

Pigeon Mountain Primary School  
Board of Trustees

Minutes of Meeting Held on 19 August 2009

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**1. Present:** Cameron Astill, Gerard Keenan (Chair), Yugen He, Danie Jacobs, Judy Hand, David Pinker, Ginty Bigwood, Merv Hotter, Craig Clark

**2. Apologies:** Tracy Leader, Linda Lowden

**3. Visitors:** Paul Musson, Ellis Levy

**4. Declarations of Interest:**  
None

**5. Minutes from the Previous Meeting**

**MOVED:** The minutes from the meeting held on 29<sup>th</sup> July 2009 are accepted with the correction that the accounts accepted are for the month of June 2009

**RESOLVED:** Hotter / Astill

**6. Correspondence:** The correspondence to and from the school was noted.

**7. Under Action:**

Board Calendar: It was agreed that the Policy review calendar would be extended to include other Board activities.

**Action: G Keenan**

The property sub committee has been requested to review the Property Management policy.

**Action: D Pinker**

It was agreed that the Health and Safety sub committee would be convened to review the Emergency Action Guide.

**Action: C Clark / M Hotter**

It was agreed that the Policy Committee will write a policy to deal with Uniformed Absences.

**Action C Astill**

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## Closed Actions

Board Elections, 2010: It was noted that the Board of Trustee elections are due in 2010. G Keenan to develop a strategy to increase the level of awareness for the elections.

C Astill asked G Bigwood to provide a report on classroom sizes at the next board meeting.

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## Reports

### 8. Principals Operational Report

G Bigwood tabled the Operational report.

**MOVED:** That the Principals Operational Report is accepted.

**RESOLVED:** Astill/ Clark

### 9. Finance Report

J Hand tabled the Financial Reports for July 2009

**MOVED:** That the Financial Report is accepted and accounts for July be approved and passed for payment.

**RESOLVED:** Hand / Keenan

**MOVED:** To accept the BDO Spicers Audit Proposal for the Years Ending 31 December 2009-2011

**RESOLVED:** Hotter / Astill

**MOVED:** The Board delegates to the Principal the authority to review and authorise the school payroll. As part of this delegation, the Principal is to create a robust review process to ensure that the payroll is accurate.

**RESOLVED:** Hand / Keenan

### 10. Property Report

Property Minutes from August 5<sup>th</sup> 2009 where tabled

**MOVED:** That the Property Report accepted.

**RESOLVED:** Hotter / Jacobs

### 11. ICT Project Update

No report tabled this month

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## **12 Parent Survey**

The Board reviewed the results of the Term 2 2009 Parent Survey and agreed the following actions;

Create a newsletter summarising the Parent Survey and the initiatives that the board is undertaking in response to the survey.

**Action: G Keenan**

Include the initiatives into the standing agenda item on Customer Service.

**Action: G Keenan**

A trend within the survey on the approachability of the office staff together with the general layout of the office was identified. G Keenan and G Bigwood to discuss options with the office staff and Property Sub committee on how to improve the office environment and delivery of customer service.

**Action: G Keenan / G Bigwood**

**MOVED:** That the Board considers customer service to be an important deliverable for the school.

**RESOLVED:** Unanimous

A trend within the survey on the visibility of the Board was noted. It was determined that the amount of information provided to the parent community on the activities and initiatives of the board update could be increased. It was agreed that the Board would take turns providing information for inclusion in the school newsletters.

D Pinker to do the first newsletter article.

**Action: D Pinker**

Feedback related to communications and availability of information is to be taken into the ICT Special Project for inclusion into the updated school web site.

**Action: L Lowden**

G Bigwood to provide a copy of the PTA questions / feedback to the PTA.

**Action: G Bigwood**

**Meeting closed 10:15 pm**

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**Upcoming Board Meetings**

16 <sup>th</sup> September	Office Meeting Room
21 October	Office Meeting Room
18 <sup>th</sup> November	Office Meeting Room

**Sub Committee Chair's**

Finance	J Hand
Property	D Pinker
Policy	C Astill

**PTA Roster**

August	D Jacobs
September	J Hand
October	Y He
November	G Keenan
December	D Pinker