



To file please  
- thanks Brian

## MULLALOO BEACH PRIMARY SCHOOL BOARD

### Minutes of Meeting on Wednesday 15<sup>th</sup> March 2017 at 6.00pm – Staff Room

#### 1.0 Welcome (5 Min)

##### 1.1 Open and Welcome:

- The meeting was opened by the Chairperson at 6:03 pm.

##### 1.2 Present:

- Wade Rayner – Chair,
- Vanessa Cox - Staff
- Adam Mosconi – Staff,
- Sam Bean – Parent,
- Mike Johnstone – Parent,
- Paul Schaub – Parent,
- Mike Georgiou – Parent.

##### 1.3 Guests:

- Nil

##### 1.4 Minute Taker:

- Mike Johnstone

##### 1.5 Time Keeper

- Vanessa Cox

##### 1.5 Apologies / Absent:

- Sasha Stockley
- Brian Davies
- Phil Davey

##### 1.6 Confirmation of Agenda:

- Moved: Vanessa, Seconded: Sam.

##### 1.7 Correspondence In:

- Annual Report, Operational Plan

##### 1.8 Correspondence Out:

- Nil

#### 2.0 Disclosure of Interest (2 Min)

##### 2.1 Conflict of Interest:

- The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Meeting.



### 3.0 Minutes of Previous Meeting (5 Min)

3.1 Review Minutes of Previous Meeting.

Moved: Sam, Seconded: Paul

3.2 Actions Arising from the Previous Meeting:

1. Brian – update Business Plan & circulate final copy. Operational Plan sent to members.
2. Wade/Di – add Board minutes summaries to website.
3. Wade/Di – add Board nomination form to website.
4. Wade/Di – add Business Plan to website.
5. Sign Code of Conduct at next meeting.
6. Annual Report – board members to review and provide feedback. Sent to members.

### 4.0 Reports and Operational Matters (56 Min)

4.1 Board Chair Update – Wade (5 Min)

There was a call for the nomination of Board chairperson. Sasha nominated Sam at last meeting. At this meeting Sam accepted the nomination. Wade seconded. Present members voted unanimously to elect Sam as the new chair.

4.2 Operational & Business Plan Update: Vanessa vice Brian (20 Min)

Business Plan not available. Vanessa gave a concise explanation of the Operational Plan. Noted that this is a plan in-progress, not a static document. The School is teaching Geography now along with C&C and Economics for older students. Staff have rotated around curriculum teams to keep fresh and updated re: taking a “whole of school” approach.

Concerns were raised re: NAPLAN trends. Wade/Sam to meet with Brian and ask Brian to present NAPLAN results at the next meeting. Board to discuss strategies for improvement.

4.3 Annual Report (Draft) 2016 Review – Vanessa vice Phil/Brian (10 Min)

It was noted that there was no comparison to like schools, only an “all schools” comparison. This may be because the metric is set that way in the Operational Plan. Noted that the document was a draft, not a final copy. Some areas appeared to have declined since the last Annual Report. Members to forward feedback to Wade via email.

4.4 Finance Report (EOY results and Budget for 2017): Brian/Cathlin (5 Min)

No queries. Deferred to next meeting.

4.5 School Uniform Sub-Committee Update: Sam vice Sasha (5 Min)

Microfibre fabric was voted in.

4.6 Community Member – Sam (10 Min)



Discussion ensued about the skill matrix of the board and any potential deficit, thus the potential need for a community member. Various suggestions were put forward. Clarified difference between co-opted members and community members. One or more co-opted members in the areas of IT and Marketing were thought to be the way forward.

#### 4.7 Board Newsletter: Wade (5 Min)

Wade to put out another newsletter. So far, frequency seems to be annual. Would like to move to twice a year or possibly once a term.

### 5.0 Other Business (5 Min)

5.1 Assign Responsibilities and Tasks for Working Groups – contact elected MP. Mike J to contact member (when the results are confirmed). Invite member to ANZAC service.

5.2 Other Items

### 6.0 Next Meeting (2 Min)

6.1 Meeting is scheduled for 10<sup>th</sup> May 2017 at 6.00pm at Staff Room.

6.2 Items to be listed on Agenda:

- Review Budget V YTD Financials
- Review Policies
- Send out Board Newsletter
- Review School Partnerships

### 7.0 Roundtable Evaluation of the Meeting (5 Min)

7.1 Board & School Relationship – review – Wade (2 Min)

### 8.0 Meeting Close/Adjournment

8.1 The meeting was closed by the Chairperson at 7:30 pm.

**Signed:**

Vanessa Cox  
**A/D. Principal**



Wade Rayner  
**Chairperson**



