



## SCHOOLS BOARD MEETING Minutes 27 February 2013

Present: Dale Mackesey, Alison Harman, Michael Jenkin, Anthony Ellis, Jodi Taylor, Lorena Rock, Scott Bywaters, Shari McKeown, Brett McKenzie, Alex Castle, John Siamos.

Chair: Michael Jenkin

Apologies: Yvonne Leonzini

Scribe: Vicki Roberts

Agenda Item	Details / Discussion	Action
<p><b>1. Welcome &amp; Previous Minutes</b> <i>Michael</i></p>	<p><b>1.1 Welcome:</b> Michael opened the meeting at 1900h and welcomed John and Alex and acknowledged and thanked Anthony for his commitment to the Board.</p> <p><b>1.2 Minutes of Last Meeting:</b> It was moved Scott, seconded Jodi that the Minutes of Board's meeting on 7 November 2012 be accepted as correct.</p> <p><b>1.3 P&amp;C Nomination to the Board:</b> It was moved Michael and seconded Shari that the Board accept the P&amp;C nomination of Alex Castle as a community member of the Board.</p> <p><b>1.4 Business Arising from previous minutes:</b> Jodi questioned why discussions held at previous meeting re the Commendation Scheme were not reflected in the minutes. Michael explained that this was on the agenda for discussion at this meeting.</p> <p><b>1.5 Corro:</b> In: Michael tabled a letter from SSTU re an Inquiry and Dale tabled a letter from John Hyde MLA expressing support for the campus.</p>	<p>1.1 Noted</p> <p>1.2 Carried without dissent</p> <p>1.3 Carried without dissent</p> <p>1.4 Noted</p> <p>1.5 Letters noted</p>
<p><b>2 Financial Reports</b> <i>Alison / Dale</i></p>	<p><b>2.1 Financial reports:</b> Dale and Alison updated the Board on the present financial positions of their schools and tabled their respective Dec 2012 financial summaries.</p> <p><b>2.2 MHPS Draft budget:</b> Dale presented his draft budget for 2013. Following discussion, and the clarification of several line items (Professional Development and Utilities), it was moved Brett, seconded Anthony that the draft budget be endorsed.</p>	<p>2.1 Noted</p> <p>2.2 Carried without dissent</p>

<p><b>3. Principals Reports</b></p> <p><i>Dale / Alison</i></p>	<p><b>3.1 Alison:</b> the ESC started the year with 18 Year 1-7 students and 8 K-P students enrolled. Alison spoke about the students, programs and Curriculum priorities.</p> <p><b>3.2 Dale:</b> MHPS has started the year with 782 students. Dale tabled the Strategic Plans for each hub as well as the 2012 Annual Report. Dale highlighted the current focus areas of the Business Plan which links to performance management for teachers. Dale thanked the P&amp;C for their contribution to the new Pre-primary playground.</p> <p><b>3.3 Lorena:</b> reported that the school is very happy with the new Early Childhood teachers who have all settled in extremely well.</p>	<p>3.1 Noted</p> <p>3.2 Noted</p> <p>3.3 Noted</p>
<p><b>4. Commendation Scheme</b></p> <p><i>Michael</i></p>	<p><b>4.1 Confirmation of Commendation for Val Robson:</b> the Commendation for Val Robson was unanimously confirmed. Michael and Vicki will arrange for it to be printed ASAP.</p> <p><b>4.2 Process for considering Commendations between Board meetings:</b> Michael proposed that the Board adopt a procedure for considering recommendations for Commendations received between meetings. He suggested that the nomination process could be strengthened by requiring a person to second the nomination. Further information could then be obtained (if required) before the papers were circulated to Board members. Given that the Board usually only meets once a term or so, this process would ensure that the Commendation scheme was dynamic and efficient. After discussion it was agreed that the current nomination form be amended and that Commendation nominations could be approved via email by majority decision of the Board.</p>	<p>4.1 Commendation approved</p> <p>4.2 Michael to modify nomination form and distribute to Board members for approval. The Commendation scheme will be highlighted on the school website and in the school newsletters.</p>
<p><b>5. Casual vacancies</b></p> <p><i>Michael</i></p>	<p><b>5.1 Casual vacancies:</b> Michael noted that the Regulations provide that where a casual vacancy arises (i.e.: a vacancy between one annual Board election and the next), the process to be followed is as follows: Call for Expressions of Interest:</p> <ul style="list-style-type: none"> <li>• Call for Nomination(s)</li> <li>• If nomination(s) don't exceed available vacancies, nominee(s) is deemed elected.</li> <li>• If nomination(s) do exceed available vacancies, an election is held.</li> </ul> <p>For "normal" the Annual Board election, nominations will be called for in Term 1 with the election (if required) to be held in early Term 2.</p>	<p>5.1 Noted.</p>

