



# Sawyers Valley Primary School

An Independent Public School

**SCHOOL BOARD MEETING**  
**Meeting No. 22 Agenda**  
**Monday 1<sup>st</sup> August 2016, 6.30pm**

**Members:** Fiona Collopy (FC), Erik Stanton-Clements (ESC), Robyn Netherway (RN), Tonya Wood(TW), Alison Charman(AC), Carey Stewart(CS), Cheryl Osborne (CO), Michelle Hardy (MH), Lee Stohr (LS), Duncan Pratt (DP), Shorelle Watkins(SW), Michelle Lloyd (ML), Di Brown (DB)  
**Apologies:** Nil

Serial	Agenda item	Discussion	Speaker	Decision/Action	Actioned by
<b>1.0</b>	<b>Welcome/Apologies</b>				
1.1	Open		ESC		
1.2	Apologies		ESC	Nil	
1.3	Confirm Agenda		ESC	Confirmed	
1.4	Board Changes /Matters	Introduction of new Principal	ESC /LS/FC	Welcome to Fiona Collopy, Principal from the School Board. LS went through the process for the selection of the principal and read the message from Mr. J Webb, Regional Executive Director, North Metropolitan. It was agreed a letter of appreciation will be sent to D Sawers. Board Members to send suggestions by Friday to ESC. A function for D Sawers is being organised by the P&C. Possibly a picnic on lawn. The letter to be given to him at that function.	
<b>2.0</b>	<b>Attendance/Apologies/Quorum/Conflict of Interests</b>		ESC		
<b>3.0</b>	<b>Previous Minutes</b>				
3.1	Acceptance of previous minutes as true and accurate record		ESC	Endorsed by SW. Seconded by AC.	
3.2	Actions arising from previous minutes		ESC	Protective Behaviours - FC explained it is included in the curriculum and it could be supported by the Chaplain Bright Paths introductory session 15 <sup>th</sup> August attending by 2 staff members with a suggestion that a Board Member also attends possibly ESC will attend.	FC/ESC
<b>4.0</b>	<b>Reports &amp; Operational Matters</b>				
4.1	Principal's Report		FC	Board to read reports posted in the Dropbox and ask questions as needed. Report will focus on milestones and progress of Business Plan. Camp Australia discussion on the progress and initial success. Discussion on Disability and Learning difficulties and the process of allocated funding. Helena Valley PS and the connection between our schools, in particular in the professional learning for staff. School Board training will look again at the possibility of joining with other schools.	All Board Members  FC/RN
4.2	Financial report		FC	Reports presented: Minimum Expenditure Report, Cash Report and the Operational One Line Budget Discussion on the cost centres and the	FC



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				movement of money between the areas where most need identified.	
4.3	Board Endorsement of Reports		ESC	Endorsed LS. Seconded DP	
5.0	<b>Priority Item A</b>				
6.1	Terms of Reference	Pre Reading – Dropbox To consider automatic membership of P&C President, and amend Terms of Reference if agreed	ESC	3 (F) Include in the Terms of Reference 'automatic inclusion of the P&C President or Office Bearer as voted by the P&C Committee'. Endorsed by FC Seconded by MH	
6.2	Code of Conduct	Pre Reading – Dropbox Consider example tabled and adopt/modify	ESC/FC	Reviewed and discussed. Forwarded as accepted FC Seconded AC	
7.0	<b>Priority Item B</b>				
7.1	Board Profile	Members introduce themselves, provide background and motivation/passion for being on the board	ESC	Discussion on need to promote the Board with photos and a short blurb on each Board member to be published on the school website.	All Board Members
7.2	Board Promotion	Identify strategies for promotion of board members (i.e. Photos and blurb for newsletter)	ESC	School to purchase badges for School Board Members to wear at school functions / events. Personal blurb to ESC by Friday.	FC All Board Members
7.3	Board Roles and Membership	Consideration of community member, deputies	ESC	Two community members identified as members of the Board. Deputy Chair and Deputy Secretary – Shorelle Watkins. Endorsed DP Seconded CO	
8.0	<b>Priority Item C</b>				
8.1	Board Function	Pre-Reading - Dropbox	FC	Reviewed the Overview of School Board Function Over 2016. Dress Code to be included in Term 3 or 4. The business plan needs to have a date amended section.	FC
8.2	Communication Strategy	Use of Dropbox and email	FC	All Board Members agree with the Dropbox and email communication avenues. WiFi password to be available to Board members to access the Dropbox during meetings. Bring your own iPads to A. Johnston to set up.	
9.0	In-School Chaplaincy Program	Endorsement of program required from School Board for application for 2017-18 funding from National Schools Chaplaincy Program. Outcome will be known by the end of the year.	FC	Continuation of In-school Chaplaincy program endorsed by majority of board members. Proposal for In-school Chaplaincy program was emailed to board members following completion of online submission for funding.	FC
10.0	<b>Next Meeting</b>	Monday 5 <sup>th</sup> September 2016, Staffroom at 6.30pm			
	Meeting Closed	8.20pm			

School Board Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_