

PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES



DATE: 05/09/2018		CHAIR PERSON: Meredith Guthrie		
TIME: 7.30am		MINUTE SECRETARY: Margaret Pretty		
ATTENDEES: Meredith Guthrie (2018 Board Chair), Margaret Pretty (Principal) Parent Representatives: Renee Puizina, Rhonda Fleming Staff Representatives: Dave Anderson Community Representative: Ron Addison				
APOLOGIES: Francesca Coen, Ron Addison, Dave Anderson				
CONFIRMATION OF AGENDA:				
ITEM NO	ITEM	LED BY	DISCUSSION	ACTION & TIMELINE
1.0	Welcome and Apologies	MG	Welcome to Gina Fisquet.	
2.0	Minutes of Previous Meeting	MG	Confirmed by: RP	
2.1	Declaration of conflict of interest	MG	Nil	
3.0	Business Arising from Previous Meeting			
3.1	After school providers – YMCA	RF	Email attached to agenda. Board asked MP to set up meeting with YMCA re: after school care. This will take place in Week 10. Willagee and Willetton use YMCA and people trust the brand.	Discussed.
3.2	Zbar Teacher Survey	MP	Results distributed at last meeting. No comment from Board.	
3.3	Criminal Record Screening for all Board Members	MP	Link emailed out previous to meeting. Please send national screening certificate to MP. Received from MG	

			and RP. Ron Addison has a WWCC and SCN as do DOE staff.	
4.0	Correspondence	MG	MG – new process for IPS review, three-year basis. Phoenix scheduled for 2020.	Informed
5.0	Financial Report	MP on behalf of CB	MP provided financial report. Discussion re: school contributions and the percentage of parents who are not paying.	Informed
6.0	GENERAL BUSINESS			
6.1	Board Report	MP	Attached to agenda. No comment from Board.	Informed
6.2	School Statistical Overview	MP	Attached to agenda via email – Excel spreadsheet. No comment from Board.	Informed
	Focus 1 – Curriculum and Teaching			
6.3	NAPLAN Online 2019 and School Readiness Test	MP	The school completed the School Readiness Test last week. The purpose of this testing was to ensure our network can handle the projected maximum number of students completing testing at the same time in 2019. Our network handled this easily due to teachers refraining from using the internet and blocks being put on websites which use a lot of bandwidth.	Informed
6.4	NAPLAN 2018 Results	MP	NAPLAN 2018 results are not available yet. State results are available but not individual student or school. A presentation will be made to the Board by the end of the year on 2018 results.	Informed
	Focus 2 – Conditions of Learning			
	Focus 3 – Parent and Community Support			
6.5	P&C Report	RP	Voting for positions on Friday at the P&C meeting for President, Treasurer and at least 3 executive members. Requirement of minimum of 10 financial members to be present at each meeting.	Informed

6.6	Parent Code of Conduct	MP	Parent Code of Conduct was distributed and feedback requested for the next meeting.	Informed
	Focus 4 – Professional Development			
	Focus 5 - Leadership			
6.7	National Survey (staff, parents and students)	MP	Closing on 13 September, report will be presented at the next board meeting.	Informed
6.8	Rhonda Fleming leaving Board	MP	Rhonda is leaving to move to Albany. This leaves a vacant parent position on the Board. Rhonda's input has been greatly appreciated and she was thanked for her time spent on the board. School will advertise for a new board member.	Informed
6.9	Board Effectiveness Survey	MP	Attached to email. One survey returned. Board members are asked to send to MP when completed.	Informed
7.0	Other Business			
8.0	Next Meeting		Week 3, Term 4. 24 October 7.30am.	
9.0	Meeting close			