

Wembley Primary School Board Minutes

Minutes of Meeting No 1

Staffroom 6.30pm 28th February 2012

ATTENDEES: Katie Hill Almeida, Chair; Les Day, Principal; Shane Stott; Sue Edwards; Leigh McCarthy; Lisa Taylor, Heidi Rawson, Jeff Healy, Colin Yoong, Paul Fleay Observer BecCohen

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. <ul style="list-style-type: none"> □ The meeting was opened by Katie Hill Almeida at 6.30pm. 	
1.2	Apologies: Jeff Healy, Heidi Rawson	
1.3	Welcome to Paul Fleay P&C Representative Review Role of Board <ul style="list-style-type: none"> ▪ Strategic Plan ▪ Accountability/ check compliance ▪ Communication ▪ Promote the school 	
2.0	Disclosure of interest	
2.1		None
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. <ul style="list-style-type: none"> ▪ Katie Hill Almeida presented to the Board the minutes of the 15 Nov 2011 meeting for approval. ▪ The Board endorsed the minutes of the previous meeting as complete and accurate ▪ Accepted by Colin, seconded by Leigh 	▪
3.2	<ul style="list-style-type: none"> ▪ We feel Alexander Street and Simper Street have improved – with less crowding Sponsorship IGA money is part of parents spending DoE policy being reviewed but old policy still applies Definition needs to define – is it money or services that is being provided	<ul style="list-style-type: none"> ▪ Les to write to Town of Cambridge to thank them for assistance with parking issues. ▪ Colin to put together guidelines and policy ▪ Les to speak to Jane Machin-Evirell to ask about IGA in the context of sponsorship
4.0	Priority item A	
4.1	Goals for year School <ul style="list-style-type: none"> ▪ Focus on curriculum, Instructional Intelligence – after 5 day course all staff will be facilitators ▪ Aust Curric – content incorporating Instructional Intelligence ▪ ICT as a tool for learning ▪ ECE have stepped up curric but in context of Early Childhood ▪ Science – Aust Curric , new equipment ▪ Teacher Development School – ECE Maths – hosting Professional learning in Maths on School Development Day ▪ Middle primary working on history Very high calibre of staff	<ul style="list-style-type: none"> ▪ Members to familiarize themselves with Business Plan and performance Agreement again for next meeting

	<p>Board</p> <ul style="list-style-type: none"> ▪ Have a public meeting this 2012 ▪ Report on effectiveness by board – monitor performance against Delivery Performance Agreement, Business Plan ▪ Report relevant in context of IPS Review in 2013 	
5.0	Priority item B	
5.1	<p>Operational Plan</p> <ul style="list-style-type: none"> ▪ Most important page in document is page 2 – the process of teaching, assessment, analysis, setting targets and reporting 	
6.0	Reports and Operational Matters	
	<p>Budget</p> <ul style="list-style-type: none"> ▪ Money has not come through yet for One Line Budget <p>Audit report</p> <ul style="list-style-type: none"> ▪ Excellent report for banking and payment system; good for financial and asset management; satisfactory for HR and Management Information System (a Certification Report not run when relief registrar was working) ▪ Overall GOOD <p>Voluntary Contributions</p> <p>Excellent collection result for 2011 –</p> <ul style="list-style-type: none"> ▪ Voluntary Contributions Collection Rate is 92.39% ▪ Extra cost Optional Charges Collection Rate is 99.81% - best it has ever been due to diligence of Office staff particularly Noelene Little and Kylie Rimmer <p>The Board noted the Voluntary Contributions report provided in the attachment</p> <p>Comparative Budget</p> <ul style="list-style-type: none"> ▪ Endorsed by the Board, accepted by Paul, seconded by Leigh <p>Oval</p> <p>Discussions within community – several points need to be made clear</p> <ul style="list-style-type: none"> ▪ Parent Cam Wilkie is volunteering his services for the work on the oval ▪ There is no contract – all volunteer work ▪ Cost of grassing, levelling and machinery in school budget (maintenance), all sand free ▪ Quick decision made as sand became available. Further works eg walls will be taken to P&C for discussion at a later date ▪ All staff were keen for oval maintenance, Council supportive with use of Rutter Park, P&C meeting had a short overview ▪ Council suggested getting started as quickly as possible to allow for growing time in warmer months <p>Board supports school decision to refurbish the oval and replant lawn</p>	<ul style="list-style-type: none"> ▪ Colin to meet with Les to look at finances and budget
7.0	Other Business	
	<ul style="list-style-type: none"> ▪ Parent Interviews Wed April 4th closing 12.15 <p>Board endorsed early closing. Accepted by Colin, seconded by Lisa</p>	<ul style="list-style-type: none"> ▪
8.0	Next Meeting	
	Tuesday 22 nd May 2012	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Katie at 8.20pm	

