

PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES



DATE: 20 February 2019		CHAIR PERSON: Meredith Guthrie		
TIME: 7.30am – Open Board Meeting - Library		MINUTE SECRETARY: Francesca Coen		
ATTENDEES: Meredith Guthrie (2018 Board Chair), Margaret Pretty (Principal) Parent Representatives: Gina Fisquet, Renee Puizina Staff Representatives: Francesca Coen, Dave Anderson Community Representative: Ron Addison				
APOLOGIES:				
CONFIRMATION OF AGENDA:				
ITEM NO	ITEM	LED BY	DISCUSSION	ACTION & TIMELINE
1.0	Welcome and Apologies	MG		
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		Nil	
4.0	Correspondence	MG	Nil	
5.0	Financial Report	MP on behalf of CB	Provided to board members at meeting – see attached.	
6.0	GENERAL BUSINESS			
6.1	2019 Election of Board Chair	MP	MP received one nomination for Board Chair for 2019. Meredith Guthrie was elected as 2019 Board Chair by all Board members.	

6.2	Draft 2018 Annual Report	MP	Attached to agenda. The Annual report aligns with the Business Plan, staff are still in the process of reflecting on the BP after the first year of implementation and rating the areas. The final copy will be published on the website and given to Board. The myschool website still shows 2017 data.	
6.3	School Statistical Overview	MP	Attached to agenda. This year there are strong numbers in Kindergarten with only two vacancies.	
	Focus 1 – Curriculum and Teaching			
6.4	Ten class structure	MP	Phoenix will run with a 10 class structure for 2019. There aren't any vacancies in Year 5/6 and a few vacancies in the other year groups. There were 6 new enrolments into Year 4 at the beginning of the year.	
	Focus 2 – Conditions of Learning			
6.5	Calming Minds update – Term 1, 2019	FC	Calming Minds was offered to parents this term but unfortunately only two parents were interested so it did not go ahead. Will look at again if there seems to be more interest later in the year.	
6.6	SurfOnlineSafe – Paul Litherland: Internet Awareness Presentations for students and parents	FC	The school has booked Paul Litherland to come and speak to the Year 5/6 students and to hold a parent information session. Student session 21/8/19 and parents TBC. Paul is very well known in the industry and is currently presenting at over 400 schools and organisations across Australia. He came very highly recommended as an ex Police officer with the Technology Crime Investigation Unit. The school will be putting in a submission to the P&C to fund the two sessions. Board suggested opening up the parent session to neighbouring schools and charging a gold coin entry.	
	Focus 3 – Parent and Community Support			
6.7	P&C Report	RP	P&C AGM was held last week, executive were voted in: President: Narelle Wheaton Vice President: Renee Puizina	

			<p>Treasurer: Darryl Whittaker Secretary: currently asking for nominations, Carol Birch has offered to train the Secretary. Staff attended the AGM to support the P&C.</p> <p>Open afternoon is next Wednesday; Mandy Pike has made the flyer for distribution. Car Boot sale is scheduled for March and has been granted Council approval.</p> <p>The canteen opens on Monday; stock has been ordered for the new menu. Still require volunteers – they must have completed the online food safety training. Canteen will be open Mondays and Wednesdays. Streets will monitor turnover and possibly supply a freezer in the future. RP is the canteen coordinator.</p> <p>Old P&C Facebook page still open.</p> <p>The P&C and school worked together to pay for and install the Big Ass Fan in the undercover area.</p>	<p>Link to training to be put in newsletter and website.</p>
	Focus 4 – Professional Development			
6.8	Protective Behaviours PL on SDD	MP	<p>Staff attended a Protective Behaviours PL on the SDD at the start of the year at Spearwood PS. The presenter provided succinct information re: what we need to teach and how it links to our current social and emotional program in the school.</p>	
	Focus 5 - Leadership			
7.0	Other Business		<ul style="list-style-type: none"> • Board suggested asking DanceZone if they would like to use the undercover area again this year. • YMCA would like their own classroom for OHSC which Phoenix can't accommodate. • Robotics is due to start in term 2 or 3. • Voting for Year 6 leaders was held yesterday: Prefects and House Captains will be announced at next week's 	

			<p>assembly. Then the process will be held for Eco Warriors. The speeches were very impressive, students talked about the behaviours they would bring to the role. They were all very confident speakers. All student leaders will attend the Leader Conference at the end of the term.</p> <ul style="list-style-type: none"> • P&C is keen to have the students name the canteen: Year 4-6 to run a competition. 	
8.0	Next Meeting		Friday 10 May 2019 at 7.30am	
9.0	Meeting close		8.30am	