



SCHOOLS BOARD MEETING MINUTES – 22 October 2014

Present: Dale Mackesey, Alison Harman, Michael Jenkin, Lorena Rock, Jane Gillies, Shari McKeown, Scott Bywaters, Alex Castle, Kimberley Mann, Kaye Ward and John Siamos

Chair: Michael Jenkin

Apologies:

Scribe: Vicki Roberts

Meeting opened: 1905 h

Meeting closed: 2058 h

Next Meeting: 03 Dec 14

Agenda Item	Details / Discussion	Notes
<p>1. Welcome & Previous Minutes</p> <p><i>Dale / Alison</i></p>	<p>1.1 Welcome: Michael opened the meeting at 1905 h and welcomed all members.</p> <p>1.2 Minutes of Meeting 27 August 2014: it was moved Scott, seconded Kimberley that the minutes of the Board's meeting on 27 Aug 14 be accepted as true and correct. Carried without dissent.</p> <p>1.3 Business Arising from previous minutes: Michael updated the Board about the meeting he and Dale had with Vincent Mayor, John Carey re shared use of facilities. Alex said she will raise this at the next meeting of the City of Vincent's Children and Young People Advisory Group.</p> <p>1.4 Correspondence: In: Nil Out: John Carey – Mayor COV re: Shared Facilities Lesser Hall, Braithwaite Park.</p>	<p>1.2 Previous Minutes approved.</p> <p>1.2 Board to note.</p>
<p>2. Principals' Finance Reports</p> <p><i>Alison</i></p>	<p>2.1 MHESC: Alison tabled her October 2014 Financial Summary, 2015 One Line Budget and proposed Contributions and Charges for 2015. It was moved Alex, seconded Jane that the propose MHESC 2015 Fees and Charges be endorsed. Carried without dissent.</p> <p>Alison explained how the child centred funding model will operate in 2014 and several Board members noted some concerns including what happened to improvements installed for a specific child if that child left the school and went elsewhere. Alison noted that the item relating expenditure on to relief teachers will come off her statements in 2015 as the Dept of Education is funding this line item.</p>	<p>2.1 MHESC 2015 Fees & Charges endorsed.</p>

<p>2. Principals' Finance Reports</p> <p><i>Dale</i></p>	<p>2.2 MHPS: Dale tabled his October 2014 Financial Summary, 2015 One Line Budget and proposed Contributions and Charges for 2015. Shari suggested that paragraph be added to the Fees and Charges document alerting parents to the Year 5 Tablet project, planned for 2015. It was moved Kaye, seconded Alex that the propose MHPS 2015 Fees and Charges be endorsed. Carried without dissent.</p> <p>Dale noted that he was placing funds in reserve accounts for to cover furniture and IT upgrades. The budget for 2015 was "tight" but manageable.</p>	<p>2.2 MHPS 2015 Fees & Charges endorsed.</p>
<p>3. Principals' Reports</p> <p><i>Alison / Dale</i></p>	<p>3.1 MHESC: Alison tabled the ESC's draft Business Plan for next three years and noted that it includes joint objectives and reference to the "cluster" (ie: the close relationship with the PS).</p> <p>3.2 MHPS: Dale tabled his report and noted that enrolments for 2015 will be about 804 students.</p> <p><i>Structure:</i> The draft 2015 structure based on that number will see straight year classes at all levels.</p> <p><i>School review:</i> Dale noted that the School Review report had been tabled previously and was generally positive. More specific targets and reference to the PS – ESC cluster will be required and these enhancements will be reflected in the Business Plan that currently being worked on</p> <p><i>Building program:</i> There is a problem with the bitumen surface in the new Undercover area and Dale has raised this with David Muir at the Dept of Education. Ms Eleni Evangel visited the campus on 22 Oct 14 and was pleased with progress. Work on the new basketball courts is well underway and should be completed by the end of the Term.</p>	<p>3.1 Board members to note Report.</p> <p>3.2 Board members to note Report.</p>
<p>4. Business Plan 2015</p> <p><i>Dale / Jane</i></p>	<p>4.1 Metaphor Activity: Board members split into three groups and spent 15 mins developing a pictorial metaphor to represent the campus and its values. The prize went to Lorena's group who used a kitchen metaphor. Scott's group used the solar system and John's group used a landscape model. The point was to draw out a range of issues to be either "sustained" or "improved". This will feed into the Board's work on drafting the Business Plan 2015 -2017, which is due for completion by the end of Term 1, 2015. This activity will be given to P&C Executive & Liaison Parents.</p> <p>4.2 Drafting progress: Jane noted that considerable progress has been made on the Business Plan draft. Taking existing documents from the Department and like schools, Jane and Lorena have drafted the priorities section of the Business Plan. This will be presented to the Board for comment at the next meeting.</p>	<p>4.1 Alex and Kim have volunteered to work with Jane and Lorena on a draft of the Vision and Values section of the Business Plan. Progress report at the next Board meeting.</p> <p>4.2 Board to note progress.</p>