Signed (Chair) Date:

Wembley Primary School Board Minutes

Minutes of Meeting No 2

Library 6.30pm 15th March 2012

ATTENDEES: Katie Hill Almeida, Chair; Les Day, Principal; Shane Stott; Sue Edwards; Lisa Taylor, Heidi Rawson, Jeff Healy, Colin Yoong, Paul Fleay

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. □ The meeting was opened by Katie Hill Almeida at 6.30pm.	
1.2	Apologies: Leigh McCarthy	
2.0	Disclosure of interest	
2.1		None
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. <ul style="list-style-type: none"> ▪ Katie Hill Almeida presented to the Board the minutes of the 28 Feb 2012 meeting for approval. ▪ Add policy to action for Colin on Sponsorship ▪ Add Strategic Plan to Role of Board ▪ The Board endorsed the minutes of the previous meeting with above changes as complete and accurate ▪ Accepted by Sue, seconded by Colin 	▪
4.0	Priority item A	
4.1	Fundraising Presentation by Andrew Hall from Bright Generation (wholesale Solar Energy) re fundraising opportunity for the school – not a money making venture for company but rather a way to give back to school community School offer : <ul style="list-style-type: none"> ▪ From a \$2299 unit price school receives \$300 ▪ From a \$4999 unit price school receives \$500 etc ▪ Sign up by end of May and installed by 30th June ▪ Prices increase after this date How best to market this to P&C? Jeff recommended fundraising at a community level P&C will need clarification – any strings attached?; no threshold on how many sold	▪ Colin to write difference between fundraising and sponsorship
4.2	Marketing Ideas for marketing of fundraising opportunities <ul style="list-style-type: none"> ▪ P&C produce a list with details - parents opt in or out ▪ Email ▪ Web page/site ▪ 'Oval Fund' similar to building fund in past (bank account still active) – tax deduction for donations 	<ul style="list-style-type: none"> ▪ Les to contact P&C President re 'oval' fund ▪ Jeff to develop a marketing communication for parents about contributing to the school through such things as solar panels, Bubbler, donations, IGA

6.0	Reports and Operational Matters	
	None	
7.0	Other Business	
	None	
8.0	Next Meeting	
	Tuesday 22 nd May 2012	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Katie at 7.45pm	

Signed (Chair) _____ Date: _____

Wembley Primary School Board Minutes

Minutes of Meeting No 3

Staffroom 6.30pm 22nd May 2012

ATTENDEES: Katie Hill Almeida, Chair; Les Day, Principal; Sue Edwards; Lisa Taylor, Heidi Rawson, Jeff Healy, Paul Fleay

