

SCHOOL BOARD MEETING – Minutes (Draft – to be confirmed at next meeting)



TIME	Meeting number: 3 Meeting location: Conference/Staff Room Meeting time & date: 5:30pm 22 June 2016		Board to: <i>Identify whether Board is to note, confirm or decide in relation to the item</i>	Who: <i>Identify person to lead discussion on that item.</i>
5:30pm	1.0	Welcome and apologies		
	1.1	Opening and welcome.		Chair
	1.2	Apologies / Absentees. Present: Michael Kelly, Dee Randall, Marie Lingard, Steve Bevan, Michelle Horrocks, Paul Thomas, Paul Wright, Nicole Forrest, Siobhan Jones & James Dillon		Chair
	1.3	Confirmation of Agenda.		Chair
5:32pm	2.0	Disclosure of interests		
	2.1	None	Note / Decide	Chair
5:34pm	3.0	Minutes of previous meeting		
	3.1	Review of previous meeting minutes.	Confirm	Chair
	3.2	Actions arising: Discussion – about Cluster Board and role of board on a cluster level. We are welcome to attend. Michael will notify board members about next Cluster Board meeting	Michael	Chair
5.45pm	4.0	Review of Finances		
	4.1	Review of latest financial information (as of 22 nd June 2016) Marie Supplied up to date financial summary for discussion and perusal	Marie	Manager Corporate Services
5.55pm	5.0	Agenda item 1- School Board meeting dates		
	5.1	School Board meeting dates One meeting per term (Usually Week 9) and meeting schedules as needed. Please provide notice if unavailable but dates are flexible to suit needs of Board members	Steve	Principal
6:00pm	6.0	Agenda item 2 - School Review findings		
	6.1	School Review findings <ul style="list-style-type: none"> • Explanation of School Review process • Perusal of report • Explanation of main points: • Preference for whole school approach to school programs and initiatives • Report based on DPA and Business Plan • Mentioned that context maybe needed to explained when report is discussed in the P&C meeting • Admin Q&A is growing in popularity and Steve is publishing subject discussions in newsletter 	Steve	Principal

6:15pm	7.0	Agenda item 3 - DPA		
	7.1	<p>Delivery and Performance Agreement</p> <p>Steve supplied document to Board. Then, summarised, explained and outlined the main points of the document</p> <p>Document endorsed by Board and signed by Steve & Mike</p>	Steve	Principal
6:30pm	8.0	Agenda item 4 – SAER Policy		
	8.1	<p>Review of draft policy – SAER</p> <p>New SAER document has been compiled to assist with support of students.</p> <p>Suggestion to access and compare SAER policies at cluster schools.</p> <p>Danielle Stiffold, Student Services Deputy, manages SAER policy.</p> <p>Steve explained EA funding model for SAER students</p> <p>Board endorsed policy and Mike signed policy document prefaced with need for change and amendment if/as needed.</p>	Steve	Principal
6:45pm	9.0	Agenda item 5		
	9.1	<p>Business Plan</p> <p>Steve supplied and explained Draft Business Plan document and opened up for discussion:</p> <p>Points raised:</p> <p>Create a summarised info-graphic about Business Plan and Annual report</p> <p>Suggestion to look at use of App e.g. “School Bag” to create simple and practical communication avenue, in line with current technology. Used at other schools and has proven to be very useful – decision made to investigate this option. Emails noted as effective thus far.</p> <p>The Board endorsed the draft document with any amendments due by 1st July 2016</p> <p>This document will be open for discussion at P&C meeting following this Board meeting.</p>	Discuss and Decide	Principal

7:25pm	10.0	Roundtable evaluation		
	10.1	<p>It may be helpful to finish with the chair requesting someone to reflect briefly on how the meeting went or to summarise the decisions and actions resulting from the meeting.</p> <p>General happiness in recent direction of school governance amongst Board members</p>	Note	Chair
7:30pm	11.0	Meeting close / adjournment / next meeting 7:18		
	12.0	Next meeting: 14 Sept 2016 @ 5:30pm	Note	Chair