



BANNISTER CREEK PRIMARY SCHOOL SCHOOL BOARD MINUTES OF MEETING NO 1

Date:	19 th February 2018	Chair Person:	Linda Ross
Time:	3.15pm	Minutes taken by:	Chris Steel
Attendees:	Linda Ross (LR), Neil Worland (NW), Garth Hilton (GH), Liesl Ludgerus (LL), Nicole Klein (NK), Dr Christine Cunningham (CC), Lyn Macauley (LM), Dianne Ridley (DR), Julie Robert (JR), Fran Laine representing Bill Johnston (BJ), Travis Miller (TM), Julie Stone (JS), Morgan Taylor (MT), Chris Steel		

Item No.	Item	Led By	Discussion/Progress Report	Action & Timeline
1.0	Welcome & Apologies			
1.1	Opening & Welcome New Members: Garth Hilton, Liesl Ludgerus and Nicole Klein Introductions	Lyn	Lyn welcomed new members, Garth, Liesl and Nicole to the Board.	
1.2	Apologies/Absentees	Lyn	Absent - Trish Hill-Wall	
1.3	Nominate a Chair Person and Deputy	Lyn	<ul style="list-style-type: none"> New members are urged to look at the Terms of Reference, to learn the role of the School Board and the roles of Office Bearers. Lyn gave a brief overview of the Board Chair duties. Neil nominated Linda for Board Chair. She accepted the position unopposed. Linda nominated Neil for Deputy Chair – He accepted unopposed. 	
1.4	Confirmation of Agenda Minutes for this meeting	Linda	Confirmed	
2.0	Disclosure of Interests			
		Linda	Linda disclosed that she is also Vice President of P&C	
3.0	Previous Minutes			
3.1	Confirmation of Minutes		Neil, Christine	
3.2	Actions Arising:		Faction shirts <ul style="list-style-type: none"> At the first assembly this year, the new faction polo 	

			<p>shirts with the factions names embroidered on them were launched. Year 6 students modelled 12 shirts which were donated by Willetton uniforms.</p> <ul style="list-style-type: none"> • The shirts will cost \$30, even though we were initially quoted \$28. • Willetton Uniforms are initially asking for expressions of interest, before they print the first batch. • From now on, students can wear faction shirts every Friday, either the new faction shirts or plain coloured shirts. <p>P&C meeting dates</p> <ul style="list-style-type: none"> • Last year, it was suggested that the P&C change their meetings to Weeks 5 & 9, to tie in with School Board meetings (which are on Weeks 4 & 8). • It would be too difficult this term, but will hopefully alter from Term 2. • This term, there will be P&C meetings on Weeks 7 & 11. <p>Treasure Hunters Club</p> <ul style="list-style-type: none"> • More information coming soon. 	
4.0	Priority Items: Governance - endorsements			
4.1	<p>Review Business Plan</p> <ul style="list-style-type: none"> - Board Strategies - Data Collection Plan 	<p>Lyn</p> <p>Travis</p>	<ul style="list-style-type: none"> • 2017 was the first year of the new Business Plan. We are constantly referring to this, it is our guiding document. • In the last NAPLAN testing, we were at or above like schools, state and national means. • We didn't achieve the targeted level of progress from Years 3 to 5 in Spelling. • The Effective Leadership structure model has slightly changed – curriculum leaders & curriculum teams now, instead of having curriculum meetings out of school hours. Also, collab team leaders profiles have been lifted, we have allowed extra release time for them to perform their leadership duties. • The Reporting & Assessment policy was implemented 	<p>Travis to provide copy of new leadership document.</p>

			<p>last year. A copy was given to new members. It is a variation of the Ed Dept document.</p> <ul style="list-style-type: none"> • The policy outlines how we develop our reporting processes, linked to the Reporting to Parent Framework. • LOTE & digital technologies have been added this year, with more for LOTE & Arts still to come. • Data & Assessment Plan 2017 – 2019. Travis showed the Plan to members. • New initiative – to implement whole school connected practice. We will be using the iSTAR model for lesson planning. • BCPS Core Agreement – <ul style="list-style-type: none"> ○ ALL will have a WALT and WILF differentiated for every Numeracy Block. ○ MOST will conduct a Review of the WALT and WILF in Numeracy Blocks. ○ SOME will experiment with iSTAR strategies across learning areas. • Target of having an Effective School Board – the Ed Dept are bringing out some new training for Board members. We will do induction for new members soon. 	
4.2	Review Operational Plan	Travis	<ul style="list-style-type: none"> • Travis showed Operational Plans to members and gave a brief overview. • The plans break down what happens in classrooms – 8 learning areas, targets, then strategies for each area, budgets & monitoring. • Data is reviewed by staff and used for planning. • The Plans will be tweaked each year, linked to the Business Plan. • They are driven by teachers and the Curriculum teams review the Plans. 	
4.3	Finance – Review/Endorse the Contingency Budget	Dianne	<ul style="list-style-type: none"> • Financial reports have been taken to Finance Committee, then taken to Board for endorsement. • Student Centred Funding – budget based on student numbers, characteristics of school. 	