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. <ul style="list-style-type: none"> □ The meeting was opened by Katie Hill Almeida at 6.30pm. 	
1.2	Apologies: Shane Stott	
2.0	Disclosure of interest	
2.1		None
3.0	Minutes of previous meeting	
3.1	<p>Review minutes of previous meeting.</p> <ul style="list-style-type: none"> ▪ Katie Hill Almeida presented to the Board the minutes of the 15 Mar 2012 meeting for approval. ▪ The Board endorsed the minutes of the previous meeting with above changes as complete and accurate ▪ Accepted by Lisa, seconded by Leigh 	<ul style="list-style-type: none"> ▪ thanks to Jeff for writing the letter to parents ▪ Les contacted P&C and they committed \$50,000 ▪ Cam negotiated lawn and P&C paid \$50,000 (\$10,000 cheaper) ▪ Craig will be giving \$1600 to school from Bright generation
4.0	Priority Item A	
4.1	<p>Role of the School Board in terms of:</p> <ul style="list-style-type: none"> ▪ Delivery Performance Agreement <p>Role of Board IPS review in 2013 and will be based on the Delivery Performance Agreement Katie distributed summary - key areas</p> <ol style="list-style-type: none"> 1. resources and Support 2. Program delivery 3. Compliance <p>Paul suggested choosing approx 10 key areas and concentrate on those</p> <p>Les – compliance is about responding to Delivery Performance through Business Plan, Operational Plan, Annual Report and other school documents</p> <p>A checklist might be a way to go to show what we have achieved. A timetable of where things happen eg Annual Report term 1, NAPLAN analysis term 4 Trigger points which indicate something needs to be looked at more closely</p> <ul style="list-style-type: none"> ▪ Business Plan Successful Student diagram should be main area to be evaluated We need to check if our milestone targets are being met 	<ul style="list-style-type: none"> ▪ Les to write dot points under Indicators ▪ Staff members meet to get details of what we have to show ▪ Non staff members meet to get points together for next meeting ▪ Les to discuss with IPS colleagues process being used for review on first intake group

5.0	Priority Item B	▪
	<ul style="list-style-type: none"> ▪ Survey or School board Effectiveness <p>Survey of board effectiveness - use later in the year</p> <p>Board agreed to use DOE survey Proposed by Lisa seconded Heidi</p>	▪
6.0	Priority Item C	▪
	<ul style="list-style-type: none"> ▪ Advertising/Fundraising Policy 	▪ Colin absent
7.0	Reports and Operational Matters	
	<ul style="list-style-type: none"> ▪ Annual Report <p>Jeff asked what Les was most proud of – staff who work together and are willing to have a go at new ideas, Professional Learning Communities – Professional Conversations, Performance Management and Professional Learning all to build teacher capacity</p> <p>Board to look at surveys –sent out under Boards name Parents, staff and students this year - sample groups - towards end of year</p> <p>Board endorsed Annual Report Lisa leigh Proposed by Lisa seconded Leigh</p> <ul style="list-style-type: none"> ▪ One Line Budget <p>Salaries are looked at carefully to check for any over payments Salary Pool - large proportion used for teacher relief for Glenda Raison Professional Learning. Later in the year relief will be used for staff to go to other classrooms for mentoring/coaching Registrar Noelene Little manages finances very well.</p> <p>Board endorsed One Line Budget Proposed by Sue seconded Lisa</p>	<ul style="list-style-type: none"> ▪ Add 8 behaviours to graph on attitude behaviours ▪ All members bring examples of good surveys to next meeting
8.0	Other Business	
	<ul style="list-style-type: none"> ▪ Oval <p>Grass to start being laid tomorrow</p>	
8.0	Next Meeting	
	Tuesday 31 st July 2012	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Katie at 7.30pm	

Signed (Chair) _____ Date: _____

Wembley Primary School Board Minutes

Minutes of Meeting No 4

Staffroom 6.30pm 31st July 2012

ATTENDEES: Katie Hill Almeida, Chair; Les Day, Principal; Sue Edwards; Lisa Taylor, Paul Fleay, Shane Stott, Leigh McCarthy, Colin Yoong

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. □ The meeting was opened by Katie Hill Almeida at 6.30pm.	
1.2	Apologies: Heidi Rawson, Jeff Healy	
2.0	Disclosure of interest	
2.1		None
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. <ul style="list-style-type: none"> ▪ Katie Hill Almeida presented to the Board the minutes of the 22 May 2012 meeting for approval. ▪ The Board endorsed the minutes of the previous meeting ▪ Accepted by Paul, seconded by Sue 	
4.0	Priority Item A	
4.1	Building Teacher Capacity <ul style="list-style-type: none"> ▪ Detailed account of how we plan and Professional Learning (PL) ▪ School has been working on Professional learning Communities (PLC) for about 18 mths ▪ Building Teacher Capacity (BTC) has been focus in 2012 ▪ Context of self assessment – focus in one direction and adding to what we are doing ▪ We look at it from knowledge based – and discussed in detail ▪ Les researches, exec team (plus any interested staff) discuss, team meetings discuss, then whole staff ▪ Continually value adding to Collaborative Effort. Focus on Results, and Students Learning at High Levels ▪ Next step is Professional Conversations (conversation model) ▪ PL also on Aust Curric, Early Childhood ▪ Individual PL opportunities if fits school focus ▪ Team focus for Performance Management ▪ WPS spends large proportion of budget on PL (higher than like schools eg whole staff facilitator course II 	
5.0	Priority Item B	
	New Building <ul style="list-style-type: none"> ▪ Four new classrooms to be built – two storey somewhere at edge of basketball court ▪ Les has requested same architect – Paul Rossen ▪ Completion date 2014 	

