


PHOENIX PRIMARY SCHOOL -			Agenda					
<b>SCHOOL BOARD MEMBERS</b> Ian Daghish 2017 Chair Sally Garbin Parent Representative Margaret Pretty Principal Francesca Coen Staff Representative Maryke vanRooyen Staff Representative Meredith Guthrie Parent Representative Rhonda Fleming Parent Representative David Anderson Staff Representative Renee Puizina Parent Representative Ron Addison Community Representative						<u>SCHOOL BOARD MEETING : 28/02/2018</u> <u>Library at 7:30</u>  <u>Documents Attached :</u> Copy of BoardReport1.xls		
<b><u>Agenda</u></b>								
<b><u>No</u></b>	<b><u>Item</u></b>	<b><u>Who</u></b>	<b><u>Comp</u></b>	<b><u>Action</u></b>	<b><u>Due</u></b>			
<b>1.0 WELCOME AND APPOLOGIES</b>								
1.1	<u>Opening and welcome:</u>	ID		Dr Meredith Guthrie elected Board Chair for 2018				
1.2	<u>Attendees/Apologies / Absences:</u> Attendees: Apologies:							
1.3	<u>Confirmation of Agenda:</u>			MVR confirmed agenda				
<b><u>Review of Previous Minutes and Outstanding Items</u></b>								
<b>2.0 MINUTES OF PREVIOUS MEETING</b>								
2.1	<u>Review of previous meeting minutes:</u> Minutes of meeting -							
<b>3.0 SCHOOL BOARD 2018</b>								
				Positions to be advertised.				
<b>4.0 CORRESPONDENCE</b>								

<b>5.0</b>	<b>BUDGET</b>				
5.1	<u>Financial Statements:</u>				
<b>6.0</b>	<b>Business Plan / DPA</b>				
				Signed off by reviewers	
<b>7.0</b>	<b>FOCUS AREA 1 – Curriculum and Teaching</b>				
				See Annual Report 2017	
<b>8.0</b>	<b>FOCUS AREA 2 - Conditions of Learning</b>				
				See Annual Report 2017	
<b>9.0</b>	<b>FOCUS AREA 3 - Parent and Community Support</b>				
				See Annual Report 2017	
<b>10.0</b>	<b>Focus Area 4 – Professional Development</b>				
				See Annual Report 2017	
<b>11.0</b>	<b>FOCUS AREA 5 - Leadership</b>				
				See Annual Report 2017	
<b>12.0</b>	<b>GENERAL BUSINESS</b>				
	<b><u>NEW ITEMS FOR MEETING:</u></b>				
<b>3.0</b>	<b>SCHOOL BOARD 2018</b>				
3.1	Election of Board Chair	ID		Meredith Guthrie nominated by ID and elected	
3.2	Training for Board Members	MG		Discussion was had on the composition of the Board. Formal training to be arranged with the election of new Board members. It was agreed that training be conducted by an associate of Margaret Pretty's who will train new and existing members in board training. This will be one evening during the week – MP to follow this up	
3.3	Official Report of school reviewers	ID			

<b>4.0</b>	<b>CORRESPONDENCE</b>				
4.1	School Review 2017	MP		Sent to all School Board members	
4.2	Excel Spreadsheet - Board	ID		Shows school statistics and will be presented by MP at each Board meeting.	
<b>5.0</b>	<b>BUDGET</b>				
5.1				Still awaiting final budgets from the Education Department for 2018.	
<b>6.0</b>	<b>Business Plan / DPA</b>				
6.1	Draft Business Plan 2018-2020	MP		MP advised in draft form. Reviewing advised of simplicity. MP requested feedback from Board members.	
<b>7.0</b>	<b>FOCUS AREA 1 - Curriculum and Teaching</b>				
7.1				Italian taught in Years3-6 one day a week.	
<b>8.0</b>	<b>FOCUS AREA 2 - Conditions of Learning</b>				
8.1				Painting in classrooms will be completed next week.	
<b>9.0</b>	<b>FOCUS AREA 3 - Parent and Community Support</b>				
9.1	P&C Report	SG		No report tabled. The P&C has to be functional and represent the community at Phoenix in an IP School. Evidence of this functionality can be requested by the Board in the form of a short report from the P&C president. The P&C president can be invited to attend Board meetings..	
9.2	The board should hold at least one formal open public meeting each year. Fourteen days notice must be given before the open public meeting, which can be combined with another event	ID			
<b>10.0</b>	<b>FOCUS AREA 4 - Professional Development</b>				
10.1				MP has circulated PD days – this was done end of 2017	
<b>11.0</b>	<b>FOCUS AREA 5 - Leadership</b>				
11.1				MP provided a report and thanked Ian Daghish and Janine for their roles on the school board.	

<b>12.0</b>	<b>GENERAL BUSINESS</b>				
12.1				Code of Conduct signed by all new Board members.	
				ID suggested a meeting item of reviewing recommendations from the 2017 IPS review.	
				Profile and picture of the new board members requested to go on to the website.	
<b>13.0</b>	<b>NEXT MEETING</b>				
13.1	<u>Next Meeting :</u>			Wednesday 4 <sup>th</sup> April at 7.30 am for review of school data in IT Centre	
<b>14.0</b>					
14.1	<b>MEETING CLOSED -</b>				