

Meeting 29<sup>th</sup> August 2017 Opened 6.00pm

ATTENDEES: Jayne Murray, Rachael Muhafidin, Kerry Mazzotti, , Candice Barzotto, Pauline Abbott, Tresna Gale, Mike Gilders EO, Murray Lake, Mel Walton

APOLOGIES:, Rebecca Baker, Jarria Brooks, Emma Potter, Valerie Trapp EO, Reverend Minol

Agenda Item	Discussion	Actions
Welcome and Apologies	Rachael welcomed the committee and Executive Officer to the meeting and offered apologies for the absentees. Tresna accepted the minutes from the last meeting.	
Share a thought from last week's IPS Review – all members	<ul style="list-style-type: none"> <li>• Really good and not as intimidating as I first thought.</li> <li>• Positive experience</li> <li>• No surprises for improvements needed</li> <li>• Staff were able to share what it is we do</li> <li>• Proud of Admin team for putting everything together</li> <li>• Was anxious before but was a really good experience</li> <li>• Non-threatening, easy questions to answer or find an answer</li> <li>• Reviewers were positive and personable</li> <li>• Kerry felt well prepared after all the work done previously by the Board and Admin</li> <li>• A lot of work was put in to review preparation and it was a jam packed 2 days. Looking forward to the report to see how it is written up.</li> </ul>	
Business Arising from the Previous minutes - Jayne	<ul style="list-style-type: none"> <li>• Languages Survey Update               <ul style="list-style-type: none"> <li>○ Surveys back from parents, staff and students</li> <li>○ Parents – 1. Italian 2. French</li> <li>○ Staff – 1. French 2. Italian</li> <li>○ Students – Tie; Italian and French</li> <li>○ Lots of staff have French language skills, some ideas under consideration are: the curriculum will be taught in class with teachers learning with their students, will not be a specialist program, to cover 2 hours of language instruction, French language will immersed across the school in other ways.</li> <li>○ Staff will refine during term 4 how the Languages curriculum will look at BBPS for 2018</li> </ul> </li> <li>• School Board Tenures               <ul style="list-style-type: none"> <li>○ Jayne sent draft tenure notes to Matt at School Improvement and Support Unit Department of Education. Matt came back with questions and supported Jayne in the clarification of Board tenures with writing of sub-clauses.</li> </ul> </li> </ul>	Include changes to Board member tenure in Terms of Reference to be approved at next meeting.

	<ul style="list-style-type: none"> <li>○ At next meeting, an agenda item of Board Tenures will be included for members to vote on changes.</li> <li>○ Changes to Terms of Reference to be shared with Board Members regarding Elections and Appointment of Members and will be voted on at next meeting.</li> </ul>	
IPS Review - Jayne	<ul style="list-style-type: none"> <li>● IPS Review <ul style="list-style-type: none"> <li>○ Thank you to all Board members as we had 100% attendance of Board members at the review meeting. A gold star (chocolate) given to members.</li> <li>○ Jayne read through the notes she made during the exit meeting with reviewers. These notes covered the strengths observed throughout the school during the review as well as areas of improvement.</li> <li>○ Minimal negative feedback from the school review.</li> <li>○ Thank you for all your efforts and support.</li> <li>○ Reviewers liked the round table review.</li> <li>○ Parent forum, with Board members leading, would be something to look at biannually to connect to school community dealing with concerns or questions in a non-threatening environment</li> </ul> </li> </ul>	Notes from exit meeting will be sent with meeting minutes.
What is an Effective Teacher - Jayne	<ul style="list-style-type: none"> <li>● At recent PD Day staff identified characteristics of what makes an Effective Teacher for inclusion in future planning documents. <ul style="list-style-type: none"> <li>○ Key words have been taken out of the group ideas to begin to formulate a statement regarding Effective Teaching. Dayna has begun work on this statement and it was shared with the Board.</li> </ul> </li> </ul>	Include the word 'innovative' in statement.
Values - Mike	<ul style="list-style-type: none"> <li>● Values <ul style="list-style-type: none"> <li>○ The Board went through brainstorming 3 ideas <ul style="list-style-type: none"> <li>▪ 'It is unacceptable that...'</li> <li>▪ 'Right now, the reality is...'</li> <li>▪ 'We believe in a school that...'</li> </ul> </li> <li>○ This was completed with the staff, now completed with the Board and Jayne will do the same with the P&amp;C next week.</li> </ul> </li> </ul>	Feedback from all three groups will be collated and shared at next meeting.

Finance - Jayne	<ul style="list-style-type: none"> <li>• Finance Update <ul style="list-style-type: none"> <li>○ Not spending as much as we need to have spent.</li> <li>○ Will be discussed with Staff at staff meeting tomorrow and plans put in place.</li> <li>○ Voluntary contributions increase <ul style="list-style-type: none"> <li>▪ Wk 3 → Wk 7 <ul style="list-style-type: none"> <li>• Primary – 47% → 56%</li> <li>• PP – 62% → 71%</li> <li>• Kindy – 65% → 72%</li> <li>• Overall = 67%</li> </ul> </li> </ul> </li> <li>○ We are very pleased with the increase in % of voluntary contributions received.</li> </ul> </li> </ul>	
P&C Report	No report	
Round Table	<ul style="list-style-type: none"> <li>• Round Table Review (Share something from the Meeting) <ul style="list-style-type: none"> <li>○ Sharing of ideas and group activity</li> <li>○ Liked the chocolate reward</li> <li>○ Liked how much data was mentioned during IPS review</li> <li>○ Liked ‘what is an effective teacher’ paragraph – maybe include the word <i>innovative</i>.</li> <li>○ Nice vibe tonight – casual and reflective</li> <li>○ Rachael liked the way each person did something different with their chocolate wrapper</li> <li>○ Mel liked the positivity of the IPS review.</li> <li>○ Liked the sharing of ideas in our Board meetings – values</li> </ul> </li> </ul>	
Meeting Ended: 7.30pm                      Next Meeting: 17 <sup>th</sup> October 2017 Minutes Accepted:                              Date:		