

# PHOENIX PRIMARY SCHOOL – BOARD MEETING – MINUTES



<b>DATE:</b> 25 October 2019		<b>CHAIR PERSON:</b> Meredith Guthrie		
<b>TIME:</b> 7.30am – Library		<b>MINUTE SECRETARY:</b> Dave Anderson		
<b>ATTENDEES:</b> Meredith Guthrie (2019 Board Chair), Margaret Pretty (Principal) Parent Representatives: Gina Fisquet, Renee Puizina Staff Representatives: Dave Anderson Community Representative: Ron Addison				
<b>APOLOGIES:</b> Wendy Conti				
<b>CONFIRMATION OF AGENDA:</b>				
ITEM NO	ITEM	LED BY	DISCUSSION	ACTION & TIMELINE
1.0	Welcome and Apologies	MG		
2.0	Minutes of Previous Meeting	MG	Confirmed by RP MG to sign.	
2.1	Declaration of conflict of interest	MG	Nothing to declare	
<b>3.0</b>	<b>Business Arising from Previous Meeting</b>		YMCA Survey - Will go ahead with YMCA proposal. To be actioned further as per OSH proposal provide by Margaret.	
<b>4.0</b>	<b>Correspondence</b>	<b>MG</b>	Simone McGurk (MP)	
<b>5.0</b>	<b>Financial Report</b>	<b>MP</b>		
<b>6.0</b>	<b>GENERAL BUSINESS</b>			

	Focus 1 – Curriculum and Teaching			
6.1	NAPLAN	MP	Data was received late in the term. In-depth data analysis to be completed. Reading, Grammar & Spelling and Maths to be reviewed. Writing not yet available due to issues with NAP Online and the re-sitting of testing has delayed the process	Board meeting to review NAPLAN Term 1 2020
	Focus 2 – Conditions of Learning			
6.2	Outdoor Classroom Day	MP	Whole school event organised by Lorna McCann-Pederson	7 November
	Focus 3 – Parent and Community Support			
6.3	Marketing	MG	Possibilities include mail drops, shopping centres (Coogee).	
6.4	Uniform Sizes	MG MP	Are bigger sizes available?	School to follow-up with the supplier
6.5	Canteen	MP for CB MP	As per an option provided by the operator of the Coogee P.S. canteen (Elizabeth Gee). Was not wanting to hire the space, rather supply from her current location at Coogee and provide delivery service. Lisa Goncalves who owns Illusions Catering is interested supplying lunches and is interested in doing it Phoenix.	Investigate school canteen services.  Carol to organise a meeting to discuss
6.6	Fundraising	MG	Options considered were school lunches by parents, class reps.	
	Focus 4 – Professional Development			
6.7	SDD Friday 23 August	DA	Teachers were provided with P.L. in I.T which was headed-up by Dave Walsh. Teachers were given an opportunity to experience tools already used in the school to also use further in the classrooms. Trauma P.L. was also provided via Marie the School Psychologist	
	Focus 5 - Leadership			

6.8	New Deputy Principal	MP	Wendy Conti – while FC is on maternity leave	
6.9	Business Plan Feedback	MP		
<b>7.0</b>	<b>Other Business</b>			
<b>8.0</b>	<b>Next Meeting</b>		Week 2 Friday Term 1 2020	
<b>9.0</b>	<b>Meeting close</b>		8:30am	