6.0	Priority Item C	
	IPads <ul style="list-style-type: none"> ▪ School keen to get some Ipads ▪ Exploring –purpose, rationale, PL ▪ Trial small number for staff to experiment with and start using in small groups in Yr 6/7 ▪ Cost with insurance, some apps is approx \$1000 ▪ Looking at idea of BYOD – (bring your own device) 	
7.0	Priority Item D	▪
	Surveys <ul style="list-style-type: none"> ▪ National Schools Surveys ▪ Cost \$2499 for 3 ▪ Board approves use of National Schools Surveys company ▪ Staff Climate, Parent Opinion, Student Satisfaction 	<ul style="list-style-type: none"> ▪ Les to get details - use at beginning of 2013 for Review or beginning of Term 4 2012? ▪ Decision to be made next meeting
8.0	Priority Item E	
	Advertising/ Fundraising Policy <ul style="list-style-type: none"> ▪ Guidelines to be sent to Board members ▪ Three fundraising opportunities have presented to school a) Raise money for a cerebral palsy student, b) Mt Lawley Primary School, c) Cancer research ▪ 2 parents have offered a dunking machine and photo booth ▪ Cancer Research to be advertised in newsletter with link to site for donations ▪ Service Day for other two - majority going to Cerebral Palsy student, purchasing some equipment and taking to Mt Lawley. Community Newspaper involvement 	<ul style="list-style-type: none"> ▪ Colin to forward to members ▪ Contact Community Newspaper re Service Day
9.0	Priority Item F	
	Role of School Board <ul style="list-style-type: none"> ▪ Staff member and parent members met separately to discuss ▪ Parent list of performance indicators: FINANCE <ol style="list-style-type: none"> a. make available comparative budget b. sight budget setting process c. review by sub committee – (Colin to meet with Principal and Registrar) d. REMOVE approval sought for unbudgeted items over \$5000 PHYSICAL RESOURCES <ol style="list-style-type: none"> a. exception reporting on asset protection (asset report) b. advice sought for large investments STAFF <ol style="list-style-type: none"> a. REMOVE attendance b. PL c. Use of human resources to meet targets STUDENTS <ol style="list-style-type: none"> a. academic achievement (NAPLAN and school self assessment) b. attendance (Annual Report) c. health outcomes against targets (Annual Report PE) d. availability and uptake of extra curricular activities (Annual Report community) e. satisfaction (survey) COMMUNITY <ol style="list-style-type: none"> a. satisfaction of parents (survey) b. community service against Business Plan (Business Plan) c. board advised on any issues raised by number of parents (except concerning teachers) 	

	<p>d. communication with community (continue to discuss)</p> <p>GOVERNANCE</p> <p>a. reporting of progress against Business Plan targets (Review)</p> <p>b. Involvement in Strategic planning (ongoing)</p> <p>c. Evaluation of Board effectiveness (survey)</p> <p>d. Promotion of school in wider community</p> <p>COMPLIANCE</p> <p>a. reporting of progress of any non compliance issues (audit)</p> <p>WORKPLACE HEALTH AND SAFETY</p> <p>a. safety of students</p> <p>b. staff long term injuries</p> <p>ENVIRONMENTAL PROGRAMS</p> <p>a. recycling (make aware)</p> <p>b. sustainability programs</p>	
10.0	Reports and Operational Matters	
	<p>One Line Budget</p> <ul style="list-style-type: none"> ▪ SFSA currently \$4,750,612 ▪ Half way through the year and funds half spent ▪ Board proposes Colin to meet with Les and Registrar to view budget <p>Board endorsed Financial Report Proposed by Sue seconded Lisa</p>	
11.0	Other Business	
	<p>Booklist</p> <ul style="list-style-type: none"> ▪ Use Office max for 2013 <p>Elections</p> <ul style="list-style-type: none"> ▪ Katie, Colin and Lisa end their term in 2012 ▪ Elections in Term 3 so that new members can sit at meetings in Term 4 <p>Teaching Applications</p> <ul style="list-style-type: none"> ▪ 240 applications for several jobs – number of positions not finalised due to student numbers 	<ul style="list-style-type: none"> ▪ Les to send out nomination form to parents
12.0	Next Meeting	
	Tuesday 21st Aug 2012	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Katie at 8.45pm	

