



Aveley Primary School Board Meeting Minutes

Date: July 30 2018 in the school staffroom.

Meeting opened at 4.15pm

Minutes from last meeting accepted as a true and accurate record.

Present: Michelle Murray, Chris Spencer, Mitchell Harvie, Jenna Hitchcock,, Dario Caffini, Laura Lambert

Co-opted for agenda items- Olivia Wood, Adam Marchant

Apologies: Kerry Anderson, Jillian Setchell, Nyomi Prior

Agenda Item	Discussion	Action-Who?
Conflict of Interest	None noted	
1. Finance Update Olivia	<ul style="list-style-type: none"> Operational one line budget statement handed out to board members, along with voluntary contributions summary All finances are on track as expected 	
2. Business Arising from previous	<ul style="list-style-type: none"> Camp Australia Update- they've moved in to the new building. All is going well. Evacuation update- Adam is going to be running one in the next two weeks, a lockdown School Position Report- Michelle handed out examples of the report which is available to all families via the office Additional Members, visit TOR for board capacity- possibly another staff member, which would be needed if we gained another parent. We will start the process to gain another parent board member Criminal screening- all sorted now, including Jenna's Board representative at week 4 assembly- to help us be more known in the school community, give a 2 minute update on board events and hang around to chat after. Chris to CC Adam into board meeting minutes email, to be uploaded to school webpage 	Adam Michelle Jenna Chris
3. Data collection schedule	<ul style="list-style-type: none"> Documentation handed out by Michelle. Absent board members to request copies from the office if required Michelle ran through the items offering explanation as needed 	
4. School Community Survey	<ul style="list-style-type: none"> Adam outlined the fact we need to do a survey every 2 years. We need to try and increase the profile of the surveys and engage people to complete it. Possibly we can have ipads etc available for people to complete survey on site. Do we need to provide and incentive for completion of survey? Suggestion not viable due to lack of equity between 	Adam

	<p>people who complete it at home without being in the running for a 'prize' etc. Possible ideas also floated - completing survey at assemblies, house carnival. Adam to take ideas to school leadership and report back in future. Email any other ideas to Adam please.</p>	
5. Board Training - review of modules 2 and 3	<ul style="list-style-type: none"> ● We went through the two modules and discussed points of interest ● We will aim to create more detailed outline regarding induction of new board members. The board training is a great tool which new members will have access to 	
6. Aveley North update	<ul style="list-style-type: none"> ● Parents in crossover area intake for both schools will receive letter asking of their plans to stay with us or go. ● An ed support centre is still a possibility for Aveley North 	
7. Open Business	<ul style="list-style-type: none"> ● Open meeting- we are required to have one meeting a year as an 'open meeting'. When do we wish to do this? Possibly week 7 meeting next term. ● Annual board report- do we need to prepare one to hand out at the open meeting or simply revisit minutes and agenda items? It is potentially a lot of preparation/work that may not be required. 	

Meeting closed at 5.35pm. Minutes taken by Chris Spencer. Next meeting, **August 27 2018 at 4.15**

Principal

Board Chair

Date _____

Date _____