

**City Beach Primary School Board**  
**Minutes of meeting 26 February 2019**

**ATTENDEES:** Mari Dart, Alison Jenkins, James Fuller, Trevor Hammond, Rochelle King, Fiona Ellett; Louise Smith, Rosie Candler, Nancy Howard

<b>1.0</b>	<b>Welcome and apologies</b>	<b>ACTIONS</b>
1.1	James opened the meeting at 7:04 pm.	
1.2	No apologies	
1.3	Conflicts of interest - none	
<b>2.0</b>	<b>Minutes of previous meeting and correspondence</b>	
2.1	Meeting minutes 30 Oct previously endorsed by Damian and seconded by James.	
<b>3.0</b>	<b>Actions from previous meeting</b>	
3.1	Action tracker was reviewed and updated including: <ul style="list-style-type: none"> <li>• A number of parents have indicated interest in joining the focus group to look at logo and uniform refresh. Mari to finalise focus group and organise first meeting before end of Term 1.</li> <li>• Tournament of the mind has been organised and kicked off</li> </ul>	
<b>4.0</b>	<b>Schedule/Board Calendar</b>	
4.1	Entry survey has been sent to new families.	
<b>5.0</b>	<b>Board Matters</b>	
5.1	AGM to be held next meeting 26 March. Need to ensure advertised at least 2 weeks in advance to the school community.	
5.2	Code of Conduct and Terms of Reference sent as pre-read to all Board members. No changes recommended.  Code of Conduct signed by all Board members during the meeting.	
5.3	Tenure of Board members discussed. Agreed that Rochelle's term will be brought forward to align with James (finish Nov 19) – to be advertised in Oct 19.	Advertise James and Rochelle board positions in Oct.
<b>6.0</b>	<b>School Operations and Performance</b>	
6.1	2019 Budget figures discussed with no concerns identified. Board Chair signed off during meeting.	
6.2	Exit survey feedback was generally positive (key positive comments were around quality of teachers, catering for needs, sporting programs, opportunities, social and emotional care as well as academic). Comments were also received suggesting that art and music should be less structured and that communication could be improved. Noted that art and music programs are required to be structured to meet curriculum requirements. Also noted that the school is moving to 'Connect' to ensure that consistent communication platforms are used and advised that training and information sessions will be held for both teachers and parents	
6.3	The Annual Report has been drafted and needs to be submitted by the end of Term 1. Rather than all Board members being involved in detailed review, agreed that a smaller group (Trevor and James) would review and work with Mari and Alison to finalise.	
6.4	Detailed review of business plan 2018-2020 actions provided by Mari and Alison. Most actions are complete or on track. Updated business plan action list provided.	

6.5	Student leadership team has been finalised and a student leadership program for students both in the leadership team and senior years is being developed.	
<b>7.0</b>	<b>School Community Feedback</b>	
7.1	<ul style="list-style-type: none"> <li>• Positive feedback about before and after school care</li> <li>• Positive feedback also received from new families regarding the 'starting school' process.</li> </ul>	
<b>8.0</b>	<b>P&amp;C Report</b>	
8.1	<p>Board noted new representatives on P&amp;C, with positions recently filled at AGM.</p> <p>P&amp;C report had not been received at the time of the Board meeting and will be distributed once drafted.</p>	
<b>9.0</b>	<b>Other Business</b>	
9.1	None	
<b>10.0</b>	<b>Meeting Close/next meeting</b>	
10.1	<ul style="list-style-type: none"> <li>• Next meeting 7pm, 26 March with AGM to start at 6:30pm. Trevor to bring refreshments</li> <li>• James closed the meeting at 8:40 pm</li> </ul>	