




Wembley Downs Primary School Board- Minutes


DATE:	8/05/2017	CHAIR PERSON:	Brian Moar
TIME:	1735	EXECUTIVE OFFICER:	
LOCATION:	Library	PRINCIPAL:	Lincoln Day

ATTENDEES:	Lincoln Day, Brian Moar, Sue Akerstrom , George Tolev, Kerry Blechynden, Belinda Kuster, Tam Newsome, Rob Gray and Alice Mrazek-Scriven.
APOLOGIES:	Anna Cathcart

ITEM	SPEAKER	DISCUSSION	ACTION
1. Welcome/Apologies	Chair- Brian M	- Brian Moar opened the meeting at – 5.35pm	
2. Disclosure of Interests	Chair- Brian M	- Nothing to record.	
3. Acceptance of previous minutes	Chair -Brian M	- The minutes from 22 March 2017 are a true and correct record.	- Approved: Brian M - Seconded: George T
3.1 Business arising from minutes	Chair- Brian M	- Board members queried status of Annual Report. It is understood that this has not been completed, although it is predominantly done.	- Annual report needs to be finalised and made publicly available. Action: Lincoln
4. Principals Report	Principal- Lincoln	- Lincoln introduced himself and provided a quick overview of his back ground. - Overview of Principals Report provided. Lincoln sought input as to what data had been previously provided to the Board. - Discussion held around Naplan data. Observations on performance compared to like schools. Data a useful resource to inform school resourcing decisions/ strategic planning. Noted – lower quadrant on progression. - Lincoln provided his suggestions as to what the Board could focus on moving forward.	- Board indicated support for introduction of consistency across school. - Board asked for some further analysis around the NAPLAN data from Lincoln for the next meeting. - Brian and Lincoln to meet regarding previous data.

		<ul style="list-style-type: none"> - Discussion re value of, and need for, “whole of school culture”. I.e. whole of school programs for maths, reading etc. standards, culture of excellence etc. 	
5. Budget	Kerry	<ul style="list-style-type: none"> - Budget overview provided. - Voluntary contributions still trickling in. - Limited capacity for discretionary spending. 	<ul style="list-style-type: none"> - Approved: Rob G - Seconded: George T
6. DPA	Principal - Lincoln	<ul style="list-style-type: none"> - 2017 Funding Agreement and DPA tabled at meeting. 	<ul style="list-style-type: none"> - Approved: Brian M - Seconded: Lincoln D
7. School Information	Chair – Brian	<ul style="list-style-type: none"> - Board recommends developing a document that details/promotes volunteer roles at WDPS available on the school website. Resource document available for parents/community members to assist with attracting participants. - Would be helpful to name who is currently fulfilling role, and school year ages of children. 	<ul style="list-style-type: none"> - Kerry to compile first draft document and present at next Board meeting.
8. Succession Planning	Chair- Brian	<ul style="list-style-type: none"> - Community Board Members held an out of session board meeting Thursday 4 May to discuss succession planning. - Brian to follow up with Anna out of session to clarify if she will fulfil role of Vice Chair, having previously indicated that she may be willing to do so. - Bel K has offered to undertake Vice Chair role if position cannot be filled. 	<ul style="list-style-type: none"> - Brian to contact Anna and circulate outcome to Board members.
9. P& C Rep	Chair- Brian	<ul style="list-style-type: none"> - Board happy to have P&C rep attend meetings and will extend an invitation to the P&C. 	<ul style="list-style-type: none"> - Lincoln to action.
10. Policy Review	Chair- Brian	<ul style="list-style-type: none"> - Board task is to undertake rolling review of Policy documents. 	<ul style="list-style-type: none"> - No action resulting from this meeting.
11. Board Member attendance at Staff meetings	Chair- Brian	<ul style="list-style-type: none"> - Recommendation from Geoff M Board training for Board Members to participate in components of staff meetings from time to time. 	<ul style="list-style-type: none"> - Brian and Lincoln to discuss appropriateness / timing. - Board suggests this is not urgent given recent commencement of Lincoln in the role of Principal.
12. Next Meeting	Chair- Brian	<ul style="list-style-type: none"> - Monday 12 June, 5:30pm - Brian to liaise with school re provision of a resource for Board minute taking, uploading of minutes to website etc. 	<ul style="list-style-type: none"> - Brian to Liaise with School.

MINUTES SIGNED:		CHAIR
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