

**ATTENDEES:** Lisa Fletcher, Nim Dissa, Ebony Goodings, Joanna Harmer, Kurt Harmer, Kellie Wilson, Judy Snow Wendy Gardiner(minutes)

1.0	Welcome and apologies	ACTIONS
1.1	<ul style="list-style-type: none"> <li>• Welcome Judy Snow new member</li> </ul>	
1.2		
1.3	Confirmation of agenda	
2.0	Minutes of previous meeting	
2.1	Moved to accept Ebony Goodings Seconded Wendy Gardiner	
2.2	Actions arising from previous meeting <ul style="list-style-type: none"> <li>• Kelly Kenworthy getting back to Kim Blacklock with more information regarding online math program and costing</li> <li>• A check made to ensure everyone, including new members are on email list</li> <li>• Nim to book meeting room at tavern for 2<sup>nd</sup> May</li> </ul>	
2.3	Board Meetings 2018 List of Board meetings and notable dates for board handed out. Possible change may be needed for 26Nov2018 regarding Draft Budget depending on information being available and Sam's LSL Motion to approve with possible amendment Moved Lisa Fletcher Seconded Wendy Gardiner	
3.0	Priority item A 2018 Budget	
3.1	<ul style="list-style-type: none"> <li>• Came in last Thursday</li> <li>• Reductions made to draft budget in some areas to bring in line with allocations</li> <li>• Discussion around school fees and how to improve percentage being paid. Noted that sending out statements with school fees included has had a positive impact</li> <li>• Suggested that a bar graph in year levels may provide useful data to assist building strategies to improve percentage.</li> <li>• ICT budget may change due need to update older iPads, these iPads will no longer upgrade.</li> <li>• Windows 10 upgrade has proven problematic for some computers around the school which may also need replacing.</li> </ul>	

	<p>Motion to accept and endorse budget  Moved Joanna Harmer  Seconded Nim Dissa</p>	
4.0	<p><b>Priority item B Review of School Review Findings</b></p>	
4.1	<p>The review methodology was read and explained by Lisa.  Each section was reviewed by board, with several positives coming from the review. Areas for improvement taken on board and looking at best way to incorporate moving forward.  <b>Summary by area</b></p> <p><b>Business Plan (2015-2017)</b></p> <ul style="list-style-type: none"> <li>• Focused on enhancing literacy and numeracy within a safe learning environment</li> <li>• Major elements of plan are academic, student wellbeing and community partnerships</li> <li>• Student performance progressing and included action to further enhance</li> <li>• Targets directing improvement agenda</li> <li>• Principal and leadership already highlighted areas to improve plan in next cycle (classroom planning, clearer reporting on targets in annual report and annual reports to community)</li> </ul> <p><b>Area for improvement</b></p> <ul style="list-style-type: none"> <li>• Future planning documents to include specific measurable targets</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Yr 3 data above like schools with Yr 5 data just below like schools. Already identified as focus area.</li> <li>• Current improvement strategies in writing are beginning to take effect</li> <li>• Effective and efficient annual assessment and moderation</li> <li>• Timely and specific feedback and individualised goal setting has been a focus</li> <li>• IEP's with SMART goals and collaboration for students requiring teaching and learning adjustments</li> <li>• Sound performance management process for teachers based on AITSL and school targets</li> <li>• CBPLC network seen as a strength for cohesive approach to education K-12</li> </ul> <p><b>Area for improvement-nil</b>  <b>Area of strength</b> – performance management process and active engagement in professional learning</p> <p><b>Student Performance Monitoring</b></p> <ul style="list-style-type: none"> <li>• Documented comprehensive overview of business and</li> </ul>	

operational planning coherent and connected to evidence based planning and accountability at many levels

- Annual presentations, findings, and strategic directions to staff in focus areas.
- Consider a more challenging target for student attendance.
- Refining of annual reports being explicitly referenced against business plan targets.
- Ongoing evaluation of achievement in lit and numeracy targets with summary would be valuable for deeper school self –review

***Area for improvement-***

- Develop process to monitor and report on progress toward the achievement of business plan targets and include relevant information in annual report
- Develop process for board to validate school effectiveness and adherence to current DPA

***Area of strength –***

- Regular use of formative assessment of student performance used effectively to develop responsive operational plans

**Program Delivery**

- Positive connections to families and community
- Positive leadership and dedicated and professional staff whos are dynamic and energetic
- Students stated they feel safe, well supported and well prepared for secondary school
- Students appreciated breadth and depth of curriculum offerings which made school exciting and interesting
- Coherent curriculum delivery and clear expectations
- Whole school approaches
- Curriculum teams have high level of knowledge and expertise, critical reflection and evidence based review
- Planned classroom observations
- Innovative approaches include The Listening Program and Story dogs
- Pastoral care well supported through Kids Matter, STREAMS and case management to track students

***Area for improvement-nil***

***Area of strength-***

- Well managed pastoral care, programs and strategies to support health and well-being many are individualised
- Balanced whole school curricular approaches and widening to include specialist areas
- Positive and energetic leadership model to support teachers and education assistants

	<p><b>Resourcing and Support</b></p> <ul style="list-style-type: none"> <li>• To meet business plan targets</li> <li>• Budgets and expenditure endorsed by board</li> <li>• Workforce plan is functional</li> <li>• School funds key programs to support student engagement (TLP, STREAMS)</li> </ul> <p><i>Area for improvement-nil</i> <i>Area of strength-</i></p> <ul style="list-style-type: none"> <li>• Leadership and staff initiate, resource and manage programs to support educational n well- being of students</li> </ul>	
<b>5.0</b>	<b>Priority item C Business Plan</b>	
5.1	<p>Review of targets and how to align in relation to school review findings. Possible teacher survey of strategies being used and observations to provide baseline data Electronic copy of draft to members for further consideration. Suggested to use NAPLAN data in quartiles</p>	
5.2		
<b>6.0</b>	<b>Priority Item D General Business</b>	
6.1	<p>Nim Dissa going to seminar regarding school surveys Class representatives ongoing for P&amp;C perhaps when up and running board could ask them to encourage parents to fill out school survey Surveys at open night Look at adding milestones to strategic plan instead of business plan</p>	
<b>7.0</b>	<b>Meeting close/adjournment/next meeting</b>	
	<p>Meeting closed at 6.40pm</p> <p><b>Next meeting: 2<sup>nd</sup> May 2018 5pm</b></p>	

Signed by Board Chair-



Date

13/4/2018