

Bletchley Park Primary School School Board Meeting Minutes

Date: 20 February 2017

Present: Rebecca Burns, Sharmini Aru, Kerry Heliams, Kelly Anderson, Jenny Forster, Ness Gordon, Peter Abetz, Jennifer Bamford, Renae Ritchie, Kevin Porter, Alladean Chidukwani, Damion Hill, Keren Harding

Apologies:

No	Item	Description	Action
1	Endorsement of the Minutes from previous meeting	From 21 November 2016 Approved with Changes	Endorsed by: Ness Gordon Seconded by: Damion Hill
2	Business arising from last minutes	Rebecca will send updated "Board Audit" information to be presented at the next meeting. New Terms of Reference and Code of Conduct.	
3	School Board Endorsement of 2017 Annual Budget which has been endorsed by Finance committee 16 December 2016	Annual Budget for 2017 presented by Jen Bamford. Jen or Keren will attend one meeting a term.	Approved by: Kerry Heliams Seconded by: Renae Ritchie
4.	Terms of Reference - membership	Two community members will be required to sit on the board for a stipulated period of one year, as per 8.1 in terms of reference, after which they will need to re-apply. Peter's year commences this year. Rebecca would like a senior years teacher represented on the board, for a two year period. Kelly Anderson and Jen Forster begin their 2 year term beginning 2017. Nominations were called for board chair. Sharmini Pasha was nominated by Vanessa and seconded by Peter Abetz. A vote was held and Sharmini was elected. Bec asked for board members to come with ideas for another community member at the next meeting.	

5.	The Bletchley Way file	<p>Bec shared The Bletchley Way Staff Compendium with the board. The file ensures all staff has the same information in order to foster connected practice. Bec suggested that at each board meeting a new policy is worked through and ratified.</p> <p>Sharmini thanked Bec for improving the boards knowledge and understanding of the running of the school.</p>	
6.	Board Training – Module 1 – pre reading attached	<p>Bec presented Module One of School Board Training (see handouts).</p> <p>Endorsed minutes will be on the Bletchley Park Primary school website.</p>	
7.	Board profile	<p>Bec to see if we can add Peter on to the mailing list for the newsletter.</p> <p>Board members will have their photo taken at the next meeting. Board members were asked to email Sharmini a few sentences about themselves.</p> <p>Board member badges were handed out. Members are to wear them at meetings and at school events. Board members were asked to come to assemblies on a rotational basis. Assemblies are held on Fridays at 1.45pm junior, middle and upper.</p>	
8.	Parking/Kiss and drive	<p>A new 18 bay parent car park should be ready by the end of the week.</p> <p>An application has been lodged for a crosswalk attendant on Balfour Street.</p> <p>Staff are continuing to man the Kiss and Drive when possible. Bec will man the back car park entrance.</p>	
9.	School Photos	<p>A new photographer has been employed this year.</p>	
10.	Canberra Tour	<p>A parent survey will be sent out to the year 4's, 5's and 6's this year to gauge future interest.</p>	
11.	Summary of meeting and board reflection	<p>At the next meeting we will discuss Ten Year Anniversary.</p> <p>Bec to look into putting teacher biographies and photos onto the school website.</p> <p>Bec to follow up on Bletchley Way Café sign over the canteen. At the moment it says Under Cover Area.</p>	
		<p>Meeting Closed at 8.25pm</p> <p>Next meeting will be 20th March 2017 at 7.00pm.</p>	

