	3.2	Actions Arising- <ul style="list-style-type: none"> <li>• Faction Names – review River names</li> <li>- Finalise options</li> </ul>	Mark Lyn	<b>Faction Names</b> Out of the river names, members preferred Alternative 1. Historical & Aboriginal names had the same number of votes, so the decision was made to offer 3 options, with a vote for top preference only. Yr 1-6 students to vote in classrooms, electronic voting to be offered to parents. Advise parents of options in newsletter first, then students vote afterwards.	Advise parents of options in newsletter first, then students

		<ul style="list-style-type: none"> <li>Annual Report – Endorse</li> <li>Fathering Project update</li> <li>School Board Award – Creating an award</li> </ul>	<p>Lyn</p> <p>Neil</p> <p>Mark</p>	<p><b>Annual Report</b> Reported on last year’s Business Plan, reduced size, added in teacher awards from last year. Endorsed – Dianne, Christine</p> <p><b>Fathering Project</b> The Movie Night was a great success, over 300 tickets sold. Raised about \$1500. Thanks to Mark who helped with popcorn. We will be holding info sessions &amp; pizzas for Dads &amp; Father Figures at 6pm on 31<sup>st</sup> May. Have a look at website for information. Calendar of events – Lonestar Restaurant for dad &amp; son/daughter date night, robotic session, day at WAFL, annual campout. Bannisterchampionfathers facebook page. Travis is the liaison between P&amp;C &amp; the Fathering Group.</p> <p><b>School Board Award</b> Unfortunately, we didn’t have an award ready for the first assembly. 2 Award templates designed by one of our parents (Lucy Boyce) were presented to members. Unanimous preference is for the one with children &amp; one wing on the side. Staff to nominate worthy recipients, one to be chosen as winner. We will print ready for the next assembly. Board member to present the award.</p>	<p>vote afterwards.</p>
	<b>4.0</b>	<b>Priority Items: Governance - endorsements</b>			
G&S2	4.1	<p>Finance Update</p> <ul style="list-style-type: none"> <li>- One Line Budget/Student Centred Funding and additions to budget</li> <li>- DPA 2017 – 2019 and Funding Agreement for Schools 2017</li> </ul>	<p>Dianne</p> <p>Lyn</p>	<p>Dianne gave summary of student centred funding and one line budget. Funding is based on the final census data - \$23,000 waiting on chaplaincy funding, liaising with daycare centre funding, sporting grant. Some change in disability students and less Kindy students this year.</p>	

				<p>One line budget, staffing now updated. We will be employing an IT support teacher 2 days per week from next term, ready for Jeremy leaving next year. Variation each month, \$76,000 - to be rolled over to next year. If we use all our current money, we would be short at the beginning of next year.</p> <p>Reserve account – replacement of equipment, carrying over staffing money. Approved to move \$61,000 to reserve account for computers. \$9,000 to stay in unallocated for additional expenses.</p> <p>Purchases – seating beside T1 with cover over top, gate for staff carpark, cupboards, laminators, robot, reading eggs, pinup board. \$7,358 from P&amp;C which subsidised camp etc.</p> <p><b>DPA 2017</b> (Delivery Performance Agreement)</p> <p>We are under the public school system &amp; must abide by their expectations and funding rules. Criminal history screening is now required for Board members – this will affect Trish &amp; new members. Mark &amp; Lyn to sign and return document. Funding Agreement for Schools 2017 – noted that this is part of the DPA. Linda suggested a secure online app for Board member documents – follow up with Connect – create a library.</p>	<p>Mark &amp; Lyn to sign document</p> <p>Set up Connect Library</p>
HQT2		<p>Business Plan Update</p> <ul style="list-style-type: none"> <li>- Present text outline</li> <li>- Operational Plan – present targets</li> <li>- Attendance – Update for this year plus Nationally Consistent Collection of Data (NCCD)</li> </ul>	<p>Lyn Travis Andi</p>	<p><b>Text for business plan</b> – graphic designer working on this at present. Lyn gave summary of what will be included in the Business Plan. Asked for members input. The Business Plan is the overarching</p>	

