



# Sawyers Valley Primary School

An Independent Public School

## SCHOOL BOARD MEETING Meeting No. 23 Minutes Monday 5 September 2016, 6.30pm

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

Serial	Agenda item	Discussion	Speaker	Decision/Action	Time (Mins)
<b>1.0</b>	<b>Welcome/Apologies</b>				5 mins
1.1	Open	SW Acting Chair for this meeting	SW	Meeting declared open at 6.30pm	
1.2	Apologies	ESC and TW	SW		
1.3	Confirm Agenda		SW		
1.4	Board Changes /Matters	Resignation of Robyn Netherway Welcome to Laura Mead, President P&C.	SW	Thank you letter to Robyn Netherway. Contributions to FC by Friday.	
<b>2.0</b>	<b>Attendance/Apologies /Quorum/ Conflict of Interests</b>		SW		
<b>3.0</b>	<b>Previous Minutes</b>				15 mins
3.1	Acceptance of previous minutes as true and accurate record	Minutes accepted as a true and accurate record.	SW	Accepted by M Hardy Seconded by M Lloyd	
3.2	Actions arising from previous minutes	<u>Letter to David</u> ESC in process of writing a letter of thanks for David Sawers. Letter will be sent to David as soon as possible. <u>Protective Behaviours</u> can be taught by teachers without having done training as part of the Health curriculum. The school chaplain will receive training and can support in classes. <u>Bright Paths</u> CS and A Johnston went to an information session. More information will be provided for staff with possibility of trial in Term 4. <u>Dress-code and uniforms.</u> The P&C have accessed some better quality and lower priced uniforms. (Board to devise a survey to parents to gauge a possible change to Uniforms).	SW	SW  FC  ML has offered to talk to the staff about the Bright Paths program.	
<b>4.0</b>	<b>Reports &amp; Operational Matters</b>				15 mins
4.1	Principal's Report	NAPLAN results will be reviewed and analysed by the teachers before sending home student reports. A review of behaviour management will be facilitated with the Positive Behaviour Support program. The starting point is the development of a matrix of expected student behaviours – to be commenced on the next school development day.	FC	FC	



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		A concern was raised about whether the school has enough classrooms if enrolments increase. Discussion on the school set-up and available classrooms.			
4.2	Financial report	Cash report - we have spent up to 58.2% of our school cash plan. Ideally at this stage of the year we should have spent between 80-85%. However more professional development for staff is planned for this semester, which will use up some funds. Suggestion: New microphones to be purchased, as it has been noticed at assemblies they have been going flat.	FC		
<b>5.0</b>	<b>Board Endorsement of Reports</b>		SW	Accepted and moved by M. Hardy. Seconded by AC	
<b>6.0</b>	<b>Priority Item A</b>				20 mins
6.1	Business Plan Values and Beliefs	Pre Reading - Dropbox Business Plan, Draft Values and Beliefs. In review – staff have been working on a set of shared values and beliefs to underpin the Business Plan and to guide our work at SVPS. We have used the language of 'Guiding Principles', as well as beliefs about learning and teaching. Looked at examples from other schools. Board Members had the opportunity to brainstorm ideas to contribute to these shared values and beliefs. When completed these will be published as part of the Business Plan.	FC		
<b>7.0</b>	<b>Priority Item B</b>				15 mins
7.1	Review of National Schools Opinion (NSOS) Data	Initial data summaries. Survey results were presented and considered. FC will be working through the survey analysis with staff on the school development day. The National survey is completed every 2 years for all public schools. The 2014 survey was used to build the business plan.	FC	Preliminary review of data obtained from student, staff and parent surveys, conducted from 10 to 21 Aug 2016	
<b>8.0</b>	<b>Priority Item C</b>				10 mins
8.1	National Quality Standard Audit Report	NQS Audit Report CS presented the overall outcome for the NQS Audit and explained the school's process and follow up action. Two staff members have been selected to visit other schools in the verification role.	CS		
<b>9.0</b>	<b>Priority Item D</b>				15 mins
9.1	School Board Sub-Committees	Overview of Business Plan and discussion of areas to be supported through School Board sub-committees. Operational Plan sits under the Business Plan and specifies the targets for the school to achieve. A more thorough self-review process is a top priority.	SW, FC, CS	Sub-committees Marketing and promoting the school. Decide on a target for enrolments and by when. Sub- committee DP, LM, CO, DB.  Revision status and date	DB FC



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		An area that could be supported by the Board – marketing and promoting the school.		to be put on the Business Plan.	
	<b>P&amp;C</b>	Fathering Project / Champion Dads Club. An initiative encouraging fathers to become more involved with their children through provision of activities and events. P&C have formed a sub-committee and will invite our school community to an event to hear more information.	LM		
	<b>Next Meeting</b>	24 October 2016. Staffroom 6.30pm			
	Meeting Closed	8.50pm			