



**Beaumaris**  
Primary School

# **BEAUMARIS SCHOOL BOARD**

**26<sup>th</sup> February 2016**

**Meeting Minutes**

**8.00am in Biarra 2**


## School Board Meeting Minutes 26<sup>th</sup> March 2016

Meeting No. 1/2016  
Meeting Location: Biarra 2  
Meeting to Commence: 8.00am

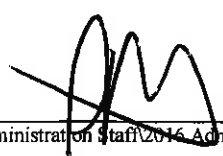
ATTENDEES: Paul Blomley (Chair), Jo Stephens (Principal), Elin Gray, Kathryn Blomley, Jennifer Clarke, Rebekah Brand, Vanessa Blythe, Leah Horton, Kristy Woodyard, Nathan Keenan, Andy Battle, Steve Brown, Donna Davison (Executive Officer).

ABSENT: Albert Jacob

1.0	Welcome and Apologies	ACTIONS
1.1	Opening and Welcome <ul style="list-style-type: none"> <li>• The meeting was opened by Paul Blomley at 8.00am.</li> </ul>	
1.2	Apologies: <ul style="list-style-type: none"> <li>•</li> </ul>	
2.0	Disclosure of Interest	
2.1	The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relations to the items on the Meeting No. 4/2015 agenda.	No declarations of conflicts of interest in regards to any items on the agenda were made verbally or received in writing.
3.0	Minutes of Previous Meeting	
3.1	Paul presented to the Board the minutes of the November 2015 and December 2015 meeting for approval.	Both minutes endorsed by all.
3.2	Actions arising from previous meeting:	Re standing minutes item 2.0: It was agreed that the disclosure of interest wording would be changed as at present it suggests that each meeting each Board Members signs to say there is no conflict of interest. In reality this declaration is made verbally so we agreed to change the wording to: "No declarations of conflicts of interest in regards to any items on the agenda were made verbally or received in writing."
4.0	Priority Item	
4.1	New Board Members	The board has received two nominations for Parent Representatives:  David White: IT knowledge Nick Hancock: Business Knowledge  The Board voted to accept both nominations. Vote: Unanimous
4.2	Principals Report	Jo Stephens presented her Principals Report. Copy attached.
4.3	Review of School Board	Paul Blomley gave a brief overview of his observations of the school board. Discussion points included: <ul style="list-style-type: none"> <li>• School Board Survey to be done (Survey Monkey)</li> <li>• Parent/Dept of Education employee balance is felt to be too equal (8 parents and 7 Dept. of Education employees) prior to the recent resignation of one teacher and one community member. Paul explained that for a meeting to be valid there always need to be a majority of Community Members and with the numbers being almost equal this had created an operational issue and this was</li> </ul>

  
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		<p>slightly adjusted with the acceptance of two new members at the start of this meeting. Paul also explained that for efficiency reasons a School Board numbering approx. 10 people he felt would be ideal. This number can be achieved steadily over a period of time.</p> <ul style="list-style-type: none"> <li>• Paul explained that there was a place for a number of Board Members to look more closely at and take some responsibility for a number of different areas and report back to the Board regularly these areas included: <ul style="list-style-type: none"> <li>a.Communication between the Board and the Community.</li> <li>b.Review of School and Board procedures and policies (not to look at operational matters though).</li> <li>c. A community member to join the Finance Committee.</li> <li>d.Someone to be responsible for the creation of a School Board new member file.</li> </ul> </li> </ul>
4.4	IPS Review	<p>Jo Stephens/Kathryn Blomley gave a brief overview of the IPS Review Exit Meeting. Although we await the official review report, the school has Received an outstanding review, with only three areas being highlighted as Areas to action:</p> <ul style="list-style-type: none"> <li>• Extension to our top students, percentage determined</li> <li>• School Board Self Review and</li> <li>• Communication with parents</li> </ul>
4.5	2016 Draft Budget	<p>Donna Davison presented the 2016 Draft Budget. Questions raised by email from Steven Brown:</p> <ol style="list-style-type: none"> <li>1. Electricity: Why are we budgeting to spend 25% more than 2015?</li> <li>2. Cleaning: Surely we shouldn't be budgeting to spend 30% less than 2015 and still maintain the same standard of cleanliness in the school?</li> <li>3. Student Graduation: Is there a reason why we are budgeting to spend 50% less than 2015?</li> <li>4. Student School Spirit: I am assuming the reduction is due to 2015 being a catch up year?</li> <li>5. Student Services PBS: What is this expense? We didn't have it last year.</li> <li>6. English: Surely we should be budgeting to spend more in our continual goal to improve our standard of English in the school, not reducing expenditure by 30%.</li> <li>7. Mathematics: As this has been recognised as a key area which needs specialised assistance to improve the standard of mathematics in the school, I would have expected us to have budgeted a significant increase. Where are we budgeting for the outside consultant as discussed last year?</li> <li>8. Performing Arts: Why are we reducing expenditure in this area of student self expression and then doubling the music budget?</li> <li>9. Regional Networks: What does this relate to as we did not spend any of the prior year budget?</li> <li>10. Excursions: Why NIL?</li> <li>11. Incursions: Why NIL?</li> <li>12. Year 6 Camp: Why NIL?</li> <li>13. Interm Swimming: Why NIL?</li> </ol> <p>These were answered as below:</p> <p style="text-align: center;">School Board 2016 Draft Budget Queries</p> <ul style="list-style-type: none"> <li>• As recommended by our Senior Finance Team, we have set the</li> </ul>