<p><b>6. Board Committee Updates</b></p> <p><i>Michael and Shari</i></p>	<p><b>6.1 Public Affairs:</b> Shari tabled the Public Affairs Plan she drafted following input from from Tony Monaghan. Certain amendments were suggested and Michael asked members to consider the Plan and and provide final comments by Mon, 04 Mar 13 with a view to the Plan being posted on the school website soon thereafter.</p> <p><b>6.2 Planning committee:</b> Michael tabled a email sent to Board members, updating them on recent developments. The most significant was the visit to the campus of the Minister for Education, the Hon. Peter Collier, MLC. At the conclusion of his visit, the Minister announced that if relected, his Government would commit \$1.25 million dollars to upgrade facilities at the campus, most particularly, the Undercover area. The next Planning Committee meeting will be held on 20 Mar 13.</p>	<p>6.1 Michael will distribute the amended Plan to members for approval ASAP.</p> <p>6.2 Noted</p>
<p><b>7. P &amp; C Update</b></p> <p><i>Anthony</i></p>	<p><b>7.1 P &amp; C Report:</b> Anthony gave his final report on recent P &amp; C activities including the AGM. 2012 highlights included:</p> <ul style="list-style-type: none"> <li>• \$69,000 spent on projects including \$6,000 on upgrades to the Canteen</li> <li>• \$73,000 in cash in bank with an intention to continue to spend on school projects</li> <li>• \$27,000 received in P&amp;C voluntary contributions</li> <li>• Fair 2013 theme is "Many Hands of Culture" and Shari is Fair Coordinator</li> <li>• Canteen: sales of \$80,000 with a small profit, the online ordering is a huge hit</li> <li>• Celia Hadgraft will retire as Canteen Manager in 2013</li> <li>• Sarah Wiggett has expressed an interest in this position</li> <li>• Uniform Service: made a profit of \$14,000 with no price increases</li> <li>• Safety House: now has 14 houses and Kylie Petrou is doing a great job.</li> <li>• Grants: two committee members will apply for various grants this year</li> <li>• Fundraising: quieter this year due to the Fair, sausage sizzle on Election Day</li> <li>• The P&amp;C message is filtering into the school community via the P&amp;C newsletter</li> <li>• The Pre-primary playground funding matched the school funding</li> <li>• The Cool Schools Project (air con/smart whiteboards) has now been completed</li> </ul>	<p>7.1 Noted</p>

<p><b>8. General Business</b> <i>All</i></p>	<p><b>8.1 School Survey:</b> Dale advised that he is planning on conducting Parent and Student surveys in Term 2. It was suggested that we need to advise parents how long it will take to complete the survey and provide some form of incentive to encourage participants. The survey will be available on the school website.</p> <p><b>8.2 Uniform Policy:</b> in conjunction with Maree Pickens (Uniform Service Coordinator), Shari is drafting a draft Uniform Code. Once completed, the draft will be available for comment by parents, teachers and students. The Board will then consider feedback received and finalise the Code. Pending finalisation of the Code, it was agreed that the Board will issue an Interim policy to address immediate issues associated with the wearing of leggings and hats.</p>	<p>8.1 Dale will work with Alex and Vicki to create these web based surveys.</p> <p>8.2 Shari will prepare a draft Uniform code for circulation. The Board will issue an Interim policy re leggings and hats in the meantime.</p>
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Meeting closed: 2033 h

Next Meeting: Wed 8 May 2013

Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_