


School Board - Minutes



Meeting Date	September 3 2015	
Personnel Attending	Nathan Crawford, Megan Turner, Joanne Power (Executive Officer), Beth Winnett, Cassie Bracknell, Janine Muir, Michelle Dunlop, Jim Bell	
Agenda Items	Discussion Points	Actions/Decisions
Welcome & Apologies	<ul style="list-style-type: none"> All welcomed. 	
Minutes of Previous Meetings	<ul style="list-style-type: none"> We passed our recent financial audit with flying colours. Audit action plan has been submitted addressing minor issues, all findings are at local level and easily addressed. Snippets – Anaphylaxis – Cassie currently collating information that can be inserted into the newsletter providing basic information to parents. IT proposal – we are currently trialling a volunteer in this role. App is nearly ready for final launch, this now has to go to the Apple Store to be verified, possible launch will be in Term 4 2015. Bike helmets – general reminder to all students. 	
Board/Legal Requirements	<ul style="list-style-type: none"> SMS Message U – the school is currently trialling Message U as a way of communicating with parents when students are not in attendance after 9.30 am. Teachers are required to enter attendance prior to 9.30am each day to verify students in class. Parents have been responding quickly to the text messages received. Attendance has different codes that are recorded on a daily basis depending on the reason for the absence. 	
School Directions		
School Performance	<ul style="list-style-type: none"> Attendance – The Board conducted a review of the attendance data in line with our Business Plan targets and strategies. Nathan tabled the current attendance records for students across the school. To date our attendance rate is very good. We have a thorough policy and process in place where attendance is tracked, teachers follow-up with parents when a student is absent and parents are encouraged to contact the school immediately when a student is absent. The data that is collected is reviewed regularly to determine patterns of absences and if intervention is required. The data that is collected is uploaded on to schools online for all to view and reflects the overall attendance of the school. Nathan follows up the data on a regular basis. Our target is to exceed the state target of 92.1% and so far we have with an attendance rate of 93.4% 	

	<ul style="list-style-type: none"> • School Development Days 2016 – as an IPS school, we can determine our School Development days each year, over and above the two days prior to students returning which are set (Jan 28 & 29). It was proposed that our school development days for 2016 be the first day of each school term. The agreed school development days for 2016 are; <ul style="list-style-type: none"> ➤ Term 1 - Jan 28/29 (compulsory) ➤ Term 2 - Tues Apr 26 (Term 2) ➤ Term 3 - Mon July 18 (Term 3) ➤ Term 4 - Mon Oct 10 (Term 4). • NQS Feedback – Lakelands is a lighthouse school for NQS and was recently audited. NQS is a national standard that ensure quality in early childhood education. The school conducted an internal review rating ourselves as working towards the requirements. The external reviewers advised that while the school has ranked its practices as working towards, in some areas the school is exceeding the standard. Lakelands has a whole school approach to NQS and PD is ongoing to staff. • Workforce Management Plan - Jim tabled the current workforce management plan and briefly discussed the current statistic of staff status etc. The plan highlights areas that need addressing and the plans in place to address these. 	<ul style="list-style-type: none"> • Approved and endorsed by the school board that development days will be the first day of each term in 2016. 		
Financial Matters	<ul style="list-style-type: none"> • School Financial Overview – relevant comparative budget presented to board and no real change have been made. Money has been placed in a cost centre that reflects the Establishment Grant monies that are remaining. • Investment of Funds - it was agreed to lock \$150K in a short term deposit back account to earn interest as suggested by central office. 	<ul style="list-style-type: none"> • Approved to invest \$150K in a short term investment account 		
Policy Matters	<ul style="list-style-type: none"> • Anaphylaxis Strategy Letter- general discussion held in regards to a letter that can be used by parent of students with allergies. Parent are to be given options to advise other parents (in their child’s class) of their child’s allergies. Letter to be discussed at interview times with admin member. 	<ul style="list-style-type: none"> • Nathan and Jim to create a generic letter to be tabled and discussed at next Board meeting. 		
General Business	<ul style="list-style-type: none"> • School Uniforms – A board member raised the issue that the uniform shop was not holding sufficient stock of shorts to meet the needs of the students. Jim had approached Hot Klobba with the issue who advised that they had an abundance of small size shorts but as the black shorts are not a mandatory item, they are reluctant to stock as parents are sourcing via department stores at a cheaper rate. Discussion held in regards to the school dress and Jim advised this is a mandatory item. • Transportable classrooms- Jim advised that the school will be receiving 6 transportable classrooms, ready for occupancy in 2016. The department has these on the original school plans and it is proposed a further 6 will be installed at a later date. 	<ul style="list-style-type: none"> • 		
Next Meeting	<ul style="list-style-type: none"> • Thursday 29 October 2015 at 1.15pm 			
Signature	Board Chair		Principal	