Signed (Chair) _____ Date: _____

Wembley Primary School Board Minutes

Minutes of Meeting No 5

Staffroom 6.30pm 11th Sept 2012

ATTENDEES: Katie Hill Almeida, Chair; Les Day, Principal; Sue Edwards; Lisa Taylor, Paul Fleay, Shane Stott, Leigh McCarthy, Jeff Healy, Heidi Rawson

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. <ul style="list-style-type: none"> □ The meeting was opened by Katie Hill Almeida at 6.30pm. 	
1.2	Apologies: Colin Yoong	
2.0	Disclosure of interest	
2.1		None
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. <ul style="list-style-type: none"> ▪ Katie Hill Almeida presented to the Board the minutes of the 31 July 2012 meeting for approval with additional names added to attendees – Shane Stott, Leigh McCarthy and Colin Yoong ▪ The Board endorsed the minutes of the previous meeting ▪ Accepted by Paul, seconded by Sue 	<ul style="list-style-type: none"> ▪ Service Day was changed to a Morning Tea for Betts family ▪ Yr 7s took some money raised from their cake stall plus some school money and took \$550 worth of sports equipment to Mt Lawley PS
4.0	Priority Item A	
4.1	Contributions and Charges <ul style="list-style-type: none"> ▪ Yr 7 Instrumental Music changed from \$50.00 to \$150.00 (Typing error) ▪ School Voluntary Contributions set by DOE maximum \$60.00 Contributions and Charges endorsed by Board. Passed Proposed by Lisa, seconded by Leigh	
5.0	Priority Item B	
	Surveys <ul style="list-style-type: none"> ▪ To be sent out week 1 Term 4 ▪ Staff to encourage students to remind parents to complete. ▪ Incentive for class with most parent responses returned 	
6.0	Priority Item C	
	Elections <ul style="list-style-type: none"> ▪ 5 nominations for 3 positions ▪ Parent body to vote ▪ Lisa will edit her personal information before sending out 	<ul style="list-style-type: none"> ▪ Voting slip and nominee information to be sent by email, hard copy to non email parents ▪ Voting slip to be returned to class teacher and ticked off

		on class list
7.0	Priority Item D	▪
	Letter to Cam Wilkie <ul style="list-style-type: none"> ▪ Board to send letter of thanks to Cam Wilkie, Stirling Hammersley, Kym Issacson, Steve Guelfi and Craig Dorrington for contribution to oval upgrade 	<ul style="list-style-type: none"> ▪ Katie to email to Les for final check
8.0	Priority Item E	
	Open Meeting <ul style="list-style-type: none"> ▪ Open meeting planned for Nov 27 2012 	<ul style="list-style-type: none"> ▪ Email parent body and RSVP to office
9.0	Priority Item F	
	Principal's Award <ul style="list-style-type: none"> ▪ Les wished to thank the Board for her nomination ▪ Board expressed their acknowledgement of the great work Les does and wished her success in the process 	
10.0	Reports and Operational Matters	
	One Line Budget <ul style="list-style-type: none"> ▪ class accounts - \$800 each – some classes pool money and empty one before accessing next account <p>Board endorsed Financial Report Proposed by Sue seconded Shane</p>	
11.0	Other Business	
	Staffing <ul style="list-style-type: none"> ▪ 240 applications for several jobs –all positions filled from 2 pools ▪ 23 classes for 2013 ▪ Leonie Davies retiring at the end of 2012 – Goodbye Assembly ▪ Members agree to an email being sent home asking for donation to combine with staff for a gift for her. ▪ Donations sent to office 	
12.0	Next Meeting	
	Tuesday 30 th Oct 2012	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Katie at 8.00pm	