<p>5. Board Committee Updates</p> <p><i>Shari / John</i></p>	<p>5.1 Traffic Management Plan: Shari advised that the traffic consultant's report was now complete and has been placed in the Board's Dropbox folder. New electronic speed signs have been installed on Scarborough Beach Road and it is hoped these will assist in calming traffic.</p> <p>Shari advised that the City of Vincent has agreed to assist the campus with information about Travel Smart program. Shari will follow up and report back. Kaye mentioned that funding may be available under the SDERA program.</p> <p>5.2 Policy Committee: Dale advised that identification of all campus policies is well underway. The Policy committee intends to meet before the next Board meeting and report on progress.</p>	<p>5.1 Board members will note the Plan and provide any feedback to Shari ASAP.</p> <p>5.2 Policy Committee to meet ASAP and report progress at next Board meeting.</p>
<p>6.1 P&C & Children and Young People Advisory Group Update</p> <p><i>Alex</i></p>	<p>6.1 P&C Update:</p> <p><i>General:</i> Planning is well underway for 2015 – a Fair year! The issue of communication is under the spotlight. Under consideration are: frequency of Newsletters, an opt out option for Newsletter delivery as well other strategies to get P&C information out to the community</p> <p><i>Canteen:</i> Alex noted that the Canteen had experienced a loss over the last reporting period and that this was being attributed to split lunch times, increased labour costs and perhaps too many menu options. The P&C will absorb the loss and remains committed to a 5 day Canteen service.</p> <p><i>Uniform Coordinator:</i> Alex advised that this paid position is still vacant.</p> <p>6.2 Young People Advisory Group Update: Alex advised that she will raise the shared facility issue at the next Group meeting.</p>	<p>6.1 Board members to note update.</p> <p>6.2 Board members to note update.</p>
<p>7. Surveys</p> <p><i>Alex/Dale</i></p>	<p>7.1 Bullying Survey Results: Alex advised that results are currently being analysed and she will report back to the Board at our next meeting. Early results suggest that bullying is not perceived to be a major issue at the campus, but that people do not seem to be fully aware of campus policy on the issue. Targeted surveys are to continue, as results have been pleasing.</p> <p>7.2 National Schools Survey: Dale advised that a link to this survey will be placed in a forthcoming Newsletter.</p>	<p>7.1 Board members to note update.</p> <p>7.2 Board members to note</p>

<p>8. General Business</p> <p><i>All</i></p>	<p>8.1 Junior School Roof: Dale noted that there is an issue with the design of the roof in the Junior School area. Despite recent repairs, it still leaks in heavy downpours. It was suggested that the Board should write to the Dept. of Education asking for the PS to be placed on the school roof replacement program.</p> <p>8.2 Commendations: the Board discussed three commendations and agreed that all three were worthy nominees. Dale and Michael will work on preparing the Commendations for the Board's final approval – with the intention of presenting them at the end of Term assembly.</p>	<p>8.1 Michael will write to the Department requesting the Junior School be placed on the roof replacement scheme.</p> <p>8.2 Dale to forward Commendation applications to Michael for circulation to the Board.</p>
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Meeting closed: 2058 h

Next Meeting: 03 Dec 14