

## School Board

MEETING N <sup>o</sup>	03	DATE	Thursday, 18/05/2017
LOCATION	Leanyer Primary School	TIME	6:00pm

ITEM N <sup>o</sup>	DETAILS	ACTION BY
---------------------	---------	-----------

1	WELCOME:	
---	----------	--

2	<b>PRESENT &amp; APOLOGIES</b>	
---	--------------------------------	--

Present: Gehan Jayawardhana, Jacob Andreae, Anna Gikas, Genevieve Donohue, Leah Crockford, Gretchen Geng, Claire Kilgariff, Louise Corrigan, Alisha Prosser, Michael Duffy (Darwin High School Board Chair), Trevor Read (Darwin High School Principal)  
 Apologies: Kylie Welch, Nicole Manison  
 Absent:

3	<b>MINUTES OF PREVIOUS MEETING</b>	
---	------------------------------------	--

Moved: Gehan Jayawardhana  
 Seconded: Jacob Andreae  
 Carried: Yes

4	<b>BUSINESS ARISING FROM THE MINUTES</b>	
---	--	--

**4.1 Darwin High School Board** (Michael Duffy & Trevor Read)

Michael Duffy and Trevor Read discussed the role of the board in an IPS school and how Darwin High School Board operates. The business of the board is strategic not operational. Board's role is not to enter into operational business of school.

Board communication to public discussed. Trevor Read advised that Leanyer Board to give itself permission to be cohesive as a group before opening to the public. Claire Kilgariff agreed based on prior board experience.

Principal reporting against Business Plan discussed.

Finance reporting discussed. Finance Committee see all financial reports and the DHS Board is provided with a one page summary. No figures to be extrapolated from reports.

Louise Corrigan asked about finance and risk committee. Yes they do have a finance subcommittee and the emphasis is on risk management. The DoE ran a PD through Sanya on developing risk management plans that the finance subcommittee went to.

Louise Corrigan asked whether the subcommittees form part of the Business Plan and Trevor Read advised that yes, they inform the work of the Strategic Plan.

**4.2 2016 Budget for Comparison** (Leah Crockford)

Business Subcommittee across the budget.  
 Canteen risk noted.

ITEM N <sup>o</sup>	DETAILS	ACTION BY
	<p><b>4.3 Pupil Free Day</b> (Leah Crockford) Thank you for endorsing pupil free day (Friday, 23 June) Principal requests that the board consider the staff meet for two Professional Development days a year.</p>	Board to consider 2 pupil free days per year for staff professional development
5	<p><b>CORRESPONDENCE</b></p> <p><b>In:</b> 01. Subcommittees: Kerrie Francis – Early Childhood, Baden Sharp – Business, Virginia Bofilios – All subcommittees.  Subcommittee applications accepted.</p> <p><b>Out:</b> Nil.</p>	Alisha Prosser to contact applicants and advise of successful applications
6	<p><b>REPORTS</b></p> <p><b>6.1 Chairpersons Report</b> Master Plan discussed. Board Chair and Principal to work in the background to make sure Master Plan keeps progressing. Moved: Claire Kilgariff Seconded: Jacob Andreae Carried: Yes</p> <p><b>6.2 Treasurers Report</b> Moved: Claire Seconded: Gretchen Carried: Yes</p> <p>Claire Kilgariff has to leave (7:04pm) Thanks to Leah Crockford and Alisha Prosser for work put in and documentation. Leah Crockford thanked Alisha Prosser for professionalism.</p> <p><b>6.3 Principals Report</b> Presentation for the China trip. Moved: Dr Gretchen Geng Seconded: Jacob Andreae Carried: Yes</p>	Chair and Principal to continue background work in the development and implementation of the Master Plan
7	<p><b>GENERAL BUSINESS</b></p> <p><b>7.1 Confucius Institute</b> Note discussion on application for ‘Confucius Classroom’. Chinese government donate US\$30,000. We have to commit what they put in. Ranae Graham to take lead on partnership and sister school relationship.</p> <p><b>7.2 China Trip</b> China Trip discussed and noted.</p> <p><b>7.3 Australian Institute of Company Directors (Board Training)</b> Noted. Thursday, 1 June.</p>	

ITEM N°	DETAILS	ACTION BY
	<p><b>7.4 ACECQA</b> Declaration of fitness and propriety, National Police Check and Working with Children Clearance forms to be completed by executive board members only.</p>	Gehan Jayawardhana, Kylie Welch, Jacob Andreae to complete ACECQA paperwork.
	<p><b>7.5 Vision &amp; Innovation Statement</b> New Vision and Innovation Statement discussed. Dr Gretchen Geng mentioned that the Innovation Statement is quite long. Gehan moved that Gretchen propose possible updates she believes necessary to mission statement.</p>	Gretchen Geng to propose possible dot point updates for Innovation Statement
	<p><b>7.6 Master Plan</b> Discussed in Chairs Report.</p>	
	<p><b>7.7 School Board Information Pack</b> Board to complete <i>Confidentiality Agreement Meeting Schedule</i> approved <i>Terms of Reference</i> to be completed for Subcommittees Board members to complete <i>Leanyer School Board Skills Matrix Board Contacts</i> approved with minor changes <i>Leanyer School Board Charter</i> moved to next meetings agenda with focus on the 'motto'. Alisha proposed that we remove the requirement of new board members, that the Principal writes their report to the goals of the school as set out in its Business Plan/Strategic Planning, and to move the date of board tenure from February to March. <i>Board Profiles</i> to be completed by Board Members <i>School Board Agenda – Yearly Overview</i> approved</p>	<p>All members to complete:</p> <ul style="list-style-type: none"> <li>- Confidentiality Agreement</li> <li>- Skills Matrix</li> <li>- Board Profiles</li> </ul> <p>Subcommittee Chairs to complete:</p> <ul style="list-style-type: none"> <li>- Terms of Reference</li> </ul>
8	<p><b>ANY OTHER BUSINESS</b>  Nil</p>	
9	<p><b>DATE OF NEXT MEETING</b> Thursday, 15 June 2017 at 6pm</p>	
10	<p><b>CLOSE OF MEETING</b> 7:53pm</p>	

## ATTENDANCE RECORD

NAME		MAR	APR	MAY	JUN	AUG	SEPT	NOV	DEC
Gehan	JAYAWARDHANA	✓	✓	✓					
Kylie	WELCH	✓	✓	●					
Jacob	ANDREAE		✓	✓					
Anna	GIKAS	✓	✓	✓					
Genevieve	DONOHUE	✓	✓	✓					
Leah	CROCKFORD	✓	✓	✓					
Dr Gretchen	GENG		●	✓					
Claire	KILGARIFF		●	✓					
Louise	CORRIGAN		✓	✓					
Nicole	MANISON		●	●					
Alisha	PROSSER		●	✓					

Present = ✓

Apologies = ●

Absent without notification = ✕

Resigned = 🙋