Signed (Chair) _____ Date: _____

Wembley Primary School Board Minutes

Minutes of Meeting No 6

Library 6.30pm 30th Oct 2012

ATTENDEES: Katie Hill Almeida, Chair; Les Day, Principal; Sue Edwards; Lisa Taylor, Paul Fleay, Shane Stott, Leigh McCarthy, Jeff Healy, Heidi Rawson, Charlie Bond, John Raynor

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. □ The meeting was opened by Katie Hill Almeida at 6.30pm.	
1.2	Apologies: Colin Yoong, Vince Smith	
2.0	Disclosure of interest	
2.1		None
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. <ul style="list-style-type: none"> ▪ Katie Hill Almeida presented to the Board the minutes of the 11 Sept 2012 meeting for approval with additional names added to letters of thanks – Stirling Hammersley, Kym Issacson, Steve Guelfi and Craig Dorrington for contribution to oval upgrade ▪ The Board endorsed the minutes of the previous meeting Accepted by Heidi, seconded by Paul 	<ul style="list-style-type: none"> ▪ Katie to write an update of elections for newsletter ▪ Open meeting to be advertised 2 weeks before date of meeting
4.0	Priority Item A	
4.1	Appreciative Inquiry School Review <ul style="list-style-type: none"> ▪ Board members were asked to complete Appreciative Inquiry questions prior to meeting ▪ Groups of 4 formed for discussion and any points of consensus were noted The main focus from staff responses were <ul style="list-style-type: none"> ▪ Professional Learning Community and Building Teacher capacity and continuing a coaching approach ▪ Curriculum team leaders in each Learning Team who will meet during after school staff meetings ▪ Having students intrinsically motivated – this will be researched next year and will take time to develop a process 	<ul style="list-style-type: none"> ▪ Responses to be typed for next meeting
5.0	Priority Item B	
	NAPLAN <ul style="list-style-type: none"> ▪ Year 3 and 5 results not as good in some areas as hoped for ▪ Year 7s did very well Wembley students in top 20% <ul style="list-style-type: none"> ▪ Year 3 Reading – 31%, Writing – 28%, Spelling – 28%, Grammar – 43%, Numeracy – 32% ▪ Year 5 Reading – 46%, Writing – 53%, Spelling – 41%, Grammar – 35%, Numeracy – 43% ▪ Year 7 Reading – 40%, Writing – 65%, Spelling – 56%, Grammar – 58%, Numeracy – 64% 	<ul style="list-style-type: none"> ▪ Information sessions in Year 2 and 3 to inform parents of NAPLAN process
6.0	Priority Item C	

	Key Indicators <ul style="list-style-type: none"> ▪ Parent members compiled a list of key indicators for Board to be proactive in their governance ▪ Some items may be difficult to collect data on 	<ul style="list-style-type: none"> ▪ Two meeting planned for each term ▪ Sue to add school timeline to table created by Katie for next meeting
7.0	Priority Item D	
	Terms of Reference <ul style="list-style-type: none"> ▪ Updated version with number of community members adjusted to 'upto 5' to be added to file and previous one removed 	
8.0	Priority Item E	
	Comparative Budget <ul style="list-style-type: none"> ▪ Registrar is starting to close books for staff ▪ Zzz account (unallocated funds) \$8,046 left ▪ Extra teacher for new classroom funded out of our One line budget ▪ Board endorsed Financial Report Accepted by Lisa, seconded Leigh 	<ul style="list-style-type: none"> ▪ Email parent body and RSVP to office
9.0	Priority Item F	
	Sponsorship Policy <ul style="list-style-type: none"> ▪ Colin completed draft policy based on Department of Education Policy ▪ Risk analysis checklist at end for P&C to use for any sponsorship requests ▪ Board endorsed Sponsorship Policy Accepted by Heidi, seconded Jeff 	<ul style="list-style-type: none"> ▪ Colin to add paragraph to point 3 to cover banner requests on school fence - not for profit and 2 weeks only ▪ Heidi to revisit Fundraising Policy
10.0	Student Leadership	
	<ul style="list-style-type: none"> ▪ Staff are looking at a revision of student leadership in the school ▪ Semester 1 – 8 prefects (head boy and girl chosen from those 8) ▪ Semester 2 another 6 prefects chosen ▪ For athletics and swimming carnivals – faction votes for captain for each event (may or may not be a prefect) ▪ Proposed changed endorsed by Board Accepted Paul, seconded Katie 	
11.0	Other Business	
	Liquor Licence for Restaurant <ul style="list-style-type: none"> ▪ Proposed restaurant on Cambridge Street is seeking approval for liquor licence ▪ Board approved request Accepted by Shane, seconded Sue Board Survey <ul style="list-style-type: none"> ▪ To be sent out before next meeting and returned to Katie Leonie Davies Retirement <ul style="list-style-type: none"> ▪ Letter for donations from community to be sent with Boards name 	
12.0	Next Meeting	
	Tuesday 27 th Nov 2012 Staffroom	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Katie at 8.20pm	

