

PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES



DATE: 21 November 2018		CHAIR PERSON: Meredith Guthrie		
TIME: 7.30am – closed meeting in IT Lab		MINUTE SECRETARY: Francesca Coen		
ATTENDEES: Meredith Guthrie (2018 Board Chair), Margaret Pretty (Principal) Parent Representatives: Gina Fisquet, Renee Puizina Staff Representatives: Francesca Coen Community Representative: Ron Addison				
APOLOGIES: Dave Anderson – staff will be investigating NAPLAN data on the 2019 SDD.				
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: MP	
2.1	Declaration of conflict of interest	MG	Nil	
3.0	Business Arising from Previous Meeting		MP: Parent Code of Conduct – MP asked for feedback on the document. Final version will be emailed out today.	Board members are asked to please reply to the email with feedback/confirming no further feedback so that it can be go into packs for parents and be distributed to current parents.
4.0	Correspondence	MG	MG: received a letter from the Education Department with the accepted and signed new DPA from the A/Director General.	

5.0	Financial Report	MP on behalf of CB	Provided to board members at meeting.	
6.0	GENERAL BUSINESS			
	Focus 1 – Curriculum and Teaching			
6.1	NAPLAN 2018 Results	MP & FC	Board interrogated NAPLAN data from 2018 – achievement and progress.	Informed
6.2	Student Centred Funding Model	MP	Board was informed about how the school manages its finances, one line budget, per student funding, class sizes and staffing.	Informed
	Focus 2 – Conditions of Learning			
	Focus 3 – Parent and Community Support			
	Focus 4 – Professional Development			
	Focus 5 - Leadership			
7.0	Other Business		GF: Proposed that the school gates are locked later in the afternoon to allow children and families to socialise. MP agreed in 2019 gates will stay open until 3.30pm Monday to Thursday and 4pm on Friday. MP: YMCA has been contacted regarding after school care, waiting for them to call back. GF: Uniform shop – proposed that one size of each uniform is kept in the office to allow families to try them on and order.	
8.0	Next Meeting		Wednesday 20 February 2019 @ 7.30am in Library	
9.0	Meeting close		8.30am	