

**Board Meeting  
23 February, 2017**

TIME		Senior Campus Meeting Room 4:00pm Sharp	Council to:	Who
4:00	1.0	<b>Welcome and apologies</b>		
	1.1	Opening and welcome		CHAIR
	1.2	<u>Apologies</u> Kate Shaw, Mike King, Neil Pemberton-Ovens		CHAIR
	1.3	Confirmation of agenda	CONFIRM	CHAIR
4:05	2.0	<b>Disclosure of interests</b>		
Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the chair before the meeting to determine the appropriate way to manage the conflict.				
4:06	3.0	<b>Minutes of previous meeting and ENDORSE</b>		
<i>Review of previous meeting minutes</i> <b>Motion: minutes of meeting dated 17 November, 2016 have been endorsed by the Board.</b> <b>Moved: Mike Armstrong</b> <b>2<sup>nd</sup>: David Watson</b> <b>Accepted: YES</b>				
4:40	3.1	<b>Action List from last Meeting.</b>		

1. Homework Policy (draft form at this stage). **Jamie will establish a committee to complete the draft.**
2. Work Placement. **Jonelle McLoughlin has taken on this, with student having to complete pre-requisites before going on work placement.**
3. **Split Site Funding – Jamie finding out where they are at with this process. Last week received update – their goal is that it will be ready by August 2017, this will be in place for 2018. Still looking at a base allocation for split site allocation. There is nothing more that we can do but wait and see what eventuates.**
4. Community Library Funding – Jamie to send out agreement to Board members. **DONE**






Licence Agreement -  
Community Library.pc



**Meeting coming up shortly. Jamie unsure how it will go.**

5. **Gilliana Promotions – Sue to send Mike Armstrong scans of old Gillianas. *DONE* Ongoing for Mike with his class. *Flyer to go out with Personal Items lists 2018***
6. **2017 Calendar – Sue to setup. *DONE***
7. **Kate Shaw to send copy of Sally Young resignation to Jamie and Sue. *Daniel Wiseman will sent a copy.***
8. **Nominations for next Parent Representative to be sent out. *DONE***
9. **Survey to be sent out to Parents in 2017. *This will be done in 2019.***
10. **Kate and Daniel to review and evaluate the school photos. *Gathering information from photo companies.***
11. **Board to discuss Students Review. *this meeting***
12. **Reserve accounts to be reviewed in 2017. *update next meeting***
13. **Wording to be changed to read “nationally accredited course” in Contributions and Charges for the Senior Campus Certificate Courses. *DONE***
14. **Policy (fundraising etc.) required on funding and the types of products. *Jamie will review this policy.***

	4.0	Business Arising		
5:15	5.0	New Business		

5:20	6.0	Reports and Portfolios	
	6.1	Financial Report	Sarah Bible
		 <p>CASH BUDGET &amp; EXPENDITURE.pdf</p> <p><b>Motion: Endorsed by the school board</b>  <b>Moved: Daniel Wiseman</b>  <b>2<sup>nd</sup>: David Watson</b>  <b>Accepted: Yes</b></p> <ol style="list-style-type: none"> <li>1. Statements will be sent out more often than last year. Parents will have to realise in order for the school to function properly, they will have to pay their fees.</li> <li>2.</li> <li>3. We lost \$40,000 by one student leaving this year. Disability funding is the only funding that follows the student when they leave.</li> <li>4.</li> <li>5. Secondary number are good this year and we are up a few. Junior Campus numbers are slightly down.</li> <li>6.</li> <li>7. We are currently running one class too many at the Junior Campus and that will be address in 2018, unless we get more new enrolments.</li> <li>8.</li> <li>9. Parents will notice that students will not be subsidies from the school as they were in the past.</li> <li>10.</li> </ol> <p>General Discussion</p>	
		<p><b>Mike Armstrong– School Partnerships</b></p> <p>List has been given to Jamie.  It is a work in progress and we need to support and these partnerships need to be acknowledged.</p>	

5:30	6.2	Principals Report	James Milne
	6.2a	<p data-bbox="390 167 653 199"><b>IPS Review Report</b></p>  <p data-bbox="401 269 579 318">2016 School Board Review.pdf</p> <p data-bbox="390 334 541 358">Discussion.</p> <p data-bbox="390 367 716 391"><b>Areas for improvement</b></p> <ol data-bbox="436 399 1654 862" style="list-style-type: none"> <li>1. Once the Business Plan is in place we will then show connections from the classroom to the plan.</li> <li>2. There will be a further push to stretch the students at the top end of each cohort.</li> <li>3. Communication to parents still needs to improve. Jamie can assure the Board that the office staff is well aware of the pressure that it puts Jamie under when information does go out incorrectly.</li> <li>4. Have established meeting with pastoral care group Friday mornings.</li> <li>5. Working on addressing the DPA requirements.</li> <li>6. Align Classroom Plan to Operational Plan to the new Business Plan.</li> </ol>	
5:45	6.2b	<p data-bbox="390 867 709 899"><b>2017-19 Business Plan</b></p>  <p data-bbox="390 976 596 1024">Donnybrook DHS Business Plan 2017-1'</p> <p data-bbox="390 1040 506 1065"><b>Process</b></p> <p data-bbox="390 1073 1629 1162">Staff on day 1 and 2 in PLC groups reflected on where the school is at from their own perspective. PLC representative of their group will meet in one group and make milestones and targets etc.</p> <p data-bbox="390 1170 1436 1195">It has been a work in progress but Jamie would like it finished by the end of term.</p> <p data-bbox="390 1235 1577 1300">Student Focus Learning is about teaching each student individually and making sure no one misses out on what they need.</p> <p data-bbox="390 1341 919 1365">Jamie and staff will keep working on this.</p>	

5:50	6.2c	<b>Student Survey 2016</b>  2016 Year 5-10 Student Survey.pdf Discussed	
6:00	6.2d	Nominations for Parent Representative  Kirrylie Bacci.docx  <i><b>Motion: To accept Kirrylie Bacci as a member of the school board</b></i> <i><b>Moved: David Wiseman</b></i> <i><b>2<sup>nd</sup>: Mike Armstrong</b></i> <i><b>Accepted: Yes</b></i>  Jamie to check if Jonelle wishes to re-join as a Board Member	<b>Jamie will          make contact          &amp; Sue will          send her an          induction          package.</b>
6:05	6.2e	<b>School Board Chair</b> As per email that was sent by Neil Pemberton-Ovens.  <i>Next meeting take nominations for Board Chair.</i>	<b>Sue wishes to          have a copy.</b>
6:10	7.0	<b>Other business</b> Items not on the agenda can be raised for discussion (with the chair's permission). Check tenure for each member for next meeting	CHAIR
6:15	8.0	<b>Next meeting</b> 23 March, 2017.	CHAIR
6:16	9.0	<b>Roundtable evaluation</b> A great meeting, thank you Daniel.	CHAIR
6:20	10.0	<b>Meeting close</b> 5:38	CHAIR