

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

DATE:	8 th November 2017	CHAIR PERSON:	<i>Kael Driscoll</i>
TIME:	2:50pm	MINUTES SECRETARY:	<i>Karen Thurston</i>

ATTENDEES FOR BOARD:	Kael, Diane, Alexia, Ruth, Karen, Tarah	Lucy Hopkins and Rick Payne present as a non-board members
APOLOGIES:	<i>Jo Greaves</i>	

ITEM REF	ITEM	LED BY	DISCUSSION / PROGRESS REPORT	ACTION & TIMELINE
1.1	Opening of meeting	<i>Kael</i>		
1.2	Scribe	<i>Kael</i>	<i>Karen Thurston to scribe</i>	
1.3	Apologies	<i>Kael</i>	<i>Jo Greaves</i>	
1.4	Confirmation of agenda	<i>Kael</i>		
2.1	Conflict of interest	<i>Kael</i>	<i>No conflicts of interest were declared.</i>	
3.1	Review of previous meeting minutes	<i>Kael</i>	<i>Minutes were reviewed. Moved as true record by Diane, seconded by Ruth.</i>	
3.2	Actions arising from previous minutes	<i>Kael</i>	<i>Tarah's profile has been added to website.</i>	<ul style="list-style-type: none"> <i>Kael still compiling Induction file for new members</i>

4.1	Version 7 Business Plan	<i>Diane</i>	<i>Board member discussed final updates to wording and grammar.</i>	<ul style="list-style-type: none"> • <i>Kael to review again and liaise with Diane to complete final version</i>
4.2	School Board Membership	<i>Kael</i>	<p><i>Jo Greaves leaving board. The Board wishes to thank Jo for her dedicated service over the past 2 years.</i></p> <p><i>2 nominations received for Parent representatives:</i></p> <p><i>Lucy Hopkins – 1 year</i></p> <p><i>Alexia Caraes – 2 year</i></p>	<ul style="list-style-type: none"> • <i>Lucy and Alexia officially ratified by the Board.</i> • <i>Kael will follow up induction for Lucy</i> • <i>Kael to follow up with Lucy about profile for the website</i>
4.3	Work Force Plan Draft	<i>Diane</i>	<i>Current Work Place Plan draft discussed and accepted by the Board</i>	<ul style="list-style-type: none"> • <i>Kael to endorse final version</i>
4.4	School Board Effectiveness Survey	<i>Kael</i>	<i>Decided to use a modified version of the survey provided at the School Board training sessions.</i>	<ul style="list-style-type: none"> • <i>Kael will update and modify the survey and will email to everyone.</i>
4.5	Cyber Bullying Policy	<i>Diane</i>	<i>Discussed the format and content of the policy and made suggestions for improvement.</i>	<ul style="list-style-type: none"> • <i>Kael to look at Mulberry Tree Policy with Tarah for any possible ideas for improvements</i> • <i>LMPS Staff working on sample agreements, taking into account changes/concerns.</i> • <i>Diane to bring back to board when changes made.</i>
4.6	Delivery and Performance Agreement	<i>Kael</i>	<i>New DPA has been signed. Decided to bring to first meeting in 2018 for detailed discussion.</i>	<i>Kael to add to agenda in 2018</i>
4.7	School Board Meeting Dates 2018	<i>Kael/Diane</i>	<i>Proposed dates for meetings in 2018 are: Wednesday 4 April</i>	

			<p>Wednesday 20 June</p> <p>Wednesday 12 September</p> <p>Wednesday 7 November (open meeting)</p>	
4.8	School Board Report	Kael		<ul style="list-style-type: none"> Kael will talk for 5 minutes about the board at the Nov 17 assembly
4.9	Screening of School Board Members	Kael	Kael has been successfully screened	<ul style="list-style-type: none"> Kael will follow up with Alexia and Lucy about the process
4.10	Envision maths price rise.	Diane	Small price rise discussed and accepted by the Board	
5.1	Focus 2018	Diane	Will be circulated when it is sent to Diane	
5.2	Budget Update Comparative budget + salaries	Diane	Presented to the Board. Discussed and accepted.	
5.3	Priority Reports Reading for Meaning + Writing	Diane	Presented to the Board. Discussed and accepted.	
5.4	Our Classroom Survey Results Year 2 & 4	Diane	Overall very positive results. Considered in light of the targets set in the new Business Plan there are some areas for improvement to be looked at in 2018.	<ul style="list-style-type: none"> Diane will send out extra comments from students via email
5.5	Proposed Class Arrangements 2018	Diane	To be confirmed	<ul style="list-style-type: none"> Diane to include update in week 8 newsletter
5.6	P & C report	Diane	<p>Disco was a great success, \$967 raised.</p> <p>Confirmed that the timing of the disco worked well as it didn't get caught up in other end of year events.</p>	

NEXT
MEETING:

4th April

MEETING
CLOSED:

16.20pm

SIGNED:

SCHOOL BOARD CHAIR

DATE