

School Board Meeting Minutes Lake Monger Primary School in the Conference Room

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| DATE: | <i>4 April, 2018</i> | CHAIR PERSON: | <i>Kael Driscoll</i> |
| TIME: | <i>2:40 pm</i> | MINUTES SECRETARY: | <i>Karen Thurston</i> |

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| ATTENDEES FOR BOARD: | <i>Kael Driscoll, Diane Tomlinson, Karen Thurston, Lucy Hopkins, Tarah Pearce, Ruth Jooste, Alexia Caraes</i> |
| APOLOGIES: | |

| ITEM REF | ITEM | LED BY | DISCUSSION / PROGRESS REPORT | ACTION & TIMELINE |
|----------|--|-------------|--|-------------------|
| 1.1 | Opening and Welcome to the meeting | <i>Kael</i> | | |
| 1.2 | Scribe | <i>Kael</i> | <i>Karen Thurston will be scribe for the year.</i> | |
| 1.3 | Apologies/Absentees | <i>Kael</i> | <i>No apologies.</i> | |
| 1.4 | Confirmation of Agenda | <i>Kael</i> | <i>The agenda was confirmed by Kael.</i> | |
| 2.1 | Conflict of Interest | <i>Kael</i> | <i>No recorded conflict of interest.</i> | |
| 3.1 | Review of Previous Meeting Minutes | <i>Kael</i> | <i>Accepted by Ruth. Seconded by Alexia</i> | |
| 3.2 | Actions Arising from Previous Minutes | <i>Kael</i> | <i>All actions completed.</i> | |
| 4.1 | Business Plan | <i>Kael</i> | <i>Completed, published and in effect.</i> | |
| 4.2 | School Board Member screening (Alexia and Lucy) | <i>Kael</i> | <i>In progress.</i> | |

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| 4.3 | Code of Conduct | <i>Kael</i> | <i>Code of conduct reviewed and will be kept handy for future reference.</i> | |
| 4.4 | Terms of Reference | <i>Kael</i> | <i>Reviewing terms of reference.</i> | |
| 4.5 | School board open meeting date | <i>Kael</i> | <i>November 7th Wednesday</i> | <i>Diane to advertise in Newsletter</i> |
| 4.6 | Cyber Bullying Policy and K-2 and 3-6 parents computer usage agreements | <i>Diane</i> | <i>Board discussed the policies and made suggestions for updates.</i> | <i>Diane to send copies of agreements to Lucy to add information. Diane will raise with teachers about including agreements in Parent/Teacher information sessions</i> |
| 4.7 | NAPLAN Online | <i>Diane</i> | <i>Trial school for 2018 reviewed.</i> | |
| 4.8 | Changing date of planned September meeting to August 29 | <i>Kael</i> | <i>Changed.</i> | <i>Kael to confirm via email.</i> |
| 5.0 | Operational Matters and Reports | | | |
| 5.1 | Delivery and Performance Agreement | <i>Diane</i> | <i>Reviewed and signed off.</i> | |
| 5.2 | School Performance Monitoring 2017 My School Website 2017 NAPLAN Comparative Performance 2017 | <i>Diane</i> | <i>Presented by Diane to the Board. NQS results appear to be incorrect as they had been previously marked as complete.</i> | <i>Diane to follow up NQS results.</i> |
| 5.3 | Focus 2018 | <i>Diane</i> | <i>Presented to the Board.</i> | |
| 5.4 | Budget update | <i>Diane</i> | <i>Endorsed by the Board.</i> | |
| 5.5 | Priority Reports Term 1 – Reading Comprehension/Reading for Meaning and Writing | <i>Diane</i> | <i>Reviewed. Regular progress reports will be presented to the Board.</i> | |
| 5.6 | School Board Effectiveness Survey 2018 | <i>Kael</i> | <i>Kael will report on next meeting.</i> | <i>Kael to collate results and present to Board.</i> |

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| 5.7 | School Plan 2018 | Diane | Signed and endorsed. | |
| 5.8 | School Report 2017 | Diane | Final copy to be distributed once Kael has written Board report section. | Kael to send report section to Diane. |
| 5.9 | P & C minutes/report | Diane | Thanks to Pamela van der Meulen for currently acting as the interim President of P&C. | |
| 6.0 | Meeting Closure | | | |

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| NEXT MEETING: | <i>Wednesday 20 June 2018</i> | MEETING CLOSED: | <i>4.35pm</i> | SIGNED: | | <i>04.04.2018</i> |
| | | | | | PRINCIPAL | DATE |