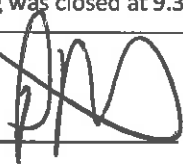


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4.5	Business Plan	<p>Electricity budget at 25% above the 2015 Spent.</p> <ul style="list-style-type: none"> <li>• In 2015 we had a new chemical free cleaning system installed, effectively reducing our cleanings costs considerably.</li> <li>• Many budget codes have no allocated money as they are self-funded by the parents, and will be transferred into the budget when received from the parents. In particular Student Graduation, Excursions, Incursions, Year 6 Camp, Interm swimming and Performing Arts. In previous years we used to allocate approximate figures to both the income and expense account. Our Senior Finance team has advised we leave this blank and allocate via budget adjustments throughout the year as received.</li> <li>• Student School Spirit: The costs of our school chaplain come from this budget. When we receive the funding during the year a budget adjustment is done to reflect the expense.</li> <li>• PBS: This is a new programme Positive Behaviour Support. The main expense for 2016 will be the supply and installation of signage throughout the school to support this programme.</li> <li>• The English and Mathematics budget relate to the resources in these learning areas and doesn't include staff development. You will notice a significant increase in our Staff Development (Professional Learning) Budget</li> <li>• Music has been increased to include a Drum Program.</li> <li>• Regional Network. Jo Stephens explained what the Regional Network was and how it is operated.</li> </ul> <p>Vote to be endorsed: Unanimous</p> <p>It was suggested a School Board Member attend the Finance Committee meetings as a representative. Dates forwarded to Paul Blomley for all Finance Meetings in 2016.</p> <p>Jo Stephens and Paul Blomley discussed the 2016 – 2018 School Business Plan. The School Board has not had much input in the past, but now needs more reflection and the Boards words. Points discussed:</p> <ul style="list-style-type: none"> <li>• National School Improvement Tool which has 9 domains</li> <li>• Domain: Community Partnerships - whiteboard brainstorm (copy attached)</li> <li>• Governance and Support</li> </ul>
<b>A</b>	<b>Correspondence Inward/Outward</b>	
5.1	Inward:	Nil
<b>6.0</b>	<b>Reports and Operational Matters</b>	
6.1	Principal Report:	A copy of the principal's report is attached.
6.2	Financial Reports	2016 Draft Budget Attached (report attached)
<b>7.0</b>	<b>Other Business</b>	
	P & C Meeting Canberra School Camp	To be held next Wednesday 02 March 2016. The question was raised as to why we no longer partake in this camp. Jo

*[Handwritten Signature]*  
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		Stephens replied it now has no curriculum relevance.
<b>8.0</b>	<b>Next Meeting</b>	
	Meeting number 2/2016 is scheduled for 18 <sup>th</sup> March 2016 in Biarra 2 Building at 8am	Proposed agenda items for next meeting: •
<b>9.0</b>	<b>Meeting close</b>	
	The meeting was closed at 9.32am	



SIGNED (A/C CHAIR)

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DATE

