

# PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES



<b>DATE:</b> 25/07/2018		<b>CHAIR PERSON:</b> Meredith Guthrie		
<b>TIME:</b> 7.35am		<b>MINUTE SECRETARY:</b> Francesca Coen		
<b>ATTENDEES:</b> Meredith Guthrie (2018 Board Chair), Margaret Pretty (Principal) Parent Representatives: Renee Puizina Staff Representatives: Francesca Coen, Dave Anderson				
<b>APOLOGIES:</b> Ron Addison, Rhonda Fleming				
<b>CONFIRMATION OF AGENDA:</b>				
ITEM NO	ITEM	LED BY	DISCUSSION	ACTION & TIMELINE
1.0	Welcome and Apologies	MG	Thank you to Markye van Rooyen and Sally Garbin for their years serving on the school board for the past three years. MP decided to hold the numbers to the current 7 for 2018.	
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	MG		
3.1	Calming Minds Update and feedback	FC	Feedback attached to agenda. Calming Minds is not running for Term 3 as there were only 2 parents interested. Will advertise in T4 2018 for T1, 2019. Parents reported they found it very beneficial for children.	Advertise throughout T4 for possible T1 2019 program. Approach teacher to write a testimonial for newsletter.
3.2	After school providers		RF absent.	To be discussed at the next meeting.

3.3	Profiles of new Board members on website	FC	Current board members on website except DA.	DA to email to Cath for website.
3.4	Block label names	MP	Block label names have been installed on blocks. MP to speak about it at assembly.	
4.0	Correspondence	MG	Nil	
5.0	Financial Report	MP on behalf of CB	MP provided financial report as attached. EduDance will follow board directive of 'no pay no go'. Staff have been very responsible with spending cost centres. P&C has not yet forwarded \$2000 for bus costs.	
6.0	<b>GENERAL BUSINESS</b>	MG		
6.1	Board Report (attached)	MP	MP distributed Board Report linked to Business Plan (attached to minutes). MP distributed ZBar Survey results, 12 teachers responded– to be discussed at the next Board Meeting.	Zbar Survey discussion next Board Meeting.
6.2	School Statistical Overview (attached)	MP	Attached to agenda via email – Excel spreadsheet.	Informed
	Focus 1 – Curriculum and Teaching			
6.3	School Development Day	MP	30 July 2018 – Week 3	Informed
	Focus 2 – Conditions of Learning			
	Focus 3 – Parent and Community Support			
6.4	P&C Report	RP	P&C President and Treasurer positions are vacant due to the resignation of Mrs Sally Garbin and Mrs Leith Cullen P&C is not able to fundraise or open the canteen. The two positions have been advertised on the P&C Facebook, some nominations have been sent to people and one received by MP. P&C meeting next Wednesday after school. Canteen will remain closed until P&C is active again.	Informed MP to speak about two vacant positions at assembly. P&C continue to advertise positions.

			<p>Recommendation from WACSO is to freeze P&amp;C for 3 months and then readvertise if no suitable President and Treasurer is elected. P&amp;C can then readvertise after 3 months.</p> <p>Ten people must be at the meeting on Wednesday to ensure decisions are made. CB is going to attend meeting and speak about WACSO and DET positions. Tracey has stepped down as canteen manager, no one has volunteered. RP has accepted the position.</p> <p>MG thanked Sally for being President and Leith for being Treasurer. Sally will continue as Vice President until resignation received at P&amp;C Meeting.</p>	
	Focus 4 – Professional Development			
	Focus 5 - Leadership			
6.5	Criminal Screening Check for all board members	MP	All board members must have current screening as per the new terms of reference.	MP will email out details.
6.6	New terms of reference	MG	Attached to agenda. Any questions please bring to next meeting.	Discus at next board Meeting.
6.7	Review of board and councils advisory group meeting at DET in East Perth	MP	MP and MG were invited to attend an advisory group for DET re: school boards. They discussed board structure, training and the future of school boards – governance tree. Board Training was very positive and local schools attended.	Informed
6.8	National School Opinion Survey	MP	Survey items attached to agenda. MP requested board members email her questions they would like to be added to the survey. Survey will be live and advertised in the middle of this term.	Board members to email questions to MP. MP to include a question about canteen, Calming Minds and After school care.
7.0	Other Business			
8.0	Next Meeting		5 September 2019 – Week 8	

9.0	Meeting close		8.25am	
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