

General Minutes Minutes of Meeting 14 March 2016 Campbell Staff Room – Campbell Primary School Meeting Commenced 7.00 pm		
<p>Attendees: Lynne Bates, Michelle Swanson, Bruce Williams, Andrew Van Der Merwe, Rupa Kumar, Jess Forman, Rebecca Coslani, Sarika Suri, Nadine Popelier</p> <p><i>Minutes taken by Sue Forman</i></p>		
1.0	Welcome and Apologies	Actions
1.1	Opening and Welcome <ul style="list-style-type: none"> ▪ The meeting was opened by Andrew at 7.00pm Carolyn Alexander, Marie Burman,	
1.2	Apologies	
1.3	Confirmation of Agenda <ul style="list-style-type: none"> ▪ The Board confirmed the Agenda. Moved: Michelle S Seconded: Nadine P	
2.0	Disclosure of Interest	
2.1	<ul style="list-style-type: none"> ▪ The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items of the Meeting 14 March 2016 agenda. 	Nil
3.0	Minutes of Previous Meeting	
3.1	Review of the previous meeting. Andrew presented to the board the minutes of the 15 February 2016 meeting for approval. The council endorsed the minutes of the previous meeting as complete and accurate. Moved: Michelle S Seconded: Bruce W	Complete
3.2	Actions arising from the previous minutes <ul style="list-style-type: none"> • Election of Chairperson- noted conflict for Michelle working for the DoE and within the school. Both parties happy to be chairperson or vice chairperson and work together. No election required after discussion. Andrew – Chairperson, Michelle – Vice Chairperson. • Induction - Rebecca and Jess attended – positive feedback. Another session Beckenham 23 March – Lynne to confirm. The board noted the current status of these actions arising from the previous meeting, as presented in the agenda.	
4.0	Priority Item A	
4.1	<u>Actions arising from previous meeting</u> <ul style="list-style-type: none"> • Interschool Sport Uniform – Collared and short sleeve – unanimous decision by email (on file) – The council noted the current status of actions arising from the previous meeting. 	Complete
4.2	Priority Item B	

	<p>Community Member: Kevin Fraser from the School of Instrumental Music.</p> <p>Recommendation: To include Kevin Fraser on the board as a community representative for one year. Letter read to the board.</p> <ul style="list-style-type: none"> • Adds value to school with Arts – second phase of implementation. • No other nominees. • Umbrella in line with SCASA, add to the development of the Arts and community events. <p>The board unanimously endorsed Kevin Fraser to be the second community member</p>	Unanimous
4.3	Priority Item C	
	<p>Campbell PS Board Code of Conduct- discussion and questions</p> <p>Recommendation: all members to have read, understood and signed Code of Conduct.</p> <ul style="list-style-type: none"> • All attending members signed and returned signed copies. • Sue F to follow up Carolyn A and Marie B 	Note/Confirm
4.4	Priority Item D	
	<p>Business Planning 2016-2019</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • Subcommittees established to discuss aspect of BP. • Focus on one area • Work together on what they believe needs to happen and how to assist. • Recommendations from DES Review • Strategic direction of school – see attached sheet. • Context of the school and community • Feedback can be sort from outside parties / areas. • Feedback to Sue F for collation. <p>Excellence in T&L – Jess, Rebecca, Sarika Support Learning Environment – Bruce and Michelle Partnerships – Rupa and Nadine Leadership – all members to assess Recommendation – the members will meet and discuss and feedback presented at the next meeting.</p>	Decide
5.0	Correspondence	
5.1	<p>IN</p> <ul style="list-style-type: none"> • Emails for voting on Sport Uniform • Letter from Kim Fraser <p>OUT - Nil</p>	Complete
6.0	Reports and Operational Matters	
6.1	<p>Principal's Report – Provided via email.</p> <ul style="list-style-type: none"> • Kindergarten funding and DoE support. Discussion on gain and loss of students, overflow for the area • Will the kindergarten students return to the main school • DES Review – positive feedback on staff but also aware of the direction of the school • Business Plan – discussion and feedback taken into account. • Role and Responsibilities and School Board discussed. 	
6.2	<p><i>The board noted the principal's report provided in attachment.</i></p> <p>Focus 2016 – attached</p> <ul style="list-style-type: none"> • DoE direction of schools • Staff have look at and decided BP Strategies. <p>Terms of Reference – attached.</p>	

6.3	<ul style="list-style-type: none"> • Discussion of Boards duties and powers • Development of Portfolios eg: Sponsorship , Cultural Community Engagement Programmes – How we can work with our multicultural community. • What is expected in roles will be emailed by Lynne, interest to be emailed to Andrew. <p>Finance Report – Provided by email - explanation</p> <ul style="list-style-type: none"> • On Line Budget • Contingencies budget • Fluid Budget • Expenditure 90% of budget in 2016 • Unallocated of salaries and contingencies • Casual Payments • Leave – school retains funds by not replacing <p><i>The board noted the Finance Report provided in attachment.</i></p>	
7.0	Other Business- <i>(Items not on the agenda can be raised for discussion with the chair's permission).</i>	
7.1	<p>DES Review – email Lindsay Usher</p> <ul style="list-style-type: none"> • Positive feedback for the school. 	
7.2	<p>Thank you – Lynne thanked Michelle and Andrew for taking on their roles on the School Board for 2016.</p> <p>Email Addresses and Photos of Board on Web –</p> <ul style="list-style-type: none"> • All members agreed for their email addresses to be shared within the Board • All members agreed for their photos to go on the school webpage 	
8.0	Next Meeting	
	<p>General Meeting Our next meeting will be held on 9 May 2016</p>	
9.0	Meeting Closed	
	<p>The meeting was closed by Andrew at 8.15am</p> <p>The next meeting will be held on 9 May 2016</p>	