

## School Board Meeting Minutes Aubin Grove Primary School

<b>DATE:</b>	27 May 2019	<b>ATTENDEES:</b>	Mesha Steel, Stacey Colyer, Simon Lalor, Melanie Osborne, Jaye Vaughan-Davies, Mike Van Dongen,
<b>TIME:</b>	8.45am to 11:15am	<b>MINUTE SECRETARY:</b>	Melanie Osborne

AGENDA ITEM No.	ITEM	LED BY	DISCUSSION / PROGRESS REPORT
1.	<b>Welcome &amp; Apologies</b>	<b>Mesha</b>	Apologies: Lynna Matthews, Ros Foote, Joan Weston
2.	<b>Acknowledgement of Country</b>	<b>Mesha</b>	
3.	<b>Conflicts of Interest</b>	<b>Mike</b>	None reported.
4.	<b>Minutes of Last Meeting</b>	<b>Mike</b>	The minutes of the 27 <sup>th</sup> March 2019 were passed – Simon and Stacey. Check that the minutes go up on the website quickly.
5.	<b>Review of Actions</b>	<b>Mike</b>	<p>Actions reviewed.</p> <ul style="list-style-type: none"> <li>• Boards skills matrix – further on in the meeting.</li> <li>• Justine's resignation due now. We co-opted her for the review. Send her a letter of thanks. From the board. <b>Action: Mesha</b></li> <li>• Board results – on the agenda.</li> <li>• Voluntary contributions – how much through Ziggies and how much otherwise. Find out percentages for week 9. <b>Action: Mesha</b></li> <li>• Code of conduct – read by next meeting and review at week 9 meeting. <b>Action: Board Members</b></li> <li>• Community member tenure – issues that we are bringing people on the same time. Therese to check tenure time. To fill those community members in upcoming meetings. Quite a few actions to get the tenure process and rotation right.</li> <li>• Annual report – on the minutes today.</li> </ul>
6.	<b>School Review Audit</b>	<b>Mesha</b>	<ul style="list-style-type: none"> <li>• Verbal and written feedback has been received.</li> <li>• Review process from the last one was much better.</li> <li>• Mesha went through the areas of the review an explained some of the effectiveness and improvement areas. Board have endorsed the Public School review.</li> </ul>

7.	<b>Annual Report</b>		<ul style="list-style-type: none"> <li>• Vision consistency across the Business plan and Annual report.</li> <li>• In the future we will put the highlights and achievements under the areas of the Public School review headings.</li> <li>• Attendance target graphs to better represent our targets data.</li> <li>• Board and P&amp;C promotion in the community. School photos 2020 to get individual photos of P&amp;C and School Board. <b>Action: Sheryl/Therese</b></li> </ul>
8.	<b>Board Governance</b>	<p><b>Mike</b></p> <p><b>Mike</b></p>	<p><b>Board Survey Results:</b>  Looked at the reds –  Composition of Board  1<sup>st</sup> red – no action  2<sup>nd</sup> red – already in action  Stategic focus  1<sup>st</sup> red - already in action with supervision and monitoring of business plan targets.  See general comments for improvements. Review and redo survey every year, possibly do again at the end of this year.</p> <p><b>Board Membership/Skills Matrix</b>  Mike has developed a skills matrix summary to develop the knowledge of the board, to identify gaps and strengths. Each board member to take off the drive, fill out and email to Mesha by Friday 14<sup>th</sup> June. <b>Action: Board Members</b>  Board Tenure profile to be updated. <b>Action: Therese</b>  School Board photo – group shot to be taken at week 9 meeting.  Board training – book training for Roles of the Board. <b>Action: Mesha</b></p>
9.	<b>Budget Update</b>	<b>Mesha</b>	Discussed elements of the budget. Mesha explained what is included in the funding agreement. Mike to read and sign. <b>Action: Mike</b>
10.	<b>Business Plan Summary</b>	<b>Mesha</b>	Re directed to next meeting's agenda.
11.	<b>Principal's Update</b>	<b>Mesha</b>	Please see attached Principal report.
12.	<b>Other Business</b>	<p><b>Stacey</b></p> <p><b>Stacey</b></p> <p><b>Simon</b></p>	<p><b>Choir shirt</b>  Board decided this is not a Board decision. Admin/CLT to decide and report back to the Board. Parents raising concerns about the value of the shirt and the times of use. <b>Action: Mesha</b></p> <p><b>Kiss and Drop</b>  Mesha to do some communication to the community regarding car park rules. <b>Action: Mesha</b></p> <p><b>Barefoot Investor</b>  Schools program – trial closes this Friday. Maths is getting quite a revamp in this area and at this point in time not a priority in the school. Not an item for a board meeting.</p>

**NEXT MEETING:**

**26 June 2019 – 8.45am**

Minutes approved:

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**Mike Van Dongen**  
**Board Chair**

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**Date:**