

Pigeon Mountain Primary School
Board of Trustees

Minutes of Meeting Held on 23rd September 2009

1. Present: Yugen He, Danie Jacobs, David Pinker (Acting Chair), Ginty Bigwood, Craig Clark

2. Apologies: Gerard Keenan, Cameron Astill, Judy Hand, Merv Hotter

3. Visitors: Linda Lowden, Tracey Leader, Ella Dunn.

4. Declarations of Interest: None

5. Parent Survey Results: G Keenan was not present to present feedback from the survey and proposed initiatives. It was agreed to defer this matter to the October meeting.

6. Minutes from the Previous Meeting

MOVED: The minutes from the meeting held on 19th August 2009 are accepted.

RESOLVED: Jacobs/He

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

The board formally acknowledged Leigh Steel's resignation letter.

The board formally approved the leave request from Carol Frear as resolved unanimously via email prior to the board meeting.

8. 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 Policy Committee will write a policy to deal with uniformed absences.

Action: C Astill

Create a newsletter summarising the parent's 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

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

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

Action G Bigwood

Closed Actions

It was agreed that the health and safety committee would be convened to review the emergency action guide.

Action: C Clark/M Hotter

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 in inclusion in the school newsletter. D Pinker to do the first newsletter article.

Action D Pinker

A trend within the survey on the 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

Curriculum

9. Student Achievement and Curriculum Presentation

Tracey Leader and Linda Lowden presented and discussed writing baseline data for years two through six.

10. New Curriculum

An update was presented by Tracey Leader as to how the school is tracking in relation to the new Curriculum.

Tracey Leader presented information about the student focus groups as well as the principles underpinning the new curriculum that the staff have discussed at staff meetings.

Reports

11. Principals Operational Report

G Bigwood tabled the Operational report.

Discussion took place in relation to item one of Finance and Property. Whilst a quorum was present it was agreed it would be helpful for all board members to review the teacher aide budget. This matter was deferred to the October meeting.

MOVED: That the Principals Operational Report for September is accepted.

RESOLVED: Pinker/Clark

MOVED: That the foreign fee paying student refund application is granted.

RESOLVED: Pinker/Clark

MOVED: That a teacher only day is allocated for whole staff first aid training.

RESOLVED: Pinker/Clark

12. Finance Report

The financial report was moved and payments were approved via email prior to the meeting

MOVED: That the Financial Reports for August 2009 are accepted and accounts for August 2009 be formally approved and passed for payment.

RESOLVED: Pinker / Jacobs

13. Property Report

No written report was presented. D Pinker provided a verbal update that he had attended a staff meeting and had provided all staff an update in relation to property development.

14. ICT Project Update

No written report was presented. Linda Lowden presented a verbal report. Linda Lowden discussed School Zone and that a cyber safe policy is being developed. This will include a use agreement for students in relation to internet useage.

Linda Lowden discussed class wiki's. D. Pinker asked Linda Lowden to provide the wiki addresses for each class to be made available in the next newsletter.

Action: Linda Lowden

The \$7600 from the PTA was being put toward data projectors and digital cameras. The school is currently obtaining quotes for these items.

General Business

15. Principal's appraisal. It was agreed to defer this matter to the October meeting so all board members could be present.

16. School Zone. The proposed zone for Bucklands Beach Primary was discussed it was agreed that further consideration and possible submissions will be discussed at the October meeting.

17. D.Pinker raised an issue of footage of the Y6 camp being posted on you tube. This matter was discussed and Linda Lowden advises the board that the usage policy and usage agreement will cover this matter. The footage has now been removed from you tube.

Meeting closed 9:55 pm

Upcoming Board Meetings

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

PTA Roster

October	Y He
November	G Keenan
December	D Pinker