

## BEACONSFIELD PRIMARY SCHOOL BOARD MEETING

### MINUTES – 9 May 2017

**Present** Katie Andrew, Peta Wootton, Richard Bostwick (A/Chair), Myles Draper, Christine Robinson, Jane Ewers-Verge, Carolyn Cook (Executive Officer),

**Apologies:** Katie Yeomans, Alison Luobikis, Kirsten Dicker, Vicki Jack, Sharon Morris, Kieren Bell

**Conflict of Interest:** 0

**Meeting opened:** 5:30pm

**Previous minutes:** Endorsed – Myles Draper, Seconded – Katie Andrew

Issue	Discussion	Action/s	Comments
<b>Previous minutes</b>	A discussion was had regarding the terminology in the document regarding self-harm/suicide.	Katie to follow up Department policy.	
<b>Introduction</b>	Richard stood in for Alison as Chair. Welcomed everyone.	nil	
<b>P &amp; C</b>	P&C advised they have changed Auditors and therefore their report will be a little late. Dad's camp was highly successful. 40 dads and 85 children. No incidents.		Richard expressed thanks to Tim and other organisers.
<b>Strategic Plan</b> <i>Standing item</i>	A discussion was had regarding priorities, strategies, targets, data, and school improvement.	Carolyn to give feedback from Board to Vicki.	
<b>Principal's Report</b>	Not presented as Principal and A/Principal absent.	nil	

Issue	Discussion	Action/s	Comments
<b>Terms of Reference</b>	A discussion was had to inform new members about the difference between Terms of Reference and Constitution. Incorporated and unincorporated Boards were discussed. Board members had reviewed the document and given feedback to the Executive Officer.	Exec. Officer gave Parent and Community Members the first two Board training modules.  <b>Motion:</b> Endorse the Terms of Reference.  Proposed: Richard Bostwick. Seconded: Christine Robinson	
<b>Annual Report</b>	A discussion was had regarding the survey results. Jane raised the idea of a Communications Strategy.	<b>Motion:</b> Endorse the Annual Report  Proposed: Katie Andrew Seconded: Christine Robinson	
<b>Progress re Parent Contributions</b>	Information was presented on collections:- As of April 2017 – 66.46% April 2016 – 67.41% A discussion on how to improve these figures ensued.	Richard to speak to Vicki regarding payment options and strategies used for collection.	

**MEETING CLOSED – 7:30pm**

Chair: \_\_\_\_\_ Principal: \_\_\_\_\_ Date: \_\_\_\_\_