			<ul style="list-style-type: none"> • 542 students, \$28,500 loss for less students, down on Aboriginal students, up on Disability, up on EALD, social disadvantage down, enrolment link base is up. • We also lost IPS money, \$44,000. • Target initiatives – employ school psych, kindy funding, chaplain funding, dental therapy funding. • Funds are then split into paying staff and paying for resources. • One Line Budget – variation of \$97,000 rolling over from 2017. • \$25,000 for students with disability. \$152,000 rolled over the year before. • We save some money with strategic staffing, by not replacing Admin when on. • Need to have a good sized roll-over to cover cash needed, don't get funds until March. • Di will present voluntary contributions, % received, at next meeting. We have promoted it more, so it will be interesting to see how many parents have paid. 	
4.4	Finance – Review/Endorse the Student Centred Funding Budget	Dianne	<ul style="list-style-type: none"> • Preliminary budget. • Funding is based on the Census was last Friday. • Di explained revenue to members. • \$229,000 for Student Centred Funding. • If everyone pays their voluntary contributions, we would get an extra \$10,000. • Money goes straight into cost centres. • Fees for facilities – Helping Hands pay \$20,000 per year, carpet cleaning is included in this. Willetton Uniforms, Nextra booklists. • Reserved money – assets that need to be replaced such as computers, sits in holding account waiting to be spent. • Once income is set, budgets are set. • Di works out initial budgets, then takes to Lyn & Travis, then goes to Finance Committee. Blue is in reserved, yellow is changes. 	

			<ul style="list-style-type: none"> • Endorsed by Board – Liesl, Christine - unanimous 	
5.0	Reports and Operational Matters			
5.1	Principal's Report	Lyn	<ul style="list-style-type: none"> • 544 students – one left & one fee paying in financial stress, so we don't get full amount. About \$80,000 down overall, so have reduced support staff, Chaplain, LSC, EALD. Classes within recommended numbers. 8 new staff, transitioned well. Great start to year. • Parent intro night, new model trialled – 5.45pm with whole school direction by Admin, then parents could go to classrooms for 20 – 30 mins. Could only go to one classroom, notes for parents who couldn't go to meetings. Will do survey for parents to complete, different feedback. More dads, kids being supervised worked better. • iPad program introduced, more in classrooms, cheaper than laptops, swipe technology way to go, more apps. We are upskilling staff on new apps this year. More creative apps and consistency between devices. All staff have iPads, Miss Carey working with teachers 2 days per week, iPad cafes twice per week. • Educate parents for transition to bring your own device, (BYOD) for Year 4 & 5 next year. Don't expect everyone to bring their own but lots of kids already have them. Parents concerned kids are looking at screens all day, but that is not the case. Paper and pens still the focus, for handwriting etc. BYOD security will be communicated later in the year. School will address issues carefully. Could buy outright, have supplier arranged, lease option possibly. Will have spare iPads for kids who don't have their own. • Year 3 & 4 teachers phasing-in Seesaw app, children's work can be shown to parents. • Big focus is working and planning collaboratively, working smarter. More teachers are team teaching. STEM focus, giving kids problem solving, working in teams, using digital technology etc. Information of 	

			<p>Mobile phone policy working well. 2/3 whole school going down to Treendale PS, exciting initiative – iPad school, flexible learning spaces, work flows, work collaboratively. Going to see an integrated technology model that should inspire staff.</p> <ul style="list-style-type: none"> • 4 chickens born last week, in little cage with their mother, kids are enjoying. • Harmony day family picnic on Friday night, lots of activities 	
5.2	Board Priorities/Strategic Plan for 2018		Defer to next meeting	
6.0	Other Business			
6.1	School Year Planner – Main Events	Lyn	<ul style="list-style-type: none"> • Handed out the year planner to Board members. • Board members to attend/present – 14/3 Linda to present award at assembly, ANZAC service – invitations to all Board members, 9/5 Julie to present & 6/6 Liesl to present. 	Remind members to attend Prepare invitations
6.2	Induction for new Board Members – Code of Conduct, Terms of Reference, Tour etc	Linda	<ul style="list-style-type: none"> • Work out date for 3 new members to have induction 	
6.3	Priorities for Board for this year	Linda	<ul style="list-style-type: none"> • Please think about what initiatives you would like for the year. 	Think about initiatives
6.4	Red cross incursion	neil	<ul style="list-style-type: none"> • Red cross – gratitude incursion for Year 6 students. Neil will forward information in email. 	Neil to forward information
6.5	Constable care	Lyn	<ul style="list-style-type: none"> • Constable Care road safety excursion for Year 4 & 5 students 	
6.6	Board profiles	Lyn	<ul style="list-style-type: none"> • Board profiles – email members & remind them to update 	Chris to email new members

Next Meeting:	19 th March 2018		
Meeting Closed:	4.36pm	Signature of Chair Person	Date