Signed (Chair) _____ Date: _____

Wembley Primary School Board Minutes

Minutes of Meeting No 7

Staffroom 6.30pm 27th Nov 2012

ATTENDEES: Katie Hill Almeida, Chair; Les Day, Principal; Sue Edwards; Lisa Taylor, Shane Stott, Leigh McCarthy, Jeff Healy, Heidi Rawson, Charlie Bond, John Raynor,

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. □ The meeting was opened by Katie Almeida at 6.30pm. Welcome to Kirrilie Schluter as a guest	
1.2	Apologies: Paul Fleay	
2.0	Disclosure of interest	
2.1		None
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting. <ul style="list-style-type: none"> ▪ Katie Hill Almeida presented to the Board the minutes of the 30 Oct 2012 meeting for approval ▪ The Board endorsed the minutes of the previous meeting Accepted by Sue , seconded by Lisa 	▪
4.0	Priority Item A	
4.1	School Board Report <ul style="list-style-type: none"> ▪ Significant progress made during the year. See attached report. ▪ Thank you to retiring members Colin Yoong and Paul Fleay ▪ Les acknowledged the support of the Board. Thank you to Katie for her great efforts during the year. ▪ The Board endorsed the Report. Accepted by Les, seconded by Colin 	▪ Katie
5.0	Priority Item B	
	Appreciative Inquiry <ul style="list-style-type: none"> ▪ Board responses were very similar to staff responses ▪ Most valued was the strength of community involvement ▪ One Dream was students to think in a global view ▪ Board felt it was a very good process to be involved in 	▪ Revisit during next year
6.0	Priority Item C	
	Key Indicators <ul style="list-style-type: none"> ▪ Use plan as a working document during the year 	▪
7.0	Priority Item D	
	Surveys <ul style="list-style-type: none"> ▪ General discussion – results were outstanding ▪ General areas of focus – technology, parent communication, bullying, teaching strategies 	<ul style="list-style-type: none"> ▪ Add link to website ▪ Brief summary sent to parents – Jeff and Les
8.0	Priority Item E	

	Financial Report <ul style="list-style-type: none"> ▪ Registrar is closing down for end of year ▪ Board endorsed Financial Report Accepted by Colin, seconded Heidi 	▪
9.0	Priority Item F	
	Sponsorship Policy <ul style="list-style-type: none"> ▪ Board agreed with paragraph added Fundraising Policy Next meeting	<ul style="list-style-type: none"> ▪ Review policy every 3 years – Term 3 2015 ▪ Heidi to present to next meeting
10.0	Other Business	
	New Building <ul style="list-style-type: none"> ▪ Architect, DoE rep and Les spoke to neighbours re position of new building. ▪ WAMSE results presented. Very pleasing 	
12.0	Next Meeting	
	Tuesday th 2013 Staffroom – to be decided	
10.0	Meeting Close/Adjournment/Next meeting	
	The meeting was closed by Katie at 8pm	

Signed (Chair) _____ Date: _____