				<p>umbrella with other Operational Plans etc under it which give more details. Having an effective Board is one of the targets under Strong Governance and Support. Members are happy with the strategies outlined.</p> <p><b>Operational Plan</b> – Travis showed members data used for Operational Plans. We have moved to PAT testing (progressive achievement tests). Yr 1 didn't have the technology skills to use this program, so only for Years 2-6.</p> <p>Curriculum Committee have started to set targets. For English, Maths, Science – that the median score is at or above the Norm Referenced median score. Online testing should help when NAPLAN goes online. Interesting to see how the results compare with Term 4 testing.</p> <p><b>Attendance</b> – defer to next meeting when Andi is here.</p>	Attendance next meeting
G&S1	4.3	<p>P&amp;C Member</p> <ul style="list-style-type: none"> <li>- Resignation of Clare/Replacement update</li> <li>- Changes to Terms of Reference</li> </ul>	Lyn	<p><b>Clare Balfe</b> (P&amp;C Rep) is not able to take up position due to workload. P&amp;C Rep is now vacant. Has to be advertised, so put in newsletter.</p> <p><b>Terms of Reference</b> need to be updated. P&amp;C would like to nominate one of their Executive as P&amp;C Rep for the rest of this year, then make changes for next year. Linda is already a member of the P&amp;C, so it may be feasible for her to be the P&amp;C nominee.</p>	P&C Rep to be discussed with P&C
	<b>5.0</b>	<b>Reports and Operational Matters</b>			
	5.1	Principal's Report	Lyn	130 students absent on first day because of public holiday on Tuesday. One less PD Day this year than last year, so difficult to fit	

				<p>all the PD Days in. School Photos went smoothly. We currently have before &amp; after school activities – gymnastics, basketball, Kids &amp; Sport. NAPLAN went smoothly. Staffing changes – Priscilla &amp; Hayley going on maternity leave later this term. A replacement for Priscilla has been organised, will advertise for fixed term for Hayley. Cathy taking LSL Term 3 &amp; 4.</p> <p>Staff Leadership:  STEM - 2 teachers doing action learning process, Paul Swan – 3 teaching leaders, working with Parkwood on STEM partnership - TDS program, sharing resources, lots of collaboration.  K/P teachers visited Jolimont PS. Classes are having NAIDOC bush tucker incursions or excursions at the end of this term. Also having a NAIDOC assembly.  Aboriginal Seasons Trail – Aboriginal parents visited Piney Lakes &amp; Ardross PS. Ours will definitely be outstanding &amp; unique. We will be working with Julie Robert and SERCUL – doing planting in June.  The cubbies are taking off on a life of their own. Grace &amp; parents picked up lots of greenery from council verge side collection. Student's Grandparents have offered to help with structures.</p>	
	5.2	External Provider Music Program update	Lyn/Kailee	<p>Instrumental Program – flute, clarinet &amp; saxophone are happening now. All going smoothly, brass not so popular. Concert Band rehearsals will start next term. Guitar &amp; keyboard will also commence next term. Contracting our own tutors has worked better than last year. Parents can deal directly with tutors.</p>	

	5.3	Department Screening requirements	Lyn/Dianne	Covered in Principal's Report	
G&S3	5.4	Grounds Update	Lyn/Julie R	Covered in Principal's Report	
	<b>6.0</b>	<b>Other Business</b>			
G&S1	6.1	Induction for new members	Lyn	Need to set induction date for Travis, Julie & Trish. Modules 1-5 are on internet.	Set induction dates
		Newsletter advertising	Dianne	We have had first paid advertisement in newsletter. Need to include GST in cost. Had distribution charges – added \$30 when put on the spot. Other schools are charging more. Members agreed to monitor and adjust if necessary down the track. Lynwood medical centre approached school to advertise in their appointment cards. Cost was \$700 but Lyn suggested it was a good marketing idea for BCPS.	

<b>Next Meeting:</b>	Monday Week 8 12 <sup>th</sup> June		
<b>Meeting Closed:</b>	4.40pm	<b>Signature of Chair Person</b>	<b>Date</b>