

Pigeon Mountain Primary School
Board of Trustees

Minutes of Meeting Held on 18 March 2009

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

2. Apologies:

3. Visitors: Linda Lowden, Tracy Leader, Paul Musson, Ella Dunne

4. Declarations of Interest:
None

5. Minutes from the Previous Meeting

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

RESOLVED: Hand / Hotter

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

7. Under Action:

G Keenan to construct a training program and circulate for comment

Action: Keenan

As part of the development of the new curriculum, a statement describing what attributes and skills a year 6 student would have is required. It was agreed that the school would create a simple questionnaire, in both English and Mandarin, for the students and their parents to complete.

Action: T Leader

G Bigwood advised that the collection of school fees was below budget, the Board requested that a polite reminder notice was posted to each house requesting payment. It was agreed that the reminder would be translated into Mandarin for those families who's first language is not English.

Action: G Bigwood

G Bigwood to review and confirm that the office manual has been updated to

reflect the change in process for payment runs.

Action: G Bigwood

G Bigwood to review and confirm that PAYE is deducted for all payments to staff relating to wages and salary.

Action: G Bigwood

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

Action: G Keenan

Job Description for the Board Secretary: A draft job description was reviewed. It was agreed that the preparing of minutes for sub committee meetings would be removed.

Action: G Keenan

G Keenan to organise advertisement for the Board Secretary role to the parent community. Interviews to be undertaken by G Keenan and C Astill.

Action: G Keenan / C Astill

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.

Action: G Keenan

Closed Actions

- M Hotter to send a letter to the local Community Board regarding the need to increase the safety of the Prince Regent Dr and Pigeon Mountain Rd intersection.
- G Keenan to merge PDF files for the 2007 Annual Report and forward to the school office for loading onto the Pigeon Mountain web page.
- G Bigwood to circulate the revised School Charter within the school community by including it in an upcoming school newsletter and by providing a copy to the PTA for comment.
- G Bigwood to discuss and obtain from L Bryant and understanding of how the payment run of December 2008 occurred after the Board had requested that some items from the payment run were to be withheld.
- C Astill noted that the PTA had recently held elections and that Babette Mass had been elected Chair of the PTA. It was agreed to send a letter to the office holders at the PTA congratulating them on their election.

Curriculum

8. Student Achievement and Curriculum Presentation

The Board reviewed the "Begining of the Year Data Collection 2009" report prepared by T Leader and discussed layout and reporting options. P Musson was requested to provide assistance in this area.

Action: D Pinker / P Musson / T Leader / L Lowden

9. New Curriculum

L Lowden provided an update on the development of the new curriculum and the output from the Teacher Only Day.

Reports

10. Principals Operational Report

G Bigwood tabled the Operational report.

MOVED: That the appointment of D Jacobs to a fixed term Team Leader position is ratified.

RESOLVED: Clark / Astill

MOVED: That the School uniform is changed over a two year period, replacing the jumper with a fleece at an equivalent or lower cost to the jumper.

RESOLVED: Unanimously

The Board noted the initiative and effort by B Maas and N Legge in researching the options available for the fleece.

It was agreed that C Astill would assist the PTA members who have undertaken the research on fleeces to identify potential suppliers.

Action: C Astill

11. Finance Report

J Hand tabled the Financial Reports for February 2009

MOVED: That the Financial Reports for February 2009 is accepted and accounts for February be approved and passed for payment.

RESOLVED: Hand / Keenan

MOVED: That the 2008 Draft Annual Report is accepted.

RESOLVED: Hand / Keenan

12. Property Report

D Pinker tabled the Property sub committee report.

13. ICT Project Update

L Lowden provided a verbal update on the ICT project.

Board Focus

14. Customer Service

G Keenan advised that the bi-annual parent survey normally conducted in September is being brought forward and a section on Customer Service being added.

Action: G Keenan / G Bigwood

15 Board Elections – 2010

It was agreed to approach L Bryant to undertake the role of Returning Officer.

Action: G Keenan

General Business

16. Charter Final Review and Sign-off

G Bigwood advised that the parent community and the PTA have reviewed and contributed to the School Charter. It was agreed that the School's Senior Management Team would collate the inputs and prepare a draft Charter for review by the Board before 31st March 2009

Action: G Bigwood / T Leader / L Lowden

MOVED: That the Board fund a BBQ at the forthcoming Treasure Hunt.

RESOLVED: Unanimously

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

Action: D Pinker

C Clark to review the flow chart attached to the Sexual Physical and Emotional Abuse policy.

Action: C Clark

Meeting closed 10:00 pm

Upcoming Board Meetings

15 th April	Room 15, Area E
20 th May	Room 16, Area E
17 th June	Library
15 th July	Resource Room
19 th August	Room 12, Area D
16 th September	Room 8, Area C
21 October	Room 5, Area B
18 th November	Room 1, Area A

Sub Committee Chair's

Finance	J Hand
Property	D Pinker
Policy	C Astill

Sub Committee Calendars

Finance	To be advised
Property	To be advised
Policy	To be advised

PTA Roster

April	D Pinker
May	M Hotter
June	C Clark
July	C Astill
August	D Jacobs
September	J Hand
October	Y He
November	G Keenan
December	D Pinker