



## Wembley Downs Primary School Board- Minutes


<b>DATE:</b>	12/06/2017	<b>CHAIR PERSON:</b>	Brian Moar
<b>TIME:</b>	1735	<b>EXECUTIVE OFFICER:</b>	
<b>LOCATION:</b>	Library	<b>PRINCIPAL:</b>	Lincoln Day

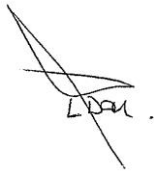
<b>ATTENDEES:</b>	Lincoln Day, Brian Moar, Shana Michalcyzk, Alice Mrazek-Scriven, Dean Boyle, Sue Akerstrom , Belinda Kuster, Tam Newsome, Anna Dennis, Rob Gray and Anna Cathcart.
<b>APOLOGIES:</b>	George Tolev

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 8 May 2017 need to be amended to add Anna Dennis as present.	- Approved: - Seconded:
3.1 Business arising from minutes	Chair- Brian M	- Kerry has made a start on writing descriptions on “jobs” around the school. Brian asked for any contributions to be sent by email.	-
4. Reports and Operational Matters	Principal-Lincoln		
4.1 Principals Report	Principal- Lincoln	2. Board meeting frequency – Tam N – raised using time outside of board meetings more effectively. Use of email etc. Rob and Tam raised before DPA might not be a good idea to reduce to one meeting a term. Sue – would prefer to not reduce meeting.	-

		<p>Board agreed to leave at 2 per term and review next year.</p> <ol style="list-style-type: none"> <li>3. Evangeline Cowan – parental leave.</li> <li>4. Year 6 Drama program now running. For the end of year performance an approach will be made to P &amp; C for funding.</li> <li>5. End of year concert, still keep Edu dance but add on some type of Christmas Carols etc.</li> </ol> <p>Sue A raised the number of events that needs to be included in Term 4. Some discussion about number of events and possible movement.</p> <ol style="list-style-type: none"> <li>6. <ol style="list-style-type: none"> <li>a. Choir – re-starts this week.</li> <li>b. Jazz Ensemble – appears to not be able to occur. They are trying to locate a tutor. Anna to check at Scotch College.</li> </ol> </li> <li>7. Development days – discussion surrounding Option 1 – concerns over child care options etc. LD will ensure that this will be removed from calendar and further discussion regarding Option 2. Board preference is Option 2 however staff consultation is necessary. All agreed. Thursday 15<sup>th</sup> June – decision needs to be communicated to school community (staff meeting on Wednesday).</li> </ol> <p>Discussion followed on Schools that Deliver program, expectations and timelines. Query on what is the ideal balance between community and staff balance. LD was not sure. Some discussion about who should be targeted and who would be interested.</p> <p>ACTION: staff to confirm participation and communication to community.</p>	
4.2 Finance & Budget Reports		<ul style="list-style-type: none"> <li>- 89% of school contributions received. Rob has viewed minutes from Finance committee and indicated satisfaction. Finance budget is accepted by Rob Gray and seconded by Brian Moar.</li> </ul>	<ul style="list-style-type: none"> <li>- Kerry not at meeting</li> </ul>
5.0 Parent Teacher Interviews	Chair-Brian M	<ul style="list-style-type: none"> <li>- Discussion regarding timings and efficiency of meetings. School did not apply for the ½ day off. Discussion about efficiency and targeted communication. Points raised – earlier in the year, possible surveys, proposed teacher directed agendas, linked to</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>

		Vision (Schools that deliver), possibility of utilising half of PD day. Alice raised what is a reasonable expectation – unionised – 2 events per year after than needs to be negotiated. Rob’s recommendation – Term 1 meeting 15 minutes, also open forum parent/ teacher in early weeks, Term 3 (straight after school). Anna Dennis happy to put a proposal together and will speak with staff and return information to Board by the end of the term.	
6. Communications	Chair- Brian	<ul style="list-style-type: none"> <li>- Connect Now – still not working as yet. Less than half the school is still not connected.</li> <li>- AOB – Alice raised publication/ posting of agenda prior to meeting in public space.</li> </ul>	-
7. Next Meeting	Chair- Brian	<ul style="list-style-type: none"> <li>- Monday 31 July, 5:30pm</li> </ul>	-
8. Roundtable Evaluation	Chair-Brian	-	-

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