

Pigeon Mountain Primary School
Board of Trustees

Minutes of Meeting Held on 16th December 2009

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

2. Apologies:

3. Visitors: Tracey Leader, Ellis Levy, Paul Musson, Linda Lowden

4. Declarations of Interest: None

5. Minutes from the Previous Meeting

MOVED: The minutes from the meeting held on 18th November 2009 are accepted.

RESOLVED: **Hotter / Clark**

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

8. Under Action:

The review of the Property Management policy has been completed by the Property committee, it has now been passed to the Finance committee to review the asset life components of the policy.

Action: J Hand

Feedback related to communications and availability of information is being taken into the ICT special project for inclusion into the updated school web site.

Action L Lowden

L Lowden and T Leader to review options for overcoming the "barriers identified" in the Student Achievement Data and formulate options for increasing the level student achievement and report back to the Board at the March 2010 meeting.

Action L Lowden

It was agreed that C Astill would do the next Board notice, providing an

update to the parent community on the school policies and the process for updating them.

Action C Astill

It was agreed that the Policy Committee will write a policy to deal with uniformed absences.

Action: C Astill

The Policy committee to review and update the Cybersafety Use Policy at the next meeting.

Action: C Astill

The meeting discussed the strategy for the effective use of the Special Education Grant and requested the Senior Management Team to consider the options and make a recommendation.

Action: G Bigwood

G Bigwood to review the Annual Plans and verify that the "Parent Engagement Strategy" (PES) is contained in the plans.

Action: G Bigwood

G Keenan to approach Buckland's Beach Intermediate in regards to re-establishing their school zone to include students of the school who live on the west side of Pigeon Mountain Road.

Action: G Keenan

Include customer service on the standing agenda.

Action: G Keenan

G Keenan to create a survey for the parents on the inclusion of Religious Education during class time.

Action: G Keenan

Closed Actions

The Board discussed the Education Review Office review scheduled for February 2010 and confirmed that a Friend of the School would be sought to assist with the review.

G Keenan to send the draft response to Bucklands Beach Primary on their proposed enrolment zone.

G Bigwood to clarify to parents that the recently distributed Cybersafety Use Agreement is effective from next year.

Curriculum

9. Student Achievement and Curriculum Presentation

The end of year Student Achievement Data was presented and discussed.

10. New Curriculum

T Leader provided an update on the development of the New Curriculum and outlined the process moving forward.

Reports

11. Principals Operational Report

G Bigwood tabled the Operational report.

- MOVED:** That the Principals Operational Report for November is accepted.
- RESOLVED:** Bigwood / Pinker
- MOVED:** That the board ratify the appointments of the two Scale A Teachers and the Music Teacher
- RESOLVED:** Bigwood / Keenan
- MOVED:** That the International Student refund is paid less the Administration fee of \$300 as per the boards International Student refund policy
- RESOLVED:** Bigwood / Astill

12. Finance Report

J Hand tabled the Financial Report

- MOVED:** That the Financial Report for November 2009 is accepted and accounts for November 2009 be formally approved and passed for payment.
- RESOLVED:** Hand / Keenan
- MOVED:** That the 2010 budget is approved
- RESOLVED:** Keenan / Astill

13. Property Report

D Pinker provided a verbal update on the progress for the various 5YA projects.

MOVED: That the Property Committee is authorised to undertake projects identified and the MOE approved 5YA project list.

RESOLVED: Pinker / Hotter

14. ICT Project Update

L Lowden tabled an update on the ICT project.

General Business

G Keenan provided an update on the recruitment of the Board Secretary.

MOVED: That Jo Clark is confirmed as the Board Secretary

RESOLVED: Unanimous

Meeting closed 10:45 pm

Upcoming Board Meetings

February 17th

March 18th

April 21st

May 19th

Committee Chair's

Finance J Hand

Property D Pinker

Policy C Astill

PTA Roster

February M Hotter

March C Clark

April C Asttil

